



GreenGov Agency Certification Checklist Fiscal Year 2023-2024 Reporting

 Agency Representative Sign-off: Rachel S Warrick

 Agency Executive Sign-off: Jason P Lutcavage

Points Applicable	Points Earned	Score
166	104	63%

Instructions:

1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2023 through June 30, 2024.
2. As each measure is evaluated, begin with the following preface: **"Since July 2023, 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 30, 2024**.

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 2023, 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 plan for your space portfolio to identify opportunities for consolidation of space leading to cost, energy and carbon footprint savings?	☒	☐	☐	4	4
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?	☒	☐	☐	3	3
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?	☒	☐	☐	3	3
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?	☒	☐	☐	2	2
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?	☒	☐	☐	4	4
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?	☐	☒	☐	2	0
1 I	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
1 J	Received Act 129 or other energy conservation or sustainability incentive program rebates?	☐	☒	☐	1	0
1 K	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			27	20

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 VMT reduction and fuel economy improvements?	☐	☒	☐	2	0
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	5
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 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	3
Points Total					3	3
Total Points Earned for Benchmarking and Evaluations (I)						30
Total Points Available for Benchmarking and Evaluations (I)						39

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?	☒	☐	☐	1	1
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					10	10
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	3
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?	☒	☐	☐	2	2
6 C	Upgraded 25% or greater of lighting and fixtures to LED?	☒	☐	☐	3	3
6 D	Installed programmable thermostats and system meters to reduce energy consumption?	☒	☐	☐	2	2
6 E	Installed low flow plumbing fixtures in at least 1 facility?	☒	☐	☐	1	1

6 F	Installed low flow plumbing fixtures within all facilities?	☐	☐	☒	0	0
6 G	Installed on-demand or heat-pump hot water heaters?	☐	☒	☐	1	0
6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	☐	☒	☐	3	0
Points Total					15	11
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	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.)?	☒	☐	☐	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?	☐	☒	☐	4	0
Points Total					10	6
Total Points Earned for Buildings and Structures (II)						27
Total Points Available for Buildings and Structures (II)						35

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	0
Points Total					5	2
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?	☐	☒	☐	4	0
9 B	Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?	☐	☒	☐	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)?	☐	☐	☒	0	0
9 D	Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?	☐	☒	☐	1	0
9 E	Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?	☐	☒	☐	3	0
9 F	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?	☒	☐	☐	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)	☒	☐	☐	4	4
Points Total					18	9
Total Points Earned for Transportation (III)						11
Total Points Available for Transportation (III)						23

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	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			6	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	0
		Points Total			2	1
Total Points Earned for Products and Materials (IV)						5
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?	☐	☒	☐	3	0
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 the areas including: climate, energy and/or sustainability?	☐	☒	☐	3	0
13 E	Solicited employee feedback in regard to the improvement of processes and operations within their areas (LEAN principles)?	☐	☒	☐	2	0
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	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	0

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	1
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
						11
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)						11
Total Points Available for Culture (V)						32

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))?	☒	☐	☐	1	1
15 B	Implemented a training and/or credential plan for all facilities staff on building systems in which they oversee?	☐	☒	☐	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?	☐	☐	☒	0	0
15 D	Participated in public utility programs that reduce demand on the electrical supply grid?	☐	☐	☒	0	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)?	☐	☐	☒	0	0
15 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?	☐	☐	☒	0	0
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?	☐	☒	☐	2	0
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?	☒	☐	☐	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?	☒	☐	☐	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?	☐	☐	☒	0	0
					Points Total	11
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?	☒	☐	☐	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?	☐	☒	☐	2	0
					Points Total	6
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
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 Resiliency (VII)						20
Total points available for Resiliency (VII)						26
Overall Total Points Earned						104
Overall Total Points Available						166