



GreenGov Agency Certification Checklist Fiscal Year 2020-2021 Reporting

Agency Representative Sign-off: _____

Agency Executive Sign-off:  _____

Points Applicable	Points Earned	Score
54	43	80%

Instructions:

1. Review each measure and answer based upon actions of your Agency within the fiscal year of July 1, 2020 through June 30, 2021.
2. As each measure is evaluated, begin with the following preface: "Since July 2020, as an Agency have you...".
3. The Checklist will automatically tally all points earned based upon measures applicable to your Agency.
4. Once completed, enter 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, September 3, 2021**

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. **Blue** highlighted measures valued at **4** points are direct initiatives of GreenGov Programs.
3. **Green** highlighted measures 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 2020, 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
1 B	Developed a written plan for your space portfolio to identify opportunities for consolidation of space leading to cost, energy and carbon footprint savings?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 C	Participated in the Commonwealth Utility Benchmarking Initiative (CUBI) through the 2021 EnergyCAP Agency Workplan by assigning "Agency Liaison", "Core User" and other roles?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 D	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 H	Received Act 129 or other energy conservation or sustainability incentive program rebates?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 I	Achieved an overall 3% reduction of energy consumption within the past Fiscal Year (2020-2021) as per Executive Order 2019-01 through the participation in energy reduction programs and projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Points Total					2	2
2	Transportation Benchmarking	Yes	No	N/A	Points Value	Points Earned
2 A	Developed Executive-level fleet reports including type, classification, mileage, consumption, emission and cost figures for the purposes of VMT reduction and fuel economy improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
2 C	Utilized vehicle telematic systems to accurately track performance figures of your entire traveling fleet?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
Points Total					2	2

3 Products and Materials		Yes	No	N/A	Points Value	Points Earned
3 A	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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Points Total					0	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Points Total					0	0
Total Points Earned for Benchmarking and Evaluations (I)						4
Total Points Available for Benchmarking and Evaluations (I)						4

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (though partnership with DGS or other)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in at least 1 facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in more than 1 facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Points Total					0	0
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 C	Upgraded 25% or greater of lighting and fixtures to LED?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 D	Installed programmable thermostats and system meters to reduce energy consumption?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 E	Installed low flow plumbing fixtures in at least 1 facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 F	Installed low flow plumbing fixtures within all facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 G	Installed on-demand or heat-pump hot water heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Points Total					0	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
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.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
Points Total					0	0
Total Points Earned for Buildings and Structures (II)						0
Total Points Available for Buildings and Structures (II)						0

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
8 B	Established agency-wide policy measures and business procedures for the reduction of Vehicle Miles Traveled (VMT) for items such as in-person meetings and other employee interactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	Established a high-efficiency vehicle fleet plan including the purchase of battery electric and/or plug-in hybrid vehicle(s) and supporting infrastructure (charging stations) to achieve the 25% fleet goal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 B	Installed electric vehicle charging stations in at least 1 location to support your high-efficiency vehicle fleet plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 D	Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 E	Purchased 50% additional battery electric and/or plug-in electric hybrid vehicles (or met 25% of your total passenger fleet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 F	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4
Points Total					4	4
Total Points Earned for Transportation (III)						9
Total Points Available for Transportation (III)						9

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"/>	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0

11 B	Established or participated in a recycling program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
11 C	Established or participated in a recycling program that incorporates organic and food waste materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					Points Total	3	1
12	Cleaning	Yes	No	N/A	Points Value	Points Earned	
12 A	Established and maintained green cleaning policies and services within Commonwealth-owned space?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
12 B	Established green cleaning policies and services within leased space?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					Points Total	0	0
Total Points Earned for Products and Materials (IV)						4	
Total Points Available for Products and Materials (IV)						6	

V	Culture					
13	Employee Engagement	Yes	No	N/A	Points Value	Points Earned
13 A	Established and supported a Sustainability Team to identify opportunities (team should consist of multiple disciplines and executive staff)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0
13 B	Established and supported 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	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
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	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.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 F	Promoted alternative commuting options including mass transit, carpooling and walking & biking (could include building occupant surveys on commuting practices to enhance existing programs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 G	Fostered interest in sustainability, reduction and recycling with employees through sponsorship of programs, initiatives and events?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 H	Established and supported a Recycling Communications Plan for the continued messaging of recycling policies, practices and initiatives throughout your organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 I	Established or participated in a litter reduction plan, initiative or survey?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 J	Established and supported an employee award and/or incentive program for participation in sustainability?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 O	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
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	20	11
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
14 B	Integrated a new sustainability policy and/or practice within operations with the public and/or outside business partners?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
14 C	Implemented a sustainability policy and/or practice plan 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)	20

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

VII	Resilience						
17	Buildings and Structures	Yes	No	N/A	Points Value	Points Earned	
17 A	Trained multiple staff members on maintaining building systems at performance levels to ensure consistent operations including programs & certifications (Ex: Building Operator Certification (BOC))?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
17 B	Implemented a training and/or credential plan for all facilities staff on building systems in which they oversee?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
17 C	Established and/or maintained periodic inspections and testing on back-up generator and UPS units?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
17 D	Participated in public utility programs that reduced demand on the supply grid?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
17 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
17 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
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	2	2
18	Transportation	Yes	No	N/A	Points Value	Points Earned	

18 A	Implemented home-headquarter work options for staff that result in permanent reductions in carbon footprint associated with travel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					Points Total	4	4
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	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and ensure continued operations of your agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
20 B	Established and supported a COOP Communications Plan for the continued messaging of COOP policies, practices and initiatives throughout your organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
20 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
20 D	Established and supported a telework plan for all employees in the event of health, natural disaster and environmental threats?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
					Points Total	7	7
Total points earned for Resiliency (VII)						15	
Total points available for Resiliency (VII)						15	
Overall Total Points Earned						43	
Overall Total Points Available						54	