



## GreenGov Agency Certification Checklist Fiscal Year 2020-2021 Reporting

Agency Representative Sign-off:

Agency Executive Sign-off:

Points Applicable	Points Earned	Score
160	113	71%

**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...*

Benchmarking and Evaluation						
I		Yes	No	N/A	Points Value	Points Earned
<b>1</b>	<b>Facility Benchmarking</b>					
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
1 E	Established an Executive-level energy portfolio report for your agency's facilities through the EnergyCAP System?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
1 I	Achieved an overall 3% reduction of energy consumption within the <b>past</b> Fiscal Year (2020-2021) as per Executive Order 2019-01 through the participation in energy reduction programs and projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4
<b>Points Total</b>					23	22
<b>2</b>	<b>Transportation Benchmarking</b>					
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 checked="" type="checkbox"/>	<input type="checkbox"/>	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
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
<b>Points Total</b>					7	5
<b>3</b>	<b>Products and Materials</b>					
		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 checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	
					<b>Points Total</b>	2	0
<b>4</b>	<b>Renewable Energy Opportunity Evaluation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
4 A	Identified facility(s) with opportunity for renewable energy and analyzed return on investment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0	
					<b>Points Total</b>	3	0
<b>Total Points Earned for Benchmarking and Evaluations (I)</b>						<b>27</b>	
<b>Total Points Available for Benchmarking and Evaluations (I)</b>						<b>35</b>	

<b>II Buildings and Structures</b>							
<b>5</b>	<b>Operations and Maintenance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
5 A	Completed annual inspections of building systems, components and envelope to take advantage of warranty periods and contracts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
5 C	Installed light fixture dimmers, occupancy/motion sensors and timers to reduce energy consumption (through partnership with DGS or other)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
5 D	Inspected entry doors and windows for proper closing and sealing and ensured proper use and function to reduce energy loss?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
5 E	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>at least 1</b> facility?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	
5 F	Utilized Infrared Scanning (IR) for the identification of insufficient insulation, moisture infiltration and electrical anomalies in <b>more than 1</b> facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
5 G	Performed commissioning or recommissioning of building operational systems to maintain peak efficiency, air quality, thermal comfort and interior acoustics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	
					<b>Points Total</b>	12	11
<b>6</b>	<b>Building Systems Efficiency</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	3	0	
6 B	Optimized building automation systems for energy efficiency consistent with building occupancy in all facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
6 C	Upgraded <b>25%</b> or greater of lighting and fixtures to LED?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0	
6 D	Installed programmable thermostats and system meters to reduce energy consumption?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
6 E	Installed low flow plumbing fixtures in <b>at least 1</b> facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
6 F	Installed low flow plumbing fixtures <b>within all</b> facilities?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	
6 G	Installed on-demand or heat-pump hot water heaters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	
6 H	Installed high-efficiency HVAC systems and/or those that utilize geothermal and energy recovery components?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	
					<b>Points Total</b>	17	8
<b>7</b>	<b>High-Performance Buildings</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	4	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	4	
					<b>Points Total</b>	8	4
					<b>Total Points Earned for Buildings and Structures (II)</b>		23
					<b>Total Points Available for Buildings and Structures (II)</b>		37

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					<b>Points Total</b>	2	2
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 checked="" type="checkbox"/>	<input type="checkbox"/>	4	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 checked="" type="checkbox"/>	<input type="checkbox"/>	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)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	0	
9 D	Purchased at least 1 battery electric and/or plug-in hybrid electric vehicle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	
9 F	Downsized at least 1 fleet vehicle with a smaller and/or more efficient vehicle for the work task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	
					<b>Points Total</b>	17	6
					<b>Total Points Earned for Transportation (III)</b>		8
					<b>Total Points Available for Transportation (III)</b>		19

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0	
10 B	Purchased or utilized a new environmentally preferred and/or sustainable product or equipment not previously procured for use by your agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0	
					<b>Points Total</b>	3	0
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3	
					<b>Points Total</b>	6	6

<b>12 Cleaning</b>		Yes	No	N/A	Points Value	Points Earned
12 A	Established and maintained green cleaning policies and services within Commonwealth-owned space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
12 B	Established green cleaning policies and services within leased space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
<b>Points Total</b>					<b>2</b>	<b>2</b>
<b>Total Points Earned for Products and Materials (IV)</b>						<b>8</b>
<b>Total Points Available for Products and Materials (IV)</b>						<b>11</b>

<b>V Culture</b>						
<b>13 Employee Engagement</b>		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
13 B	Established and supported a Sustainability Communications Plan for the continued messaging of sustainability policies, practices and initiatives throughout your organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 I	Established or participated in a litter reduction plan, initiative or survey?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 J	Established and supported an employee award and/or incentive program for participation in sustainability?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 K	Solicited employee feedback in regard to occupant comfort and perceived performance of building systems within their space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 L	Promoted the use of stairs instead of elevators wherever possible for energy conservation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 O	Promoted energy-saving measures (such as; turning off lights when not needed, HVAC setbacks)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 P	Promoted water saving measures (such as; water bottle filling stations and low-flow fixtures)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
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
<b>Points Total</b>					<b>24</b>	<b>24</b>

<b>14 Public Engagement</b>		Yes	No	N/A	Points Value	Points Earned
14 A	Promoted programs, events and press to engage and educate the public in sustainability?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2

14 B	Integrated a <b>new</b> sustainability policy and/or practice within operations with the public and/or outside business partners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
14 C	Implemented a sustainability policy and/or practice <b>plan</b> within operations with the public and/or outside business partners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	3
<b>Points Total</b>					6	6
<b>Total Points Earned for Culture (V)</b>					30	
<b>Total Points Available for Culture (V)</b>					30	

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
<b>Points Total</b>					0	0
16 Utilization of On-Site Renewables		Yes	No	N/A	Points Value	Points Earned
16 A	Delivered <b>new</b> renewable energy project(s) at a facility(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0
16 B	Delivered <b>new</b> large scale renewable energy project(s) at facility(s) equal to or greater than the 3megawatt net metering threshold (through partnership with DGS or other)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	0
<b>Points Total</b>					7	0
<b>Total Points Earned for Renewable Energy (VI)</b>					0	
<b>Total Points Available for Renewable Energy (VI)</b>					7	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
17 B	Implemented a training and/or credential plan for <b>all</b> facilities staff on building systems in which they oversee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
17 C	Established and/or maintained periodic inspections and testing on back-up generator and UPS units?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
17 D	Participated in public utility programs that reduced demand on the supply grid?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
17 E	Evaluated opportunities to enhance storm water management programs for increases in water quality, water resource management and infrastructure preservation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
17 F	Participated in storm water projects or partnerships with municipalities or outside partners to reduce and alleviate storm water impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
17 G	Identified properties utilized by your organization that are located within a flood plain and established protocols for a flood event?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					10	10
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
<b>Points Total</b>					2	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
<b>Points Total</b>					7	5

**Total points earned for Resiliency (VII)** 17

**Total points available for Resiliency (VII)** 21

**Overall Total Points Earned** 113

**Overall Total Points Available** 160