



## GreenGov Agency Certification Checklist Fiscal Year 2019-2020 Reporting

Agency Representative Sign-off: \_\_\_\_\_

Agency Executive Sign-off: \_\_\_\_\_

Points Applicable	Points Earned	Score
53	30	57%

**Instructions:**

- Review each measure and answer based upon the actions of your Agency within the fiscal year of July 1, 2019 through **October 9, 2020**.
- As each measure is evaluated, begin with the following preface: "Since July 2019, as an Agency have you...".
- The Checklist will automatically tally the points earned based upon measures applicable to your Agency.
- Once completed, save the document with your Agency name and date completed.
- Email the completed Checklist to: RA-GSGreenGov@pa.gov by **Friday, October 9, 2020**.

**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 2019, as an Agency have you...*

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.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
1 B	Maintained an inventory of all owned and leased building square footage for use in DGS TRIRIGA & EnergyCAP systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
1 C	Implemented EnergyCAP for the capturing of energy bills within your facilities through the assignment and validation of meters? (facilities 20,000 square feet & greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 D	Assigned EnergyCAP "Agency Liaison", "Core User" and other roles for your agency who will participate in the program and receive training to create & maintain your agency's executive level utility reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 E	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 F	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 G	Developed a comprehensive utility bill tracking plan or program within Lessor-paid utility leased facilities for energy benchmarking? Example: EnergyStar, EnergyCAP or other (through lessor)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 H	Worked with a Lessor to establish a utility bill tracking program for at least 1 facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 I	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 J	Achieved an overall 3% reduction of energy consumption within the <b>past</b> Fiscal Year (2018-2019) 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
<b>Points Total</b>					3	3
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 checked="" type="checkbox"/>	<input type="checkbox"/>	3	0
2 B	Utilized vehicle telematic systems to accurately track performance figures for your entire traveling fleet?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
2 C	Evaluated passenger vehicle parking assignments to identify ideal locations for the delivery of EV charging station projects as part of an electrified vehicle plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0

		Points Total			5	2
<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
		Points Total			2	0
<b>4</b>	<b>Renewable Energy Opportunity Evaluation</b>	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
<b>Total Points Earned for Benchmarking and Evaluations (I)</b>						<b>5</b>
<b>Total Points Available for Benchmarking and Evaluations (I)</b>						<b>10</b>

II Buildings and Structures						
<b>5</b>	<b>Operations and Maintenance</b>	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 (through 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 <b>at least 1</b> 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 <b>more than 1</b> 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
<b>6</b>	<b>Building Systems Efficiency</b>	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 <b>25%</b> 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 track energy consumption?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 E	Installed low flow plumbing fixtures in <b>at least 1</b> facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 F	Installed low flow plumbing fixtures <b>within all</b> 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

<b>7 Green Buildings</b>		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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0
<b>Total Points Earned for Buildings and Structures (II)</b>						0
<b>Total Points Available for Buildings and Structures (II)</b>						0

<b>III Transportation</b>						
<b>8 Operations and Maintenance</b>		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
<b>Points Total</b>					2	2
<b>9 Vehicle Efficiency (utilization of EV's and PHEV's)</b>		Yes	No	N/A	Points Value	Points Earned
9 A	Established an electrified vehicle fleet plan including the purchase of battery electric and/or plug-in hybrid electric vehicle(s) and supporting infrastructure (EV charging stations) to achieve the 25% goal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 B	Installed electric vehicle charging stations in <b>at least 1</b> location to support your electrified vehicle fleet plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 C	Installed <b>50% additional</b> electric vehicle charging stations to support your electrified 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 <b>at least 1</b> battery electric and/or plug-in hybrid electric vehicle?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
9 E	Purchased <b>50% additional</b> 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	Selected the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work task?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					3	3
<b>Total Points Earned for Transportation (III)</b>						5
<b>Total Points Available for Transportation (III)</b>						5

<b>IV Products and Materials</b>						
<b>10 Procurement</b>		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 <b>new</b> 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
<b>Points Total</b>					3	3
<b>11 Recycling</b>		Yes	No	N/A	Points Value	Points Earned
11 A	Collected and processed <b>new</b> recyclable materials in an effort to move toward zero waste facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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
<b>Points Total</b>					1	1

<b>12 Cleaning</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
12 A	Established 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
<b>Points Total</b>					<b>0</b>	<b>0</b>
<b>Total Points Earned for Products and Materials (IV)</b>						<b>4</b>
<b>Total Points Available for Products and Materials (IV)</b>						<b>4</b>

<b>V Culture</b>						
<b>13 Employee Engagement</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
13 C	Established and supported a sustainability awareness training or initiative to raise awareness with staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
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 awards and/or incentives for participation in sustainability?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	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 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 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
<b>Points Total</b>					<b>20</b>	<b>11</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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
14 B	Integrated a <b>new</b> sustainability policy and/or practice within operations with the public and/or outside business partners?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
14 C	Implemented a sustainability policy and/or practice <b>plan</b> within operations with the public and/or outside business partners?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0
<b>Points Total</b>					6	0
<b>Total Points Earned for Culture (V)</b>						11
<b>Total Points Available for Culture (V)</b>						26

<b>VI Renewable Energy</b>						
<b>15 Commitment to Purchase</b>		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
<b>16 Utilization of On-Site Renewables</b>		Yes	No	N/A	Points Value	Points Earned
16 A	Delivered <b>new</b> renewable energy project(s) at facility(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
16 B	Delivered <b>new</b> 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
<b>Points Total</b>					0	0
<b>Total Points Earned for Renewable Energy (VI)</b>						0
<b>Total Points Available for Renewable Energy (VI)</b>						0

<b>VII Resilience</b>						
<b>17 Buildings and Structures</b>		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 <b>all</b> 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					0	0
<b>18 Transportation</b>		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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
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
<b>Points Total</b>					1	1

<b>19 Procurement</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
19 A	Established plans and procedures and identified contracts for the procurement of goods and services for COOP and/or natural disaster events?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
<b>Points Total</b>					<b>2</b>	<b>0</b>

<b>20 Culture</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
20 C	Partnered with lead agencies on the development, awareness and implementation of solutions to health, natural disaster and environmental threats?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
20 D	Established and supported a telework plan for employees in the event of health, natural disaster and environmental threats?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					<b>5</b>	<b>4</b>

**Total points earned for Resiliency (VII)** **5**

**Total points available for Resiliency (VII)** **8**

**Overall Total Points Earned** **30**

**Overall Total Points Available** **53**