



## GreenGov Agency Certification Checklist

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

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

Points Applicable	Points Earned	Score
<b>42</b>	<b>14</b>	<b>33%</b>

**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						
<b>1</b>	<b>Facility Benchmarking</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
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"/>	3	3
1 B	Implemented EnergyCAP (the Commonwealth's utility tracking program) for the capturing of energy bills within your facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
1 E	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 F	Demonstrated compliance with Executive Order 2019-01 through an overall 3% annual reduction of energy consumption for Fiscal Year 2018-2019?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					<b>3</b>	<b>3</b>
<b>2</b>	<b>Transportation Benchmarking</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
2 A	Utilized vehicle telematic systems to accurately track all consumption and cost figures?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
2 B	Maintained inventory of vehicle units by type, classification, monthly mileage and fuel consumption for the total fleet?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
2 C	Identified parking spaces within your facilities for the installation of electric vehicle charging equipment (through partnership with DGS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
2 D	Calculated transportation carbon footprint through the evaluation of total miles traveled through all forms of transportation including multimodal (bus, train, air, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					<b>0</b>	<b>0</b>

<b>3 Products and Materials</b>		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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
<b>Points Total</b>					<b>0</b>	<b>0</b>
<b>4 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
<b>Points Total</b>					<b>0</b>	<b>0</b>
<b>Total Points Earned for Benchmarking and Evaluations (I)</b>						<b>3</b>
<b>Total Points Available for Benchmarking and Evaluations (I)</b>						<b>33</b>

<b>II Buildings and Structures</b>						
<b>5 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 (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 to reduce heat 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
5 F	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
<b>Points Total</b>					<b>0</b>	<b>0</b>
<b>6 Building Systems Efficiency</b>		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?	<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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 C	Upgraded 10% 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 F	Installed on-demand or heat-pump hot water heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
6 G	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
<b>Points Total</b>					<b>0</b>	<b>0</b>

<b>7 Green 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 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>					<b>0</b>	<b>0</b>
<b>Total Points Earned for Buildings and Structures (II)</b>						<b>0</b>
<b>Total Points Available for Buildings and Structures (II)</b>						<b>0</b>

<b>III Transportation</b>						
<b>8 Operations and Maintenance</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
8 A	Followed recommended maintenance schedules for vehicle service including regular oil and filter changes, tire pressure and rotations, and other preventative measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	0
<b>Points Total</b>					<b>2</b>	<b>0</b>
<b>9 Vehicle Efficiency (utilization of EV's and PHEV's)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
9 A	Purchased battery electric and/or plug-in electric hybrid vehicle(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 B	Established an electric vehicle replacement plan and purchased battery electric and/or plug-in electric hybrid vehicle(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 C	Selected the most efficient light, medium and heavy-duty vehicle(s) for the operational need or work task?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
9 D	Installed electric vehicle charging stations as part of an electrified vehicle fleet plan?	<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 Transportation (III)</b>						<b>0</b>
<b>Total Points Available for Transportation (III)</b>						<b>2</b>

<b>IV Products and Materials</b>						
<b>10 Procurement</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
10 A	Procured environmentally preferred and sustainable products and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					<b>2</b>	<b>2</b>
<b>11 Recycling</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
11 A	Collected and processed recyclable materials in an effort to move toward zero waste facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2
<b>Points Total</b>					<b>2</b>	<b>2</b>

12 <i>Cleaning</i>		Yes	No	N/A	Points Value	Points Earned
12 A	Established 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
<b>Points Total</b>					<b>2</b>	<b>1</b>
<b>Total Points Earned for Products and Materials (IV)</b>						<b>5</b>
<b>Total Points Available for Products and Materials (IV)</b>						<b>6</b>

V <b>Culture</b>						
13 <i>Employee Engagement</i>		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)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	0
13 B	Established 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
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)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
13 F	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 G	Established or participated in a recycling program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1
13 H	Established or participated in a recycling program that incorporates organic and food waste materials?	<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	1	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
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 checked="" type="checkbox"/>	<input type="checkbox"/>	1	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
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>22</b>	<b>2</b>

14 <i>Public Engagement</i>		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 sustainability policies and practices within operations with the public and/or outside business partners?	<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 Culture (V)</b>						<b>2</b>
<b>Total Points Available for Culture (V)</b>						<b>27</b>

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

VII <b>Resilience</b>						
17 <i>Buildings and Structures</i>		Yes	No	N/A	Points Value	Points Earned
17 A	Prepared and practiced Continuity of Operations Plans (COOP) to enhance readiness and conserve energy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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))?	<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	Where applicable, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	2	0
<b>Points Total</b>					<b>5</b>	<b>3</b>

<b>18 Transportation</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Points Value</b>	<b>Points Earned</b>
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>					<b>1</b>	<b>1</b>
<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	Promoted the importance of resiliency concepts and practices within your organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	0
<b>Points Total</b>					<b>1</b>	<b>0</b>
<b>Total points earned for Resiliency (VII)</b>						<b>4</b>
<b>Total points available for Resiliency (VII)</b>						<b>9</b>
<b>Overall Total Points Earned</b>						<b>14</b>
<b>Overall Total Points Available</b>						<b>42</b>