

Sept. 13, 2010

REMINDER- MIDNIGHT, SEPT. 15th IS THE DEADLINE FOR 2010 CERTIFICATION APPLICATIONS!

Need help? Read below, then call or email our technical assistance center at 609-771-2938 or info@sustainablejersey.com.

The September 15th deadline to submit your application for the 2010 certification cycle is coming quickly! Remember that the applications are submitted **ONLINE ONLY**. Upload all your documentation to your municipal profile. Be sure to review the description and submission requirements for any actions that you uploaded for 2009 that you plan to submit for 2010 to make sure your action is still eligible this year and/or that your documentation is up to date.

When you finish uploading documentation for a specific action, check the “complete” box for that action (this will automatically add those points to your total at the bottom). When you have finished uploading **ALL** of your documentation for your actions, and you consider your application complete, click the big “submit” button at the bottom of your checklist.

The Bronze Level of certification requires the establishment of a mandatory Green Team, implementation of 2 out of 6 **PRIORITY ACTIONS**, and a total of 150 points. Actions must be spread out among 6 of the 16 categories to be eligible for certification.

The Silver Level of Certification requires the establishment of a mandatory Green Team, implementation of 3 out of 6 **PRIORITY ACTIONS**, and a total of 350 points. Actions must be spread out among 8 of the 16 categories to be eligible for certification.

Please note: Actions submitted for Sustainable Jersey Certification must be completed prior to the application deadline of September 15, 2010.

Certification review process: we are planning to thoroughly review all the applications and follow-up with any and all towns that are missing documentation that would prevent them from being certified. The official contact person for the municipality will be emailed a spreadsheet that describes actions accepted, actions rejected, and actions that you may be able to remedy. The spreadsheet will clearly articulate what documentation would be needed.

We will allow your community 10-14 days to remedy reasonable deficiencies (not pass a resolution where one was missing, but if you forgot to give us estimated tonnage of recycled materials at the depot, for example). We will review the early submissions first. We hope to have **ALL** the applications processed, and decisions made, by the first week of November.

If your town is NOT ready to submit for certification on September 15th, or you have actions that will not be completed in time to meet the deadline... KEEP PLUGGING AWAY! Successful sustainability is a marathon, not a sprint. Sustainable Jersey will be accepting applications for certification again in January on a rolling basis. We will continue to provide workshops, webinars, and networking events throughout the year.

We applaud the initiative that you and all your volunteers are taking to compile your applications, and we look forward to seeing the next batch of applications in 2011.

(Previous announcement below)

SUSTAINABLE JERSEY™ 2010 SUBMISSION DEADLINE:

Sustainable Jersey™ is now accepting applications for 2010 bronze and silver certifications. The deadline for submissions for the 2010 certification cycle is Sept. 15th, however note that applications submitted prior to the deadline will be reviewed on a rolling basis as time allows. Certifications will be confirmed at the time that they are approved. Regardless of when they are certified (as long as application is received by Sept 15, 2010), all towns certified in 2010 will be honored in November at the Sustainable Jersey Awards Luncheon at the annual NJ League of Municipalities Conference.

GETTING READY FOR 2010 CERTIFICATION

The September 15th deadline to submit your application for the 2010 certification cycle is coming quickly! We would like to take this opportunity to remind you of this deadline for certification and to give you some helpful information and instructions.

As part of our 2010 program update to Sustainable Jersey we also changed our website architecture. As a result, some actions from last year may have a new title or category or may no longer be applicable under the revised Sustainable Jersey Program. When we changed the system, we transferred any info in your application from the old system to the new system. We did our best to place each past action into its correct location under the new program. However, there will be cases where the past actions have been improperly placed in the wrong action under the revised Sustainable Jersey program or possibly eliminated as a result of the new structure.

As you prepare your 2010 application for certification, we kindly ask that you carefully review your municipality's profile to ensure that your old material now appears in the correct place. To help you in this process, please see our "[Municipality Profile FAQs](#)" here:

<http://www.sustainablejersey.com/document/2010%20Certification%20FAQs/Municipality%20Profile%20FAQs.pdf>. It will help you through this process and also lists the action revisions to the Sustainable Jersey programs.

Getting Ready for 2010 Certification Checklist:

- Review [Getting Ready for Certification FAQs](#):
<http://www.sustainablejersey.com/document/2010%20Certification%20FAQs/Getting%20Ready%20for%202010%20Certification%20FAQs.pdf>
- Make sure your old actions and materials are in the correct place- see [Municipality Profile FAQs](#):
<http://www.sustainablejersey.com/document/2010%20Certification%20FAQs/Municipality%20Profile%20FAQs.pdf>
- See our [Action Tracking Table for Green Teams](#) here
http://www.sustainablejersey.com/about.php?sec_num=9 to help catalog your efforts
- Review your past actions and make sure they are still applicable under the updated Sustainable Jersey program as some actions have changed their requirements.
- Upload your new actions and materials into your profile.