

Getting Started with Sustainable Jersey™



1. Register your municipality

In order to register, the municipality must first pass a resolution that states its intent to pursue Sustainable Jersey certification and designates an entity to take charge of the process. A sample resolution can be downloaded at www.sustainablejersey.com. Once the resolution is adopted, create a pdf of it to upload during the registration process. Go to www.sustainablejersey.com and click "Register Your Municipality". Complete the registration form and upload the adopted municipal resolution. Continue to the second page of registration by clicking next at the bottom of the page. Note which actions you plan to complete and for which actions you would like to receive training. After the registration is submitted, it will be reviewed and approved in 1 to 3 days. You will then receive an email at the primary contact's address that contains a User ID and Password. Use this information to access your account on the Sustainable Jersey website by clicking "Log In".

2. Review and select Sustainable Jersey actions

Using the UserID and Password, log in to your account and select "Review Action Items and Submit Documentation for Completed Actions" on the Community Profile page. If you have not done so already or wish to make changes, you can select boxes next to actions that the municipality plans to accomplish or for which you need training. You will be notified of training sessions when they occur. Please note that checking off actions does not commit your town to completing them. You may revise your plans at any time, however please note that **all communities must complete the "Create Green Team" action as well as 2 or 3 of the 7 Priority actions for Bronze and Silver respectively.** By clicking on the title of an action, you can view the complete toolkit that includes guidance about who should be involved, costs, resources, what to do, submission requirements, and other information related to completing the action successfully. Note that some actions appear under a category heading, and you can review each by selecting the heading to produce the full list of actions under that category. If your town has already completed the action, review the "Submission Requirements" section to determine what documentation is needed to earn points toward certification.

3. Submit documentation for completed actions

Once an action has been completed, the **appropriate documentation as specified in the "Submission Requirements" section of each action must be uploaded** to your account. Log in to your account and select "Review Action Items and Submit Documentation for Completed Actions". Find the action that you have completed in the list and click the "add/edit" icon to upload the documentation. If files exceed 8Mb, view instructions on the website for how to reduce its size before uploading it. **Please note that your text submissions and documentation will be viewable by the public once your town gets certified.** When you have successfully uploaded all of the necessary documentation, check off the "complete" box for that action. View your score at the bottom of the page to see how many points you plan to earn and how many points you have completed.

Click "Save Only" at the bottom of the screen to save your work if you have not reached the 150 point minimum for submission yet.

4. Submit an application for certification

Be sure to complete the required number of priority actions and distribute the actions completed as described on the action list webpage <http://sustainablejersey.com/actionlist.php>. When your "Complete Score" at the bottom of the action list reaches the 150 point minimum, you may click the large "submit" button to apply for certification. Municipalities may apply for certification at any time. Applications will be reviewed and approved several times throughout the year. Municipalities are able to apply at each deadline, however, municipalities cannot be certified more than once a year and are not allowed to reapply in the same year they are certified. The certification is good for three years from the time it is approved and the municipality is notified. **Upon submission of your application, you will be locked out of your account until your application is reviewed.** After reviewing your application, it will be approved or rejected, and we will contact you with further information.