

Stay in the Game!

Strategize Your Recertification

Review of Recertification

February 15, 2017



Presenter



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Webinar Agenda

- Why Get Recertified?
- 2017 Certification Cycle
- Certification Overview
- Action Updates
- Review the Online Recertification Process
- Why Actions are Not Approved
- Actions & Resources to Help you Get Ahead
- Final Thoughts and Take-Aways



Why Get Recertified?

- Keep Green Team and municipality focused on making progress
- Extensive support and training
 - Sustainable Jersey training and events
 - Connections to partner organizations willing to help
- Priority access and notification on incentives and grants (Sustainable Jersey Small Grants Program)
- Continue to gain recognition
- Fuels the statewide movement - 199 municipalities certified



2017 Certification Cycle Timeline

June 4	Initial Application Deadline <ul style="list-style-type: none">Indicate actions you plan to complete for credit by marking “Completed”
Early-July	First round review comments provided
September 10**	Revision deadline to be eligible for recognition at the 2017 Sustainable Jersey Luncheon during the NJLM Conference
Mid-October	Second round review comments provided
November 19	FINAL application deadline
Mid-December	Final decision on pending applications

NOTE: If the majority of your actions do not have documentation, only mark enough actions completed to meet the minimum requirements for bronze certification. Additional actions can be added throughout the cycle.



Certification Requirements

150

Bronze

- Total of at least 150 points
- Mandatory Green Team
- Implement 2 of 11 priority actions
- Actions completed in 6 of 18 categories

350

Silver

- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 11 priority actions
- Actions completed in 8 of 18 categories



★ Priority Actions ★

- Energy Tracking & Management (earn up to 20 points!)
- Energy Efficiency for Municipal Facilities* (consolidates Implement Energy Efficiency Measures and Energy Audit)
- Green Business Recognition Program (earn up to 20 points!)
- Fleet Inventory
- Climate Adaptation: Flooding Risk
- Municipal Carbon Footprint
- Sustainable Land Use Pledge
- Natural Resource Inventory
- Water Conservation Ordinance
- Prescription Drug Safety and Disposal
- Diversity on Boards & Commissions



Action Categories

- Animals in the Community
- Arts & Culture
- Brownfields
- Community Partnership & Outreach
- Diversity & Equity
- Emergency Management and Resiliency*
- Energy Efficiency
- Food
- Green Design
- Health & Wellness
- Innovation & Demonstration Projects
- Land Use & Transportation
- Local Economies
- Natural Resources
- Operations & Maintenance
- Public Information & Engagement
- Sustainability Planning
- Waste Management

Retired Actions

- Capability implemented in 2016
 - Needed to keep actions current with best practices while being sensitive to the embedded base of approved actions.
- Protocol
 - A retired action means that applicants are no longer able to apply for points for that action.
 - A previously approved submission for a retired action will remain in a municipality's certification application until it expires in a "read only" mode

Bulky Rigid Plastics

10 Points

- Non-competitive funding available
- This action is retired and can no longer be modified
- Expires on 12/31/17
- Last updated 10/12/16



2017 Program Updates



Arts & Creative Culture NEW Action

Municipal Commitments to Support Arts and Creative Culture (5 to 25 pts)

- Rewards municipalities for building a more welcoming environment for artistic and cultural activity through land use ordinances and other regulations, contractual relationships with cultural organizations, municipal ownership of spaces reserved for cultural and creative activities, tax abatements that help creative people to live or work in the community, and art-specific strategies in the municipality's Master Plan.

Waste Management NEW Action

Household Hazardous Waste (5 to 15 pts)

- Recognizes municipalities that create permanent household hazardous waste collection programs for two or more materials.
- Required Documentation: Promotional materials, annual Recycling Tonnage Report



Other Waste Action Updates

Modified Actions

- **Construction and Demolition Waste Recycling (5 to 15 Points)**
 - Formerly Construction & Demolition Waste Recycling Ordinance. Addresses the recycling of construction and demolition waste from both municipal facilities and private sources. Expiration date set.
- **Non-Mandated Materials Recycling (5 to 60 Points)**
 - Consolidates Bulky Rigid Plastics, Carpet & Foam Padding and Shrink Wrap into this action. Changed to a variable point action.

Retired Actions

- Construction Waste Recycling (formerly in the Green Design Category)
- Bulky Rigid Plastics, Carpet & Foam Padding, Shrink Wrap

Other Retired Actions

- Education for Sustainability Programs
- Energy Efficient Appliances or Equipment
- High Performance Building
- High Performance Building Portfolio
- Energy Efficient Appliances or Equipment
- School-Based Energy Conservation Programs
- Sustainable Energy Transition Plan



Energy Action Updates

Considerable changes are being made to the energy suite of actions. Tune in for a webinar, “What you Need to Know about Changes to the Energy Actions,” March 1 from 1:00pm to 2:00pm to learn about the new and revised actions

[REGISTER](http://www.sustainablejersey.com/actions-certification/program-updates/)

<http://www.sustainablejersey.com/actions-certification/program-updates/>



2016 Program Updates



New Land Use & Transportation Related Actions

- Complete Streets Program retired 12/31/16
- Variable Point Actions Introduced
- New Actions
 - Adopt a Complete Streets Policy NEW
 - Institute Complete Streets NEW
- Recorded Webinar
 - A “Healthy Decisions Healthy Communities” webinar was given on January 26, 2016. View the recording and presentation to learn more about the transition on the [Webinar Recordings & Presentations](http://www.sustainablejersey.com/grants-resources/conference-training-webinar-presentations/webinar-recordings-presentations/) page.

Emergency Management and Resiliency (NEW Category)

- Climate Adaptation: Flooding Risk ** (NEW location)
- Extreme Temperature Event Plan
- Community Wildfire Protection Plans
- Firewise Community
- Ready Set Go! Fire Company

**Get Your Smokey On and Tune In to Learn How to
Prepare for a Wildfire Emergency Webinar**

Thursday, February 16, 1:00pm – 2:00pm, [REGISTER](#)



2016 New Actions

- Arts & Creative Culture
 - Utilizing Your Creative Assets
- Health & Wellness
 - Health in All Policies Professional Development
 - Smoke-Free and Tobacco-Free Public Places



2015 Program Updates



Public Information & Engagement (NEW Category)

- Municipal Communications Strategy
- Improve Public Engagement in Municipal Government
- Improve Public Engagement in Planning and Zoning
- Online Municipal Public Service Systems
- Digitizing Public Information



Master Action Tracking Spreadsheet

- Download from Website
 - On Green Team Resources and Presentations Page, Actions & Certification heading, and “Help” area of online application
- Helpful Planning Tool
 - Track progress & checklist for uploading materials
- Spreadsheet Includes:
 - Action name, submission requirements, shelf life, *resubmission requirements*, points

Applying for Recertification

GET CERTIFIED



Accessing Your Application

- Sign up for an account (if you do not already have one)
 - Validate your email address!
- Login on the Website
 - Primary Contact: Same email address and password
 - Others: Sign Up for an Account
- Log Out of the Website
 - Click “You are signed in button” and press “sign out”

Join Sustainable Jersey

Before you can register a municipality or manage your application, you must either sign-up for a Sustainable Jersey account or login to an existing account.

Login



You have been successfully logged out. To sign in again, enter your username and password below.

Email Address:

Password:

[Forgot Password?](#)

Sign in

Sign up for a New Account with Sustainable Jersey



With a Sustainable Jersey account, you are able to:

- Register a Municipality
- Be Added to a Municipal Profile
- Access a Municipal Dashboard
- Post Events to our Calendar
- Sign-up for Automatic Grant Notifications

Signing up is easy and takes only a couple minutes. To sign up, please click on the button below.

Sign Up Now

Logout



You are currently signed in. To logout, click the button below. [Click here to update your account information](#)

Sign out



Municipal Dashboard

- Easily access important information relevant to certification
- All accounts for which you are a user will appear
- Four buttons allow you to perform different functions
- Download Resolution: view the resolution submitted to register with the program. It does **not** need to be updated and is different than the **green team resolution** required for certification

Municipal Dashboard

BARNEGAT TWP (OCEAN)

Update Application	Update your existing application
Update Municipality Profile	Update the primary contact, secondary contact, and certification report "introduction"
Manage Municipality Users	Manage Municipality owners and contributors
Download Resolution	Click to download the Municipality resolution

BLOOMINGDALE BORO (PASSAIC)

Update Application	Update your existing application
Update Municipality Profile	Update the primary contact, secondary contact, and certification report "introduction"
Manage Municipality Users	Manage Municipality owners and contributors
Download Resolution	Click to download the Municipality resolution

ACTIONS & CERTIFICATION

- Why Get Certified?
- Getting Started
- Register
- Certification Overview
- Program Updates
- Actions
- Municipal Dashboard**
- Review
- Green Team Resources
- Participating Communities
- Annual Awards



Update Municipality Profile

- Keep your contact information updated to receive important Sustainable Jersey notifications.
- Click **“Update Profile”** at bottom of page when complete.

Update Municipality Profile

Information from your municipality profile is included in the public version of your application.

PRIMARY CONTACT

First Name

Samantha

Last Name

McGraw

Position Title

Department

Phone

609-771-2938

Email Address

mcgraws@tcnj.edu

Address:

SECONDARY CONTACT

First Name

Last Name



Manage Municipality Users

- Add additional users to contribute toward your application
- Both owners & contributors can access, edit, and submit the application.
- Owners can add/remove other owners & contributors; contributors can only add other contributors

The screenshot displays a web interface for managing users. It is divided into three main sections: 'OWNERS', 'CONTRIBUTORS', and 'ADD A USER'.

OWNERS

Name	Role	Update	Remove
1. John Riggs	Owner	[Update]	[Remove]
2. Renee Haider	Owner	[Update]	[Remove]
3. Rajani Karuturi	Owner	[Update]	[Remove]
4. Karen Toth	Owner	[Update]	[Remove]
5. Samantha McGraw	owner		

CONTRIBUTORS

Name	Role	Update	Remove
1. Joe Slomian	Contributor	[Update]	[Remove]
2. Cori Haider	Contributor	[Update]	[Remove]

ADD A USER

Email:

Role:

[Add User]

Enter email
address

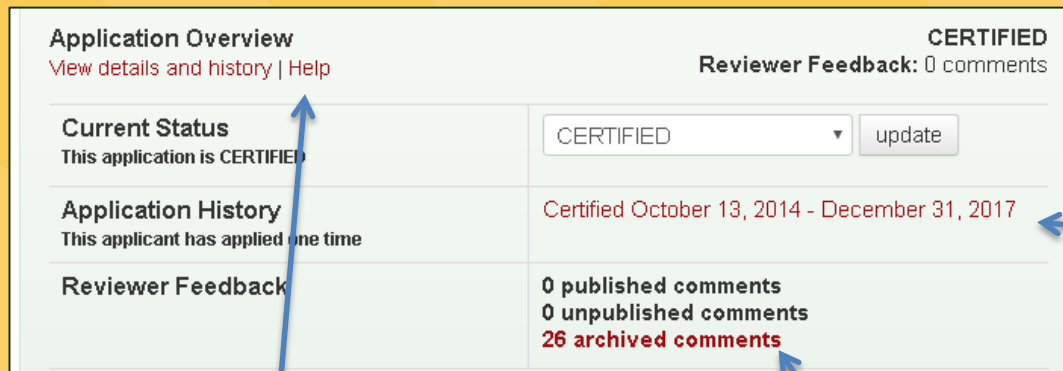
Designate
role

Execute



Working on Your Application

- Choose “Update Application” on Municipal Dashboard
- Think of your application as a living document; a file-cabinet that will constantly change and get updated even after certified
- Application Overview
 - Click “View details and history” to see:



The screenshot shows the 'Application Overview' page. At the top left, it says 'Application Overview' with links for 'View details and history' and 'Help'. On the top right, it says 'CERTIFIED' and 'Reviewer Feedback: 0 comments'. The main content is divided into three sections: 'Current Status' (This application is CERTIFIED), 'Application History' (This applicant has applied one time), and 'Reviewer Feedback'. The 'Current Status' section has a dropdown menu set to 'CERTIFIED' and an 'update' button. The 'Application History' section shows 'Certified October 13, 2014 - December 31, 2017'. The 'Reviewer Feedback' section shows '0 published comments', '0 unpublished comments', and '26 archived comments'. Blue arrows point from the text annotations below to specific elements: one to the 'Help' link, one to the '26 archived comments', and one to the 'Application History' section.

Application Overview	
View details and history Help	
CERTIFIED Reviewer Feedback: 0 comments	
Current Status This application is CERTIFIED	CERTIFIED <input type="button" value="update"/>
Application History This applicant has applied one time	Certified October 13, 2014 - December 31, 2017
Reviewer Feedback	0 published comments 0 unpublished comments 26 archived comments

Application History:
Certified applicants can view a report of their certification actions

Get help: Access more detailed instructions on navigating the application

Check on reviewer feedback: Once you have submitted your application and it has been reviewed



Search Features

SEARCH ACTIONS

education

☐ Planned
 ☐ Completed
 ☐ Must Revise
 ☐ Not Approved
 ☐ Approved
 ☐ Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

[Back to Top](#)
[Expand All](#)
[Collapse All](#)

Animals in the Community

Animals in the Community Education
 Status: Unplanned
 10 Points Unplanned

Arts & Creative Culture

Brownfields

Climate Mitigation & Adaptation

Community Partnership & Outreach

Community Education and Outreach
 Status: Unplanned
 10 Points Unplanned

Competitive funding available

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

☒ Planned
 ☐ Completed
 ☐ Must Revise
 ☐ Not Approved
 ☐ Approved
 ☐ Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

[Back to Top](#)
[Expand All](#)
[Collapse All](#)

Animals in the Community

Animals in the Community Education
 Status: Planned
 10 Points Planned

Arts & Creative Culture

Brownfields

Brownfields Inventory & Prioritization
 Status: Planned
 10 Points Planned

	bronze	silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

ACTION TOTALS
(Planned)

Mandatory	0/1
Priority	0/12
Total	20/1490
Categories	2/19
Actions	2/139

When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review and Certification

- Search for actions using key words in the action title **OR** by action status
- Actions that meet search criteria will expand
- Clear search when complete



Action Statuses

Natural Resources	
Environmental Commission Site Plan Review 10 Points	Status: Unplanned Unplanned ▼
Water Conservation Education Program 10 Points	Status: Planned Planned ▼
Water Conservation Ordinance 20 Points ★ Bronze Priority ★ Silver Priority ● Submissions for this action do not expire	Status: Completed Completed ▼
Environmental Commission 10 Points ● Last updated 01/09/15 ● Expired on 12/31/14	Status: Expired Expired ▼
Natural Resource Inventory 20 Points ★ Bronze Priority ★ Silver Priority ● Expires on 05/31/16 ● Last updated 10/14/14	Status: Approved Approved ▼
Open Space Plans 10 Points ● Last updated 12/18/14	Status: Not Approved Not Approved ▼

Default unless changed by user

Changed by user to indicate it will or has been worked on

Changed by user to indicate the action submission is completed including the uploading of supporting documentation

Previously received credit, but due to shelf life of the action, points are no longer counted in application

Credit not awarded last time action submitted

Points currently included in your application.
Expiration dates may be applicable



Variable Point Actions

Local Economies

i

Green Business Recognition Program

10 Points ★ Bronze Priority ★ Silver Priority

This action has variable points: 10, 15, 20

- The points awarded for the action will vary based on what has been accomplished
- For example, Green Business Recognition Program is based on implementing a program, adopting NJSBR criteria, and promoting/encouraging participation in sector-specific green business recognition programs
- Application view defaults lowest point value until changed by user
- User selects point value supported by the documentation as part of the submission from the drop down menu
- Reviewer confirms point value selected or changes based on review of the documentation

ACTION SUBMISSION: GREEN BUSINESS RECOGNITION PROGRAM

You are editing the action submission for the action "Green Business Recognition Program." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓

Status

Current action submission status: **Planned**

Planned ▼

✓

Requested Points

Point level requested for this submission

10 ▼

The logo is circular with a green border. Inside, the words "SUSTAINABLE JERSEY" are written in green, with "JERSEY" in a larger, bold font. Below this, the word "CERTIFIED" is written in white on a red background. At the bottom, the tagline "A Better Tomorrow, One Community at a Time" is written in a curved path.

Action Listing

Diversity & Equity

Diversity on Boards & Commissions ← Status: Planned

10 Points ★ Bronze Priority ★ Silver Priority

Last updated 10/30/14

- Click on action title to go to **Action Submission Page**

- Click on  to view action

Diversity on Boards & Commissions

10 Points
Bronze Priority
Silver Priority

Who should lead and be involved in this action?

Timeframe

Project Costs and Resource Needs



Why is it important?

What to do and how to do it ("How to")

What to submit to get credit/points

Spotlight: What NJ Towns are doing

Resources

 Print Action Description
  Download PDF Version

Municipal governments have many opportunities to incorporate social equity issues into local government practice and programs. This Diversity on Boards and Commissions action provides an assessment process that allows communities to begin to consider the degree of inclusivity and representation of the membership of their municipal boards and commissions. Communities should strive for board and commission membership that reflects the community profile in terms of race, religion, ethnicity, socioeconomic status, sexual orientation, age, political beliefs, physical ability, national origin, cultural identification, national identification, and family structure. This is not to say that people from one group will not do a good job representing people from another. However, diverse board membership encourages the exchange of different perspectives, facilitates innovative problem-solving, and supports social equity in communities.

Who should lead and be involved in this action?

The Mayor, with support from the leadership of the governing body, municipal staff, Green Team, board and commission members, community and faith based organizations, social service organizations, and community residents, could participate in an effort to evaluate the diversity on municipal boards and commissions.

Timeframe

ACTION SUBMISSION: DIVERSITY ON BOARDS & COMMISSIONS

You are editing the action submission for the action "Diversity on Boards & Commissions." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

<div><div><div></div></div><div>Status</div><div>Current action submission status: Planned</div></div>	<div>Planned ▾</div>
<div><div><div></div></div><div>Points</div><div>Points for this action are not variable.</div></div>	<div>10</div>



Action Submission Page

- This is where you upload documentation for a specific action.
- Update the status of the action
- Enter a narrative description
- Upload documentation
 - Successful upload appears in box below
 - Remove documents by clicking red "x"
- Save action submission

ACTION SUBMISSION: DIVERSITY ON BOARDS & COMMISSIONS

You are editing the action submission for the action "Diversity on Boards & Commissions." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓ Status Current action submission status: Planned	Planned ▼
✓ Points Points for this action are not variable.	10

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.

Type your text here about how you completed the action.

UPLOAD SUPPORTING DOCUMENTATION

Please upload the supporting documentation required as outlined in the "What to submit to earn points for this action" section of the action. Simply enter a document title, click on the **Choose File** button to select the file, and then click on the **Upload** button. Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 20 MB. If there is a need to provide more than six documents, please combine documents into one PDF file. To remove any uploaded file, simply click the "X" in the column labeled "Delete." Be sure to click on the **Save Action Submission** before exiting this page.

Document Title (optional)
Diversity on Boards & Commissions Documentation

Choose File

No file chosen

Upload

Type	Title	Uploaded On	Delete
	Diversity on Boards & Commissions Documentation	3/11/2015 at 01:44 PM	

Save Action Submission

Jump to another planned action submission:

Diversity on Boards & Cor ▼

← Back to Application

Save Action Submission

Tips for Action Submissions

1

- Read the action descriptions in order to understand what the action requires

2

- Use the Description of Implementation box to provide a recent summary of what was accomplished. The accomplishments should be in-sync with the action

3

- Delete old documents and upload new ones that support the information contained in the summary

4

- Type in descriptive document titles for all uploaded files (i.e. Green Purchasing Policy or Outreach Materials)



Submitting Your Application

- Track your progress
 - Use SEARCH ACTIONS to view different point combinations using the status filters

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

☐ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions

Clear Search

ACTION TOTALS

(Completed, Approved)

Mandatory	1/1	●
Priority	3/12	●
Total	215/1490	●
Categories	6/19	●
Actions	19/139	●

If all completed action submissions are approved, this application will qualify for **bronze** certification.

To achieve **silver** certification, see certification criteria above.

Submit Application for
Review and Certification



Submitting Your Application

- Submit application
 - Mark actions that you plan to complete for credit as “completed”
 - Points will automatically recalculate in the Action Totals Box
 - Submit button turns yellow when the combination of Approved and Completed actions meets all the minimum certification requirements
 - Press submit button
 - Once submitted Completed actions are locked from editing

ACTION TOTALS (Completed, Approved)	
Mandatory	1/1 ●
Priority	3/12 ●
Total	215/1490 ●
Categories	6/19 ●
Actions	19/139 ●

If all completed action submissions are approved, this application will qualify for **bronze** certification.

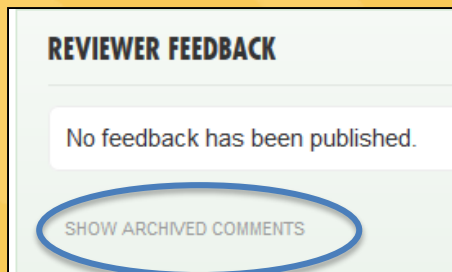
To achieve **silver** certification, see certification criteria above.

Submit Application for Review and Certification



Reviewer Feedback

- All users notified by email when application is unlocked and ready for editing.
- Subject matter expert will review the action and provide feedback. Action will be marked “Approved” or “Must Revise.”
 - Must Revise feedback will summarize what more is needed to have the action approved.
 - Feedback is at the bottom of the action submission page or top of the application.
- Feedback on Not Approved actions from a previous submission can be found by clicking “Show Archived Comments”



Why Actions Are Not Approved

Pitfall	How to Overcome
Action documentation completion date is outside the shelf life of the action	Review the “What to Do” and “What to Submit” sections of the action to find the shelf life (how long an action is good for from the date of completion) that your documentation must be from. Only submit documentation that falls within this period.
Proper documentation not submitted	Double check action submission requirements and documentation uploaded
Misinterpretation of Action Goals	Be sure to closely read the “What to Do” and “What to Submit” portion of the action to verify that what you plan on submitting is in line with the intent of the action
Seeking credit for same activity under two different actions	One activity may only be given credit under one action; Have someone that oversees entire application
Not conducting outreach/education component required for many actions	Read the submission “What to Do” and “What to Submit” sections closely
Not completing the prerequisite action	Be sure to read the Introduction to each action and the “What to Submit” section to make sure the action does not have a prerequisite or that it has been completed.

Actions to Help You Get Ahead

Strategies to Prevent Leaving Actions on the Table



Helpful Resources

- Sustainable Jersey Regional Hubs

- Eight hubs around the state to help green teams build capacity through training, best practices resources and networking

Atlantic-Cape May

Middlesex County

Essex County

Monmouth County

Hunterdon Sustainability Team

Somerset Green Leadership

Mercer County Sustainability
Coalition

Tri-County Sustainability Alliance
(Camden, Burlington, Gloucester)

- New Jersey Prevention Network

- [Smoke-Free and Tobacco-Free Public Places](#), [Bicycle and or Pedestrian Audit/Plan](#), [Safe Routes to School](#), [Anti-Idling Education and Enforcement](#)



Helpful Resources

- Transportation Management Associations
 - Can assist with Safe Routes to School, Anti-Idling Education and Enforcement, Smart Workplaces

 <u>Cross County Connection TMA</u>	 <u>Greater Mercer TMA</u>	 <u>Hudson TMA</u>	 <u>HART TMA</u>
 <u>Keep Middlesex Moving TMA</u>	 <u>Meadowlink TMA</u>	 <u>Ridewise TMA</u>	 <u>TransOptions TMA</u>

Helpful Resources

- Association of New Jersey Environmental Commissions
 - Community Education & Outreach, Diversity & Equity, Sustainable Land Use Pledge, Natural Resources, Environmental Commission and Site Plan Review
- New Jersey Bicycle and Pedestrian Resource Center
 - Adopt a Complete Streets Policy, Institute Complete Streets, and Bicycle and/or Pedestrian Plan/Audit
- Rutgers Cooperative Extension
 - Food actions, Green Roofs, Raingardens, On-Site Solar System, Water Conservation Education Program
- Watershed Associations



Actions to Maximize Points

- Innovative Community Project
 - There are three possibilities to earn points for projects that do not fall into any other actions in the program for a potential to earn **30 points**.
- Contact town commissions and departments



Actions To Maximize Points

- Community Forestry Plan and Tree Cover Goal
 - Prerequisite for ALL Tree and Woodlands Management actions
 - Work with your Shade Tree Commission/designated tree committee
 - Key things to remember:
 - Only two submission requirements – BUT your community must **first** be participating in the NJDEP Community Forestry Program



Actions To Maximize Points

- Community Forestry Plan and Tree Cover Goal
 - Requirements:
 1. Adopt a Tree Cover Goal
 - Do not need to pay a consultant to do this, simple guidance is provided in the action
 - Tree cover goal statement must be adopted by Shade Tree Commission or group responsible for tree management
 2. NJDEP Community Forestry Annual Report of Accomplishment (either year end or mid year report)
 - NJDEP Community Forestry Program issues these reports and posts them on their website <http://www.nj.gov/dep/parksandforests/forest/community/>
 - \$3,000 grants available [HERE](#) to cover the cost of plan preparation
- After this information is complete, you are eligible to apply for the other Tree and Woodlands Management actions



Quick Guide to Recertify

Sign In/Sign Up for
Website Account



Update Contact
Information on
Municipal
Dashboard



Add Additional
Users to Account

Review Status of
Actions in Application
– focus on Approved,
Expired, then new
actions



Remove Old & Upload
NEW Documentation
& Mark Actions
Completed



Submit Application on
or before June 4



Final Thoughts & Take Aways

- Certification Cycle: It is doable! We had one of the highest percentages of towns achieve recertification last year.
- Go for Silver! Even though your certification is good for 3 years, you can still submit every June.
 - Moving Up to Silver Certification [webinar](#) and [presentation](#)
- Collaborate! Work with neighboring towns & other organizations
- **Certification Application Deadline: June 4 at 11:59pm**



Final Thoughts & Take Aways

- Collaborate! Work with neighboring towns, regional hubs & other organizations
- Use the Participating Communities Map to find examples of documentation from certified towns

Search by
action

View certified towns approved
for that action

View certification report for
example documentation

BY CERTIFIED ACTION

☐ All Actions
OR CHOOSE A SUB-ACTION

☐ Environmental Commission Site Plan Review

☐ Water Conservation Education Program

☐ Water Conservation Ordinance

☐ Environmental Commission

☒ Natural Resource Inventory

☐ Open Space Plans

Tree & Woodlands Management

BY COUNTY

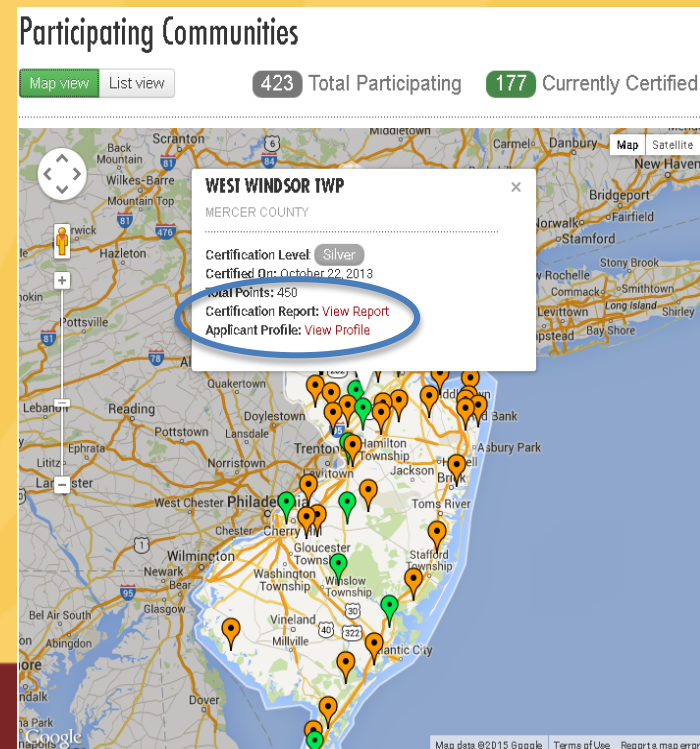
All Counties

[Update Search](#) [Reset](#)

Participating Communities

[Map view](#) [List view](#) **423** Total Participating **177** Currently Certified

Applicant	County	Certification
Andover Twp	Sussex	bronze
Atlantic Highlands Boro	Monmouth	bronze
Bedminster Twp	Somerset	bronze
Berkeley Heights Twp	Union	silver
Bernards Twp	Somerset	silver
Bernardsville Boro	Somerset	bronze
Bethlehem Twp	Hunterdon	bronze
Bordentown City	Burlington	silver
Bordentown Twp	Burlington	bronze
Brick Twp	Ocean	bronze
Bridgewater Twp	Somerset	bronze
Caldwell Boro	Essex	bronze
Cape May City	Cape May	silver
Chatham Boro	Morris	silver
Clinton Town	Hunterdon	bronze
Cranbury Twp	Middlesex	bronze
Denville Twp	Morris	bronze
Eatontown Boro	Monmouth	bronze
Edison Twp	Middlesex	bronze



Sustainable Jersey Support

- Technical Support
 - **Samantha McGraw:** 609-771-2938;
info@sustainablejersey.com
- View Upcoming Events & Trainings
- Join the Sustainable Jersey Mailing List
- Attend Regional Hub Meetings in Your Area
 - Contact Lauren Skowronski, skowronl@tcnj.edu or 609-771-3129
- Follow Sustainable Jersey on Facebook, Twitter, Instagram and LinkedIn



Upcoming Webinars

Get Your Smokey On and Tune In to Learn How to Prepare for a Wildfire Emergency

Thursday, February 16, 2017; 1:00 PM - 2:00 PM

[REGISTER](#)

If you would like to engage your fire department, office of emergency management or police department in your community's Sustainable Jersey program work, this webinar will help your municipality to understand the suite of Emergency Preparedness Wildfire Actions that include: *Firewise Community; Ready, Set, Go; Community Wildfire Protection Plans*, and *Creating a Wildfire Safety Council*. These actions provide a road map for addressing the issue of managing the increasing risk of forest fire in our communities as climate change impacts the forest resources.

Speakers from Sustainable Jersey staff, NJ Department of Environmental Protection – State Forest Service, NJ Fire Safety Council and Barnegat Fire Company will be on hand to help municipalities to understand their role, where to find technical assistance and funding to complete these actions.



Upcoming Webinars

Making a Game Plan for Getting Certified

Wednesday, February 22, 2017; 1:00 PM - 2:00 PM

[REGISTER](#)

This webinar will share proven strategies and tools to help map out a path to certification within six to twelve months.

Learn how to:

- Mobilize your green team
- Navigate the Sustainable Jersey website
- Select “start-up” actions
- Get assistance completing actions from non-profits and other groups
- Track your progress and more!



Upcoming Events

Register Ready Hands On Training

FEBRUARY 22, 2017 - 9:00 AM TO 12:00 PM

TCNJ, Business Building, Room 205, 2ND FLOOR

[REGISTER](#)

- This 3 hour training of the ***Register Ready*** platform will help municipalities to identify & track their vulnerable residents in case of an emergency as contained in the [Vulnerable Populations Identification & Tracking](#) action. It will consist of instructional and hands-on exercises for the end user to become better acquainted with the system's features and capabilities, including registering citizens online; gaining access to completed applications; using the admin dashboard; managing users; generating reports; and more.
- Registrants must be an appointed representative responsible for maintaining Register Ready for a NJ municipality or county government. ***Space is very limited, so we are allowing only one space per governing body.**



Upcoming Webinars

What You Need to Know about Changes to the Energy Actions

Wednesday, March 1, 2017; 1:00 PM - 2:00 PM

[REGISTER](#)

This webinar will help municipalities understand the changes to the suite of energy actions in the Sustainable Jersey program for the 2017 cycle. Learn about changes to existing actions as well as about new actions which have been added to the program.

Find out how to maximize your points, and make strides to reduce greenhouse gas emissions and save money!

Sustainable Jersey staff will also be available for “Technical Assistance Calls” so if your green team has questions about what is needed for certification on these actions, mark your calendars and call in. You don’t need to register for the calls!

Dates for Energy Technical Assistance calls:

- **March 23rd, noon – 1:00 PM**
- **April 26th, 7:00 – 8:00 PM**
- **May 16th noon – 1:00 PM**



Opportunities for Assistance

NEED HELP?

MENTORSHIPS AVAILABLE FOR REGISTERED TOWNS

If you're a registered town that would like to pursue certification for 2017, Sustainable Jersey is offering you the opportunity to be mentored. Winnie Fatton, Program Manager, is seeking towns that are interested in getting certified, and would like some coaching along the way. If you're interested in learning more, email fatton@tcnj.edu or call Winnie at 609-771-2855 to get started.



FREE Technical Assistance with Energy Actions

Partnership with the Environmental Defense Fund (EDF) and New Jersey Natural Gas (NJNG) to provide a powerful program to assist municipalities and school districts within [NJNG service territory](#) in completing the Sustainable Jersey energy actions. Efforts will be focused on improving building performance through energy efficiency analysis, planning, and upgrades, but may also include renewable energy and other energy-related improvements. Full-time, on-site support will be provided for 10 weeks in the summer of 2017.



Learn how the EDF Fellows can help your town: [Lessons from the Field: EDF Climate Corps Fellows Document Municipal and School Progress in Sustainable Jersey](#)

Application Deadline: Friday, April 14, 2017 at 11:59pm



Small Grant Funding Available

The PSEG Foundation is contributing \$200,000 to support the Sustainable Jersey Small Grants Program for municipalities. Funding supports efforts to implement projects that help municipalities gain points needed for Sustainable Jersey certification and make progress toward a sustainable future. For more information, visit our [website](#).

**Application Deadline: Tuesday, February 28, 2017 at
11:59pm**



PSEG

We make things work for you.

