

Countdown to Certification: Make Sure You're Ready!



May 31, 2017



Introductions

Sustainable Jersey Staff Presenter

- **Samantha McGraw, Program Manager**



Webinar Agenda

- Certification Requirements
- Master Action Tracking Spreadsheet
- 2017 submission and review cycle
- Accessing your account & application
- Uploading documentation and submitting the application
- Reviewer Feedback
- Quick Step Guide to Submission
- Final Thoughts
- Question & Answer Session



Certification Requirements

150

Bronze

- Total of at least 150 points
- Mandatory Green Team
- Implement 2 of 12 priority actions
- Actions completed in 6 of 18 categories

350

Silver

- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 12 priority actions
- Actions completed in 8 of 18 categories



Master Action Tracking Spreadsheet

- **Download from Website**
 - On Green Team Resources and Presentations Page accessed under the 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 Certification/Recertification

GET CERTIFIED



2017 Certification Cycle Timeline

June 4	Initial Application Deadline <ul style="list-style-type: none">Indicate all 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 2016 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



Submit September
2017

Certified October
2017

Not Certified
October 2017

Remain at current
point level

Resubmit
November 19 for
more points

Resubmit
November 19

Certified at higher
point level
December 2017

Retain same point
value from
October
certification

Certified
December 2017

Not Certified
December 2017



Timeline Notes

- If you are planning to recertify **BEFORE** your certification expires, and you do not attain recertification this year, your previous certification will NOT be impacted and you will still appear as a certified community
- 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.



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

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



Manage Municipal 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 user management interface. It is divided into three main sections: OWNERS, CONTRIBUTORS, and ADD A USER.

OWNERS

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

1. Joe Slomian	Contributor	Update	Remove
2. Cori Haider	Contributor	Update	Remove

ADD A USER

Email:

Role:

Add User

Annotations with blue arrows point to the Email input field, the Role dropdown menu, and the Add User button.

Enter email
address

Designate
role

Execute



Working on Your Application

- Choose “Begin/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
- See your application’s current status, history, reviewer feedback, and access informational documents in the “Help” area.
- You can also search actions and track your progress with the Action Totals box.

Application Overview
[View details and history](#) [Help](#)

CERTIFIED
Reviewer Feedback: 0 comments

Current Status This application is CERTIFIED	CERTIFIED
Application History This applicant has applied one time	Certified December 17, 2014 - December 31, 2017
Reviewer Feedback	0 published comments



Action Statuses

<u>Status</u>	<u>Explanation</u>
Unplanned	Default status if action has never been worked on.
Planned	Changed by user to indicate it will or has been worked on.
Completed	Changed by a user to indicate the action submission is completed including the uploading of supporting documentation.
Expired	Action previously awarded credit, but due to shelf life, points are no longer counted in the application.
Approved	Points currently included in your application. <ul style="list-style-type: none">• <i>Actions that expire between 6/4/17 and 12/30/17 will be set to expire 12/31/17 and do NOT need to be updated before submitting.</i>
Not Approved	Credit not awarded last time action submitted. Archived comments available.
Must Revise	Status following reviews indicating revision needed to be awarded points.



Variable Point Actions

Local Economies

i Green Business Recognition Program

10 Points ★ Bronze Priority ★ Silver Priority

● This action has variable points: 10, 15, 20

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 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 Listing

● Diversity & Equity

i Diversity on Boards & Commissions ← Status: Planned

10 Points ★ Bronze Priority ★ Silver Priority

Planned ▼

● 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.

<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned ▼
<input checked="" type="checkbox"/> Points Points for this action are not variable.	10



Action Submission Page

- This is where you provide the 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

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<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned
<input checked="" type="checkbox"/> 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

No file chosen

Type	Title	Uploaded On	Delete
	Diversity on Boards & Commissions Documentation	3/11/2015 at 01:44 PM	<input checked="" type="button" value="X"/>

Jump to another planned action submission:
Diversity on Boards & Cor

Submitting Your Application

- Track your progress using the Action Totals box
 - View different point combinations using the status filters
- 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 all minimum certification requirements are met
 - Press submit button
 - Locked from editing actions you submitted for

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.

ACTION TOTALS
(Completed, Approved)

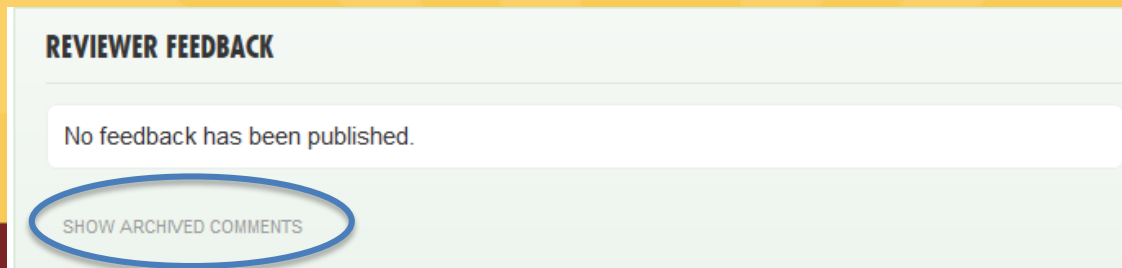
Mandatory	1/1	●
Priority	3/12	●
Total	215/1490	●
Categories	6/19	●
Actions	19/139	●

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

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

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. Comments will only be visible once the application has been unlocked.
 - Feedback is at the bottom of the action submission page or top of the application.
- Feedback on an action from a previous submission can be viewed by clicking “Show Archived Comments”



Quick Step Guide to Submission

1. Sign into your account

2. Navigate to the Municipal Dashboard

3. Click "Update/Begin Application"

4. Edit information into the text box & upload documentation for the actions you wish to submit for & SAVE

5. Mark the actions "completed" (even if it is not finished yet)

6. Review your approved/completed totals in the Action Totals box

7. Click yellow "Submit" button

8. Confirm application submission



Final Thoughts & Take Aways

- Add users to your account to assist with uploading documentation to speed up the certification process.
- Certification Cycle: It is doable! We had plenty of towns that were certified for the first time last year by the October deadline, and additional towns that continued to work on their application throughout the review and resubmittal periods up to the final deadline.



Certification Application Deadline:

Sunday, June 4 at 11:59pm



Sustainable Jersey Support

- Technical Support
 - **Samantha McGraw:** 609-771-2938;
info@sustainablejersey.com
- Phone and email messages will be checked periodically over the weekend
- Additional Support Needed?



2017 New Jersey Sustainability Summit

June 21, 2017, 8:30am – 4:00pm

The College of New Jersey

[REGISTER](#)

The 2017 New Jersey Sustainability Summit will explore how coordinated local action can achieve an increased collective impact. As federal and state budgets decline, there is renewed energy at the local level to make progress. But no community can be an island.

Sustainable Jersey brings together a unique mix of public and private, state and local partners to support communities in achieving remarkable progress. The 2017 Sustainability Summit will explore how we can all work together to build local capacity for change.

You will participate in thought provoking conversations that focus on engaging government, community, schools, business and academia in sustainable action. The event attracts over 300 diverse participants from across New Jersey. At concurrent sustainability sessions, you will have the opportunity to learn, listen and discuss issues ranging from water resources, energy, waste, civic engagement and local economies to school and municipal green teams. The event offers an exciting venue for networking, engagement and collaboration.

Who Should Attend?

Sustainable Jersey and Sustainable Jersey for Schools green team and Task Force members, academics, elected officials, state and local agency representatives, businesspeople, non-profit organizations and the interested public. For information visit www.sustainablejersey.com

