



Planning for Recertification

Applying for Sustainable Jersey recertification does not mean starting from scratch. Listed below are the key steps we recommended you follow to get organized. Please note that there is no requirement to pursue a specific certification level. Towns previously certified at the bronze level can recertify at either the bronze or silver level. Similarly, silver certified towns can recertify at either level.

Key Steps in the Recertification Process	
Step 1	<p>Identify a team of people who will be working on the recertification effort</p> <ul style="list-style-type: none"> Ideally, the team should include municipal staff and volunteers, some of whom were involved in the last certification effort.
Step 2	<p>Visit our new Sustainable Jersey website</p> <ul style="list-style-type: none"> Make sure you can log into the website and access your town’s information. Familiarize yourself with the Municipal Dashboard page. Update your municipal contacts if needed and invite current team members to your profile so they can access your town’s information, review comments, and upload documentation.
Step 3	<p>Inventory your existing actions to determine which actions are valid and which need updating</p> <ul style="list-style-type: none"> Determine which actions that you have received credit for in the past will count toward your recertification. To do this, access your application on the Sustainable Jersey website. The application will reflect your prior submittals. Look for those actions marked “Approved”. Those actions marked “Approved” that have an expiration date are valid until that date, while those that do not have a date are valid indefinitely. If you are applying for recertification, any approved actions that expire AFTER the June submission deadline will be approved until December 31 of that year. For those actions marked “Expired” or that are “Approved” but set to expire BEFORE the June submission deadline, consult the “Resubmission Requirements” column in the Master Action Tracking Spreadsheet to determine what needs to be done to complete/update this action. Quite often, less effort will be required to update an existing action than complete a new one.
Step 4	<p>Work with the Green Team to identify the Sustainable Jersey actions you plan to pursue</p> <ul style="list-style-type: none"> Based on the number of points that you are starting with from previously approved actions; determine the number of additional points needed to obtain the desired certification level (bronze or silver). Determine which expired actions you will complete/update. Make a list of Green Team accomplishments since you were last certified and identify related Sustainable Jersey actions. Remember, if you cannot find a related action there is always the opportunity to get credit for sustainability initiatives under the three <i>Innovative Community Projects</i>. Develop a list of the actions you plan to complete for certification. Remember that you must successfully complete at least 2 Priority Actions and have at least 1 action in a minimum of 6 categories to achieve Bronze certification. Silver level requires 3 Priority Actions and actions in at least 8 categories. The Master Action Tracking Spreadsheet is a good tool to use for this exercise.

For more information visit www.sustainablejersey.com, email info@sustainablejersey.com, or contact Samantha McGraw at 609-771-2938



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<p>Step 5</p>	<p>Designate a person to be responsible for coordinating work on each action</p> <ul style="list-style-type: none"> • Review the detailed description posted on the Sustainable Jersey website for each action to be pursued. • Pay particular attention to the <i>What to submit to get credit/points</i> section of the description. This will tell you exactly what you need to do and what documentation needs to be submitted to successfully complete the actions. • Develop a plan to complete the action. Please note that all required activities do not need to be completed by the June deadline. However, you must indicate which actions you are pursuing and how/when you plan to complete all the required components. You can then make updates to your application following each review period. • Keep track of your work progress. For example, check-in with the team working on the action at least monthly so things do not slip through the cracks.
<p>Step 6</p>	<p>Review documentation for each action</p> <ul style="list-style-type: none"> • Prior to submitting your application, make sure you have the required documentation as described in the <i>What to submit to get credit/points</i> section. Many actions are not approved simply because pieces of documentation are missing from the application.
<p>Step 7</p>	<p>Submit application for certification by the June deadline</p> <ul style="list-style-type: none"> • Check to make sure you have uploaded all the required documentation. • Once ready, change the status of the application to Completed in your application next to each action you wish to submit and then hit the yellow "Submit" button to send your application to Sustainable Jersey for review. • Do not hesitate to contact Sustainable Jersey staff if you have any questions or concerns.

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