

# Countdown to Certification: Make Sure You're Ready!



June 3, 2015



# Introductions

## *Sustainable Jersey Staff Presenter*

- **Samantha McGraw**, Program Assistant



# Webinar Agenda

- Certification Requirements
- Master Action Tracking Spreadsheet
- 2015 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 19 categories

350

Silver

- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 12 priority actions
- Actions completed in 8 of 19 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**



# 2015 Certification Cycle

- **June 7<sup>th</sup> – Initial Application Deadline**
  - Indicate all actions you plan to complete for credit by marking “Completed”
- Early-July – First Round Review Comments Provided
- **September 13<sup>th</sup> – Revision Deadline to be Eligible for Recognition at the 2015 NJLM Conference**
- Mid-October – Second Round Review Comments
- November 22<sup>nd</sup> – Final Application Deadline
- Mid-December – Final Decision on Pending Applications



# 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)**

<a href="#">Update Application</a>	Update your existing application
<a href="#">Update Municipality Profile</a>	Update the primary contact, secondary contact, and certification report "introduction"
<a href="#">Manage Municipality Users</a>	Manage Municipality owners and contributors
<a href="#">Download Resolution</a>	Click to download the Municipality resolution

**BLOOMINGDALE BORO (PASSAIC)**

<a href="#">Update Application</a>	Update your existing application
<a href="#">Update Municipality Profile</a>	Update the primary contact, secondary contact, and certification report "introduction"
<a href="#">Manage Municipality Users</a>	Manage Municipality owners and contributors
<a href="#">Download Resolution</a>	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

**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

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

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



# 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.
Not Approved	Credit not awarded last time action submitted.
Must Revise	Status following reviews indicating revision needed to be awarded points.



# Variable Point Actions

## Local Economies

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

**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"/> <b>Status</b> Current action submission status: <b>Planned</b>	Planned
<input checked="" type="checkbox"/> <b>Points</b> 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
<input checked="" type="checkbox"/>	Diversity on Boards & Commissions Documentation	3/11/2015 at 01:44 PM	<input checked="" type="checkbox"/>

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.

Search Actions Clear Search

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

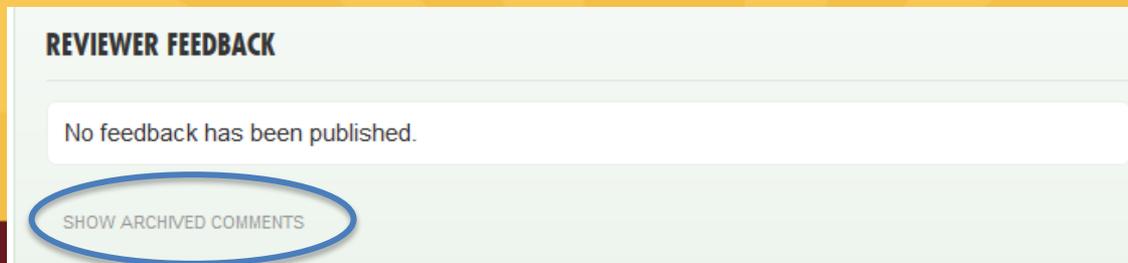
If all completed action submissions are approved, this application will qualify for **bronze** certification.

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

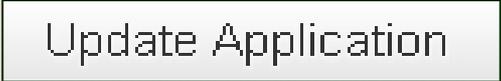
Submit Application for Review and Certification

# 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. 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 7<sup>th</sup> at 11:59pm**



# Sustainable Jersey Support

- Technical Support
  - **Samantha McGraw:** 609-771-2938;  
[info@sustainablejersey.com](mailto:info@sustainablejersey.com)
- **Please Note:** As part of The College of New Jersey's Energy Savings Program, our offices will be **closed** Friday, June 5<sup>th</sup>. I will be checking phone and email messages periodically throughout the weekend.
- Additional Support Needed?

