



2020 Certification Cycle Changes

April 6, 2020

Due to the COVID-19 disruptions in municipal activities, Sustainable Jersey is implementing several changes to the 2020 certification cycle to provide municipalities with more flexibility.



Municipalities with Certifications Expiring in 2020

- Certification will be **extended to December 31, 2021**
- Do not need to submit for certification in 2020 to avoid a lapse.
- Actions currently approved set to expire later in 2020 will be set to expire December 31, 2021

If you have been working on certification, still encouraged to submit!



2020 Certification Cycle Timeline

Initial deadline changed from May 17 to Sunday, June 14

- If submit by June 14 guaranteed two rounds of review on application to meet deadline for Sustainable Jersey Annual Luncheon recognition.
- If not ready to submit by June 14, but apply by July 30, Sustainable Jersey will make every effort to review the application and provide feedback so additional updates can be submitted by the September deadline.



2020 Certification Cycle Timeline

June 14	<p>Initial Application Deadline</p> <ul style="list-style-type: none">• Indicate actions you plan to earn credit for by marking “Completed” <p><i>Municipalities unable to meet the June 14 deadline are encouraged to apply when they are ready. Sustainable Jersey will make every effort to review applications submitted after June 14 and before July 30 in a timely manner to allow municipalities time to make updates by the September resubmission deadline.</i></p>
Mid-July	First round review comments provided
September 11**	<p>Revision deadline to be eligible for recognition at the 2020 Sustainable Jersey Luncheon during the NJLM Conference</p> <p><i>New application submissions will be accepted but will only receive two rounds of review.</i></p>
Mid-October	Second round review comments provided
November 22	FINAL application deadline
Mid-December	Final decision on pending applications

2020 Certification Cycle Actions with Adjusted Look Back Period

- Due to COVID-19 crisis, Sustainable Jersey understands some activities and initiatives may not have been able to take place.
- For most actions intended to take place on an annual basis, documentation from 2018-2020 will be accepted.
- Other actions will be considered on a case-by-case basis.

View list of adjusted look back period actions [here](#)



What do these action changes mean?

- Ordinarily these actions would require documentation from 2019 – 2020, but for this year, documentation from 2018 – 2020 will be accepted.
- Municipalities seeking certification may have these actions marked “Expired” and can resubmit for these actions by changing the status from Expired to **Completed**. No additional work is necessary.

View list of adjusted look back period actions [here](#)





Question & Answer Session

Responses to questions asked are
provided

Expiring Municipalities

- 1. Do 2020 expiring municipalities (those certified in 2017 and scheduled to recertify in 2020) need to let SJ know they would like the extension on their certification?**
 - No, you do not need to let us know. The extension will be automatically applied in the coming weeks.
- 2. What is meant by the extension of an expiring certification?**
 - Due to significant disruptions in municipal activities Sustainable Jersey is extending the expiration date for all 2017 certified towns from December 31, 2020 to December 31, 2021. This change only impacts municipalities certified in 2017 that would have needed to recertify this year to avoid a lapse in certification.



Actions

- 1. If submitting an application in June 2020, do actions need to be marked “Completed” even if they are not finished yet?**
 - Yes. Enough actions need to be marked completed in order to meet the minimum requirements for bronze certification so that the application can be submitted. Actions can be added/removed throughout the cycle. Make sure that you have changed actions from “Planned” to “Completed”.
- 2. Will the lookback period for the adjusted 2018-2020 actions in 2020 be changed to 2019-2021 for 2021?**
 - At this time the adjustment is only for the 2020 certification cycle. We will be evaluating potential changes to the 2021 certification cycle later this year.



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Actions

3. Which municipalities does the action adjusted look back period apply to? How do I submit them?

- The adjusted look back period for the actions outlined [here](#) **only applies to municipalities that submit for certification in 2020.**
 - View “Expired” actions in your application. If they contain documentation from 2018, marked them “Completed” to submit with your 2020 application. Once the certification application is submitted, SJ staff will review these actions and re-approve them after confirming they meet eligibility requirements.
 - For example: If you attained certification in 2018, and were approved for the Hold a Green Fair action, that action is likely “Expired”. You can be re-approved for this action without updated documentation - so long as that action has documentation from 2018, mark it “Completed” to submit it with your 2020 certification application for review and re-approval.

4. Is there a way to view old documentation that may be removed from the current application?

- Yes. If the municipality was certified you can view the documentation for any approved actions in its certification report, available under the “View Details and History” section at the top of the online application.



Municipal Technical Assistance

Technology Coaching

Offering technical assistance to local governments looking to implement online strategies for engaging the public, providing critical information, and holding public meetings.

Request assistance [here](#)



Running Effective Virtual Public Meetings Webinar

Friday, April 17, 1pm – 2pm

[REGISTER](#)

This webinar will feature municipalities across New Jersey, large and small, using virtual technologies to host online public meetings, how they handle public participation, and more.



Thank you!

Questions?

Contact us at info@sustainablejersey.com or 609-771-2938.

Our staff are working remotely but if you leave us a voice message we will get back to you.

