Countdown to Certification

Make Sure You're Ready to Submit!

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June 8, 2020

Technical Assistance Opportunities & Upcoming Events

Public Information & Engagement Planning Opportunity

A PIE Tech Assessment will help four municipalities begin a strategic planning process for how to engage the public in decision-making and bring government and community closer together through technology. Learn more here. **Applications due by August 9**.

Informational Webinar

Wednesday, June 10, 3:30pm – 4:30pm

REGISTER

Energy Training & Webinars

Commercial Energy Efficiency Outreach Virtual Training

Thursday, June 11, 2020, 1:00pm – 2:30pm

REGISTER

Sustainable Energy Communities Webinar

Wednesday, June 17, 2020, 1:00pm – 2:30pm

REGISTER

Adding EVs to your Municipal Fleet and Community Webinar

Wednesday, June 24, 2020, 1:00pm – 2:30pm

REGISTER

Agenda

- Certification Requirements

- Master Action Tracking Spreadsheet

- 2020 Certification Cycle Changes, Submission & Review Cycle

- Accessing your Account & Application

- Uploading Documentation & Submitting the Application

- Reviewer Feedback

- Quick Step Guide to Submission

- Final Thoughts

- Question & Answer Session

Certification Requirements

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

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

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Master Action Tracking Spreadsheet

Updated to reflect 2020 Program Updates.

Contains one tab with all actions, and subsequent tabs for each action category to make it easier to use.

Download from the website.

Certification Cycle Changes & Timeline

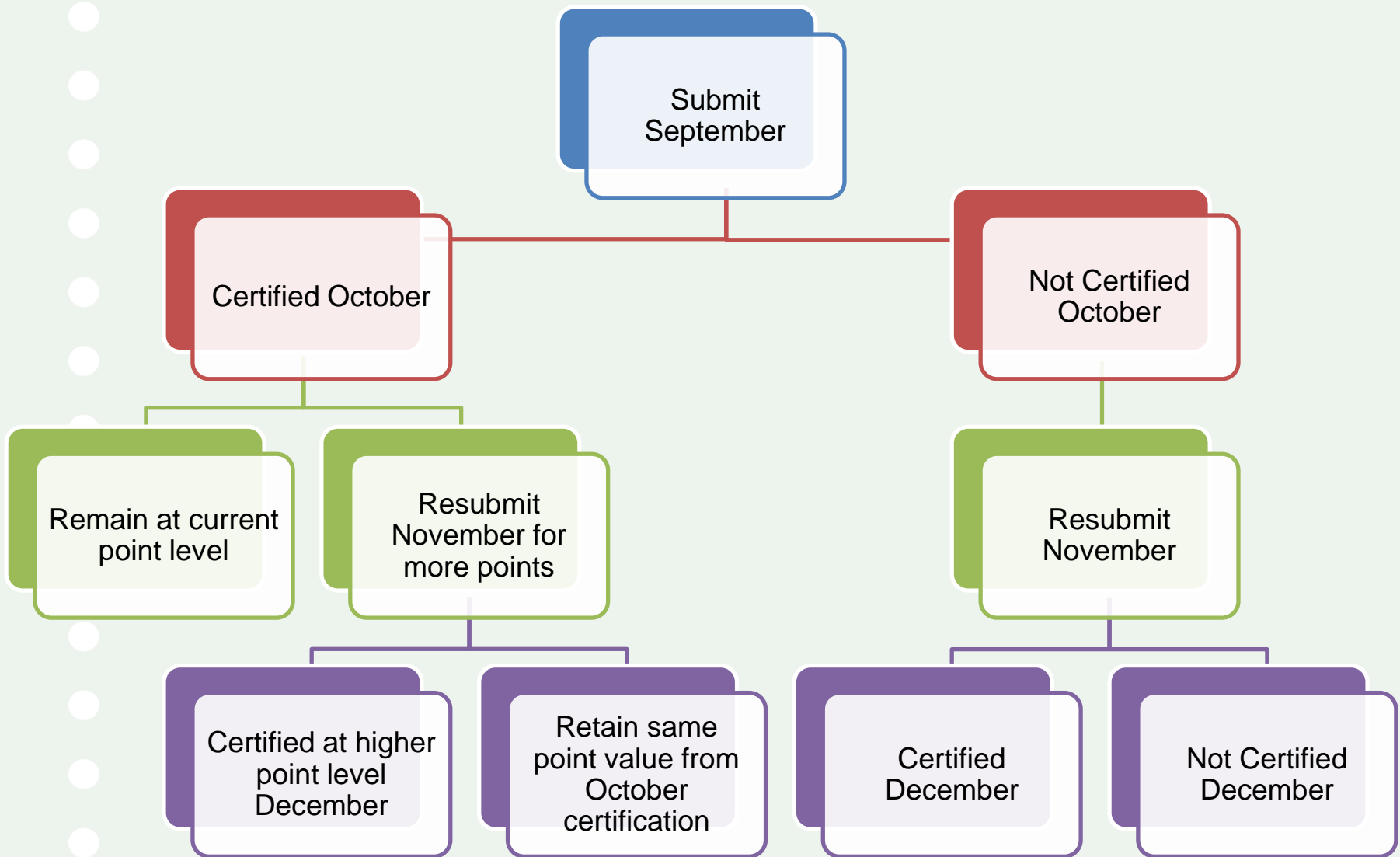# Municipalities with Certifications Expiring in 2020

- 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

June 14	Initial Application Deadline • Indicate actions you plan to earn credit for by marking "Completed" *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.*
Mid-July	First round review comments provided
September 11**	Revision deadline to be eligible for recognition at the 2020 Sustainable Jersey Luncheon during the NJLM Conference *New application submissions will be accepted but will only receive two rounds of review.*
Mid-October	Second round review comments provided
November 22	FINAL application deadline
Mid-December	Final decision on pending applications

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                    └─────────────┘
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2020 Certification Cycle information available [here](#)

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.

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.

- Example: If submitting for Hold a Green Fair, and you had a fair in 2018, but were unable to hold the fair in 2020, then documentation can be submitted for the 2018 event.

View list of adjusted look back period actions here

Earn Sustainable Jersey Points for Census Initiatives

[Community Education & Outreach](#): Census 2020 outreach efforts performed by municipal elected or appointed officials and/or staff or green team volunteers.

[Innovative Community Project](#): Implement a comprehensive Census 2020 education and outreach effort that includes multiple communications strategies and establishes a site, referred to as Census Kiosk, where people can complete the census.

Census Webinar
Recording and presentation are available on the Sustainable Jersey [website](#)

Online Application

Download the Application User Guide here

Action Statuses

Status	Explanation
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 the approval period, points are no longer counted in the application.
Approved	Points currently included in your application. • Actions that expire between 6/14/2020 and 12/30/2020 will be set to expire 12/31/2020 and do NOT need to be updated before submitting.
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

Health & Wellness

Building Healthier Communities

20 Points

• THIS ACTION HAS VARIABLE POINTS: 5, 10, 15, 20, 25 •

! Test Muni Application for Certification

Action Submission: Building Healthier Communities

Directions

Please complete this form to submit this action as part of your application by following these steps:

• Mark the status as **planned**.
• Indicate the **requested points** for variable point actions.
• Enter **description of implementation**, no more than 300 words.
• Upload supporting documentation.
• Click **save action submission** button.
• Once updates are finished, mark the action **completed** so points are calculated in your point totals certification.
• **Save** the submission.

Status
Current action submission status: **Expired**

Completed ∨
EXPIRED ON SEPTEMBER 11, 2

Requested Points
Point level requested for this submission

20 ∨
5
10
15
20
25

Description of Implementation

In the text box below, please provide a short summary (300 word maximum) of what was accomplished have on the community. Include relevant references to the uploaded materials. **If updating a previous**

- The points awarded will vary based **accomplishments**

- For example, the BHC action allows you to earn points for having a health and wellness initiative for **each population segment**

- 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

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Reviewer Feedback

While under review, the status of actions will change but you will **not be able to view comments** associated with the actions until the application is sent back **Awaiting Updates**.

Feedback available at the bottom of the action submission page or top of the application.
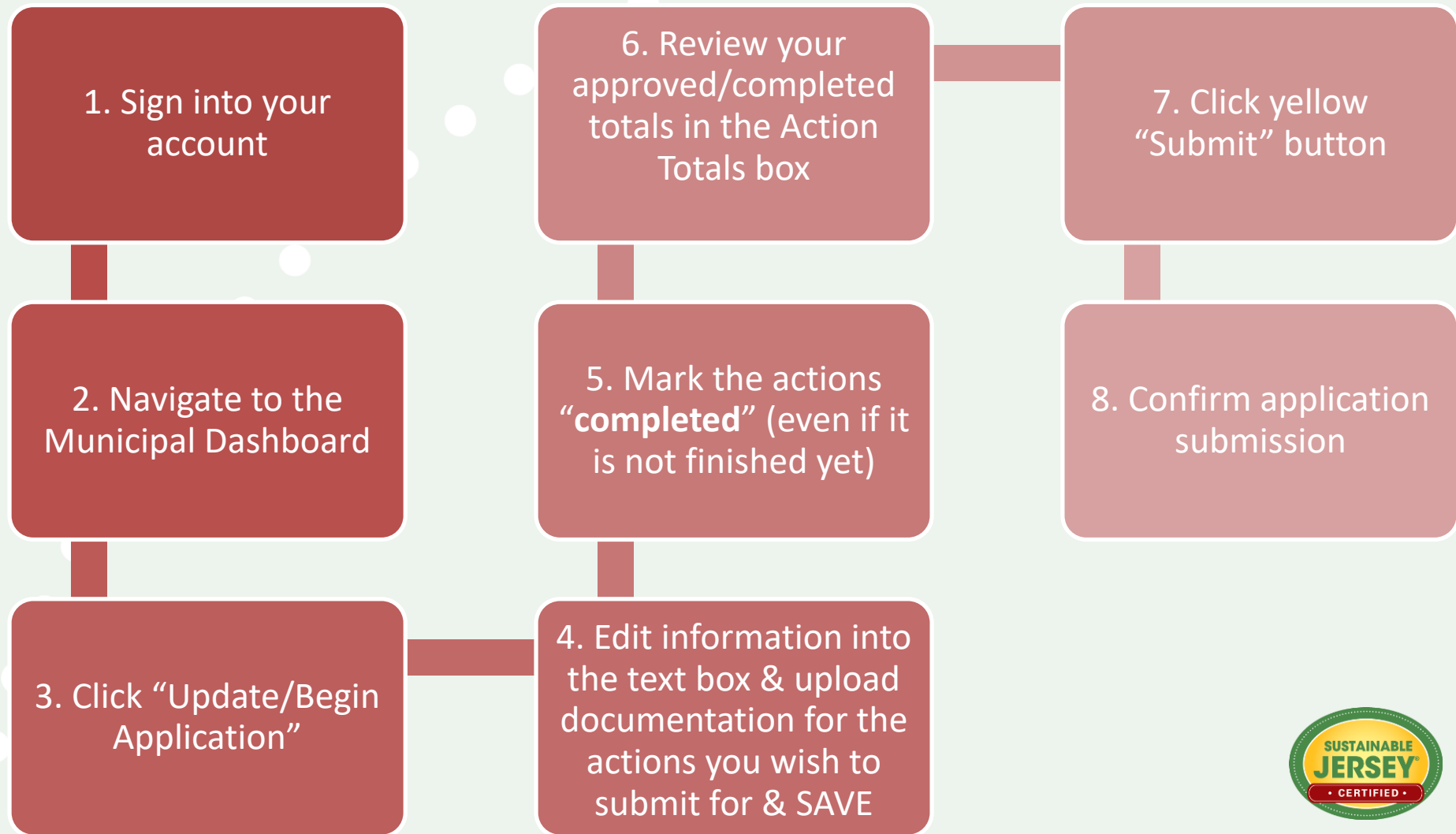
Automatic Email

Approved or Must Revise

Archived Comments

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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

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Final Thoughts & Takeaways

- Add users to your account to assist with uploading documentation to speed up the certification process.

- If you have many actions without documentation, only mark enough actions "**completed**" to submit (150 points)

- 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.

Add Users

Mark actions Completed

It's doable!

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Certification Application Deadline:

Sunday, June 14, at 11:59pm

Sustainable Jersey Support

- **Maureen Jones:** 609-771-2938; info@sustainablejersey.com

- Email messages will be checked periodically over the weekend