



2022 Countdown to Certification Assistance Sessions

May 2022

Samantha A. McGraw, Senior Program Manager

Q&A

May 4, 2022, 12:00 PM
May 10, 2022, 12:00 PM
May 12, 2022, 7:00 PM
May 17, 2022, 12:00 PM
May 19, 2022, 7:00 PM

<https://bit.ly/3OQhpsr>

Certification Requirements



- Total of at least 150 points
- Mandatory Green Team
- Implement 2 of 13 priority actions
- Actions completed in 6 of 18 categories



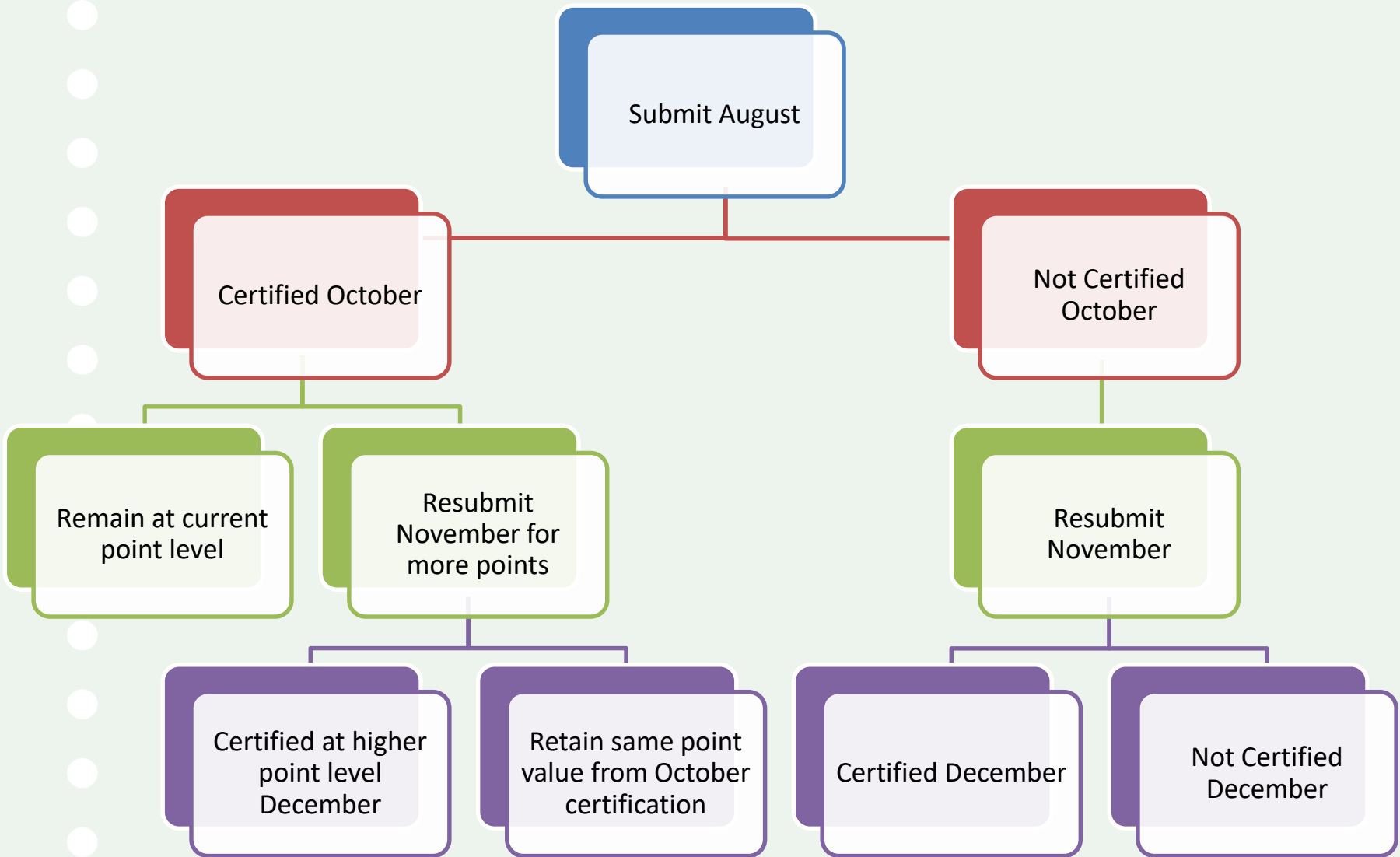
- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 13 priority actions
- Actions completed in 8 of 18 categories

2022 Certification Cycle Timeline

May 22	Initial Application Deadline <ul style="list-style-type: none">Indicate actions you plan to earn credit for by marking “Completed”
Early-July	First round review comments provided
August 28**	<ul style="list-style-type: none">Revision deadline to be eligible for recognition at the 2022 Sustainable Jersey Luncheon during the NJLM ConferenceSustainable Jersey Annual Awards including the Sustainability Champions will be based on the point totals achieved following the second round of review.
Early-October	Second round review comments provided
November 20	FINAL application deadline
Mid-December	Final decision on pending applications

NOTE: 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.





2022 Certification Cycle information available [here](#)

Master Action Tracking Spreadsheet

Available on the [Actions Page](#)

Spreadsheet includes:

- Action name
- Submission requirements
- Look back period
- Approval period
- Resubmission requirements
- Points



Download

Planning
Tool

Submission
Summary



Common Questions & Answers

**Q: How can I find out when our certification expired?
How can I view previous certification reports and see
what I earned credit for?**

A: In your application, under details and history, there is an Applicant Reports section which lists your certification history and links to your certification report. Certification expiration and report information can also be found on the [Participants Map](#) under Applicant Profile.

Application – Details & History

Applicant Reports	CERTIFIED FEBRUARY 28, 2022 - DECEMBER 31, 2024 CERTIFIED DECEMBER 10, 2021 - DECEMBER 31, 2024 CERTIFIED JANUARY 26, 2021 - DECEMBER 31, 2023 CERTIFIED DECEMBER 8, 2020 - DECEMBER 31, 2023 CERTIFIED DECEMBER 10, 2019 - DECEMBER 31, 2022
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Participants Map



Q: My municipality is currently certified and not expiring in 2022. What happens if I submit for recertification and do not earn recertification?

A: 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.

Q: Can documentation and actions be added/removed throughout the cycle?

A: **Yes**. If you are uncertain about which actions you will complete, only submit enough to reach the minimum requirements for bronze certification for the May 22 deadline.

Q: If the majority of my actions do not have documentation, what should I do to submit the application?

A: Only mark enough actions completed to meet the minimum requirements for bronze certification. Additional actions can be added throughout the cycle. This means you may need to change some action statuses from planned to completed for the Submit button to turn yellow.

Q: What is the difference between planned, completed and approved actions?

A: Planned – indicates action will be/has been worked on.

- *Completed* - indicates action submission is finished including the uploading of supporting documentation OR changed to completed in order for Submit button to turn yellow. **Only completed actions are reviewed.**
- *Approved* – points currently included in application. Expiration dates may be applicable.

Q: Do I need to make any modifications to approved actions?

A: **No**. Approved actions that do not expire before 5/22/22 will contribute toward your 2022 approved point totals. No update is required for these actions. Check the expiration dates in your application.

Companion Animal Management Pledge

5 Points

STATUS: APPROVED

EXPIRES ON 12/31/22 • LAST UPDATED 03/13/22 • THIS SUBMISSION IS CURRENTLY LOCKED

Q: When does everything need to be submitted to achieve certification and be recognized at the Sustainable Jersey Annual Luncheon?

A: August 28



Why Doesn't the Submit Button Turn Yellow?

Ensure you meet **all** the certification criteria. Some actions may be marked planned but need to be changed to **COMPLETED**

Certification Criteria





		
Required	1	1
Priority	2	3
Points	150	350
Categories	6	8

Show requirements for:

 BRONZE  SILVER

Action Totals

(Completed, Approved)


Required	 0/1
Priority	 2/13
Total Points	 155/2320
Categories	 7/18
Total Actions	10/159


Submit Application
for Review

Action Totals

(Completed, Approved)

Required	 1/1
Priority	 2/13
Total Points	 165/2320
Categories	 7/18
Total Actions	 11/159

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



Submission Tips

Submission Tips

- Draft the description of implementation (DOI) in a word document, then copy and paste that information into your DOI.
- **Remove sensitive information** – once certified approved actions and supporting documentation are publicly available in your certification report on our website.
 - Ex. Green team member email & mailing addresses, phone numbers, etc. should be removed

Submission Tips

- Remove old documentation that is no longer needed for your submission. Reviewers check to make sure that all documentation is current in relation to action requirements.
- Make sure documentation uploaded aligns with your description of implementation.
- Consider submitting one additional priority action than needed for the certification level you apply for. If applying for bronze certification, submit for 3 priority actions instead of the required two.

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.

Make sure all relevant contacts are added to the account as either an owner or contributor.



Automatic
Email

Approved or
Must Revise

Archived
Comments

Confirm Contacts on Municipal Dashboard

- Check the primary and secondary contact information is correct.
- Make sure all members that should receive the automatic emails through the system regarding application status updates are added as owners/contributors.
- Review [Application User Guide](#) for instructions on making these updates.



Quick Step Guide to Submission

1. Sign into your account

2. Navigate to Municipal Dashboard

3. Click "Update/Begin" application

4. Add/edit information in text box, upload documentation & SAVE

5. Mark actions **completed** (even if not finished yet)

6. Review approved/completed totals in Action Totals box

7. Click yellow "Submit" button

8. Confirm application submission

Certification Application Deadline:

Sunday, May 22 at 11:59pm



SUSTAINABLE COMMUNITIES GRANT PROGRAM

ADMINISTERED BY:



- Environmental & Resiliency Grants available to municipalities in [Atlantic City Electric service territory](#)
- **Informational Webinar:** Recording available [here](#)
- **Application Deadline:** Thursday, June 30, 2022

Learn more at sustainablejersey.com/grants/sustainable-communities-cycle

Questions?

General Questions

- Maureen Jones, 609-771-2938,
info@sustainablejersey.com
- Samantha McGraw, 609-771-2855,
mcgraws@tcnj.edu

Energy-Related Questions

- Nancy Quirk, 609-771-2902,
quirkn@tcnj.edu