



2025 Are You Ready to Submit for Certification?

February 11, 2025

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Housekeeping

- Housekeeping: All attendees are muted.
- Questions? Enter them into the Questions box or “raise your hand” and we will answer them at the end of the presentation.
- The presentation and recording will be posted on the [Webinars page](#) & [Green Team Resources – Working on Certification](#) by the end of the week.

The screenshot shows the Sustainable Jersey website with the 'Resources' menu item circled in red. The left sidebar contains a navigation menu with 'Presentations' and 'Webinars' circled in red. The main content area is titled 'Webinar Recordings & Presentations' and includes a paragraph of text, a 'Category Navigation' section with two columns of links, and a 'Register' button.

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Agenda

1. Certification Requirements & Timeline
2. Common Questions
3. Submission Tips
4. Q&A



Certification Requirements



- Total of at least 150 points
- Mandatory Green Team
- Implement 2 of 15 priority actions
- Actions completed in 6 of 17 categories



- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 15 priority actions
- Actions completed in 8 of 17 categories

2025 Certification Cycle



	FIRST ROUND	SECOND ROUND	THIRD ROUND
Submission Deadline	Feb. 23	May 16	July 31
Return Date	Early-April	Mid-June	Late-Sep.

- Municipalities can submit for the first time in any round, but it is **recommended to submit in the first two rounds** to receive feedback to help achieve certification.
- All documentation does not need to be finished for the February or May deadline, but will need to be complete by the final July 31 deadline.




Barrington achieves bronze certification in 2024 and receives Rookie of the Year Award

Master Action Tracking Spreadsheet

Available on the [Actions Page](#)

Spreadsheet includes:

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

2024 Sustainable Jersey Master Action Tracking Spreadsheet									
Updated 12/20/2024									
									
KEY									
MAIN CATEGORY									
Sub-Category									
Action	Action Category	Contributes to Energy Gold Star	Contributes to Health Gold Star	Contributes to Water Gold Star	Abbreviated Submission Requirements	Look Back Period (yrs)	Approval Period (yrs)	Resubmission Requirements	
ARTS & CREATIVE CULTURE									
Establish a Creative Team <i>(Pre-Requirement for Arts & Creative Culture Actions)</i>	Arts & Creative Culture				In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. A Report that meets program submission standard (detailed in the action on our website) defining the purpose/role of the team, its structure, geographic area, and a summary of past and planned activities. 3. Communities recertifying must submit a report updating activities. Pre-Requirement: Establish a Creative Team (refer to the action's requirements)	Current or Previous Year	Application Year + 1	1. Updated narrative to r 2. Documentation in a re or previous year.	
Creative Assets Inventory	Arts & Creative Culture				In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Completed CAI in text, map or spreadsheet form. 3. Documentation indicating significant stakeholder involvement. 4. If the CAI is older than 5 years, document public participation process utilized to update the CAI. Pre-Requirement: Establish a Creative Team (refer to the action's requirements)	Current or Previous Year	Application Year + 1	1. Updated narrative to r 2. Documentation in a re or previous year.	
Creative Placemaking Plan	Arts & Creative Culture				In your certification application, upload: 1. Narrative Summary of what was accomplished and steps taken to do so. 2. The Creative Placemaking Plan document. The minimum requirement for submission is a document that addresses the nine elements in the "What to do and How to Do it" section of this action. 3. Documentation that the Plan has been incorporated into the municipality's Master Plan, or the municipality's Economic Development Plan or Business Improvement District Plan, or documentation that the Plan has been adopted by a resolution of the Planning Board. 4. Documentation identifying the community members and organizations involved in developing	Current or Previous Year	Application Year + 1	1. Updated narrative to r 2. Documentation in a re or previous year.	
Municipal Commitments to Support Arts and Creative Culture	Arts & Creative Culture		Yes		In your certification application, upload: 1. Narrative summary describing the municipal actions take to support arts and creative culture. 2. Supporting documentation for activities identified on the submission checklist.	Current or Previous 2 Years	Application Year + 2	1. Updated narrative to r 2. Documentation docum requirement outlined in current or previous 2 year	
Utilizing Your Creative Assets	Arts & Creative Culture				Pre-Requirement: Establish a Creative Team (refer to the action's requirements) In your certification application, upload: 1. Narrative Summary of what was accomplished and steps taken to do so. 2. Report describing your project that meets all of the requirements outlined in the "What to submit" section of the action.	Current or Previous Year	Application Year + 1		

Planning Tool

Submission Summary

Look Back Period

Resubmission Requirements



Common Questions & Answers

Common Questions

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



Common Questions

Q: My municipality is currently certified and not expiring in 2025. 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: Does my municipality need to submit for the February 23 deadline to be included in the 2025 certification cycle?

A. **No.** Municipalities can submit for the first time in any of the three rounds. However, it is highly recommended to submit in February and/or May to use reviewers' feedback to help achieve certification for the final deadline.

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 first and second application deadlines.

Common Questions

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.

Common Questions

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

A: **No.** Approved actions that do not expire before your municipality applies for certification will contribute toward your 2025 approved point totals. No update is required for these actions. Check the expiration dates in your application.



The image shows a screenshot of a certification action card. At the top, the text "Establish a Creative Team" is underlined. Below this, a green pill-shaped button contains the text "10 Points". At the bottom of the card, there is a red-bordered box containing the text "EXPIRES ON 12/31/25" and "LAST UPDATED 09/16/24".

Q: I marked actions completed. Do I need to submit the application to have them reviewed?

A: **Yes.** Completed actions are only reviewed after the full certification application is submitted.

Common Questions

Q: How do I know if our certification application has been submitted?

A: A confirmation email will be sent to all users on the account once the application is submitted. You can also check the top of your application to see the current status – once submitted the status will say “Submitted”. Reach out to us at info@sustainablejersey.com with questions.

Q: I’ve submitted my application. Can I keep working on other actions for the next submission deadline?

A: **Yes**. Approved and completed actions are locked from editing but you can still work offline on other actions, and add documentation or update the description of implementation to actions that are not marked approved or completed in your application. **NOTE: You will not be able to delete files.**

Q: When does everything need to be submitted to achieve certification and be recognized at the 2025 Sustainable Jersey Annual Luncheon?

A: July 31

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

2025 Certification Cycle



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If you run into any issues when submitting your application over the weekend, please email us at info@sustainablejersey.com and we will be happy to help you on Monday.

Presentation Posting

- The presentation and recording will be posted on the [Webinars page](#) & [Green Team Resources – Working on Certification](#) by the end of the week.

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Events, Grants & Technical Assistance

sustainablejersey.com/nc/events/

sustainablejersey.com/grants/

Certification

Actions

Grants

Events

Resources

Get Involved

Sustainable Jersey Events

Sustainable Jersey and its program partners regularly host trainings and events that support progress toward Sustainable Jersey certification. In general, events posted on the calendar are FREE or of minimal cost.

Post an Event

You can post FREE events that are open to the general public that would be of interest to the Sustainable Jersey community. Sustainable Jersey staff review all event submissions and will follow up if more information is needed.

Post Event

NOTE: You must have a Sustainable Jersey website account and be signed into the website to post an event. Sign-in or sign up [here](#).

Filter Events by:

Location

All Locations

Range

Upcoming Events

Category

All Categories

Type

All Types



Upcoming Events

Building Healthier Communities: Achieving a Tobacco-Free Designation through Sustainable Jersey with Policy and Points

Tuesday, February 18, 10:00am – 11:30am

Unveiling the Sustainable Jersey Purchasing Resource Center for Schools and Municipalities

Wednesday, February 19, 1:00pm – 2:00pm

Bringing the Benefits of the Direct Pay (Elective Pay) Program to New Jersey's Local Governments and Tax-Exempt Entities

Wednesday, April 2, 12:00pm – 1:00pm

SAVE THE DATE: 2025 New Jersey Sustainability Summit

Friday, May 9, 8:00am – 4:00pm; Bell Works, Holmdel, NJ



Learn More

sustainablejersey.com/nc/events/



Sustainable Jersey Regional Hub Events

Atlantic-Cape May Counties Hub Schools Mixer

Wednesday, February 26, 5:30pm – 8:00pm

Hidden Sands Brewing Company, 6754 Washington Avenue, Suite B, Egg Harbor Township, NJ

Monmouth Hub General Meeting

Monday, March 3, 5:30pm - 7:00pm

Neptune City Borough Hall, 106 W Sylvania Avenue, Neptune City, NJ

Tri-County Sustainability General Online Meeting

Wednesday, March 26, 7:00pm

Bergen County Sustainability Hub General Meeting

Monday, April 28, 7:00pm

Allendale Community Center, 210 West Crescent Avenue, Allendale, NJ



Learn More

sustainablejersey.com/nc/events/



Grants & Technical Assistance

2025 Sustainable Jersey Grants Cycle Funded by PSEG Foundation

Application Deadline: Friday, February 14, 2025, at 11:59pm

Free Complete Streets Technical Assistance for Municipalities in the South Jersey Transportation Planning Organization Region

Application Deadline: Friday, February 28, 2025, at 11:59pm

Sustainable Jersey-PSE&G Partnership Program to Support Energy Efficiency in Our Communities

Application Deadline: Friday, April 4, 2025, at 11:59pm

Energy Technical Assistance

Application Deadline: Rolling

Questions & Support



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