



# 2023 Certification Assistance Sessions

February 2023

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A registration card with a green border and a white background. It lists two dates: February 16, 2023, and February 21, 2023. For February 16, there are two time slots: 12:00pm - 12:45pm and 7:00pm - 7:45pm. For February 21, there is one time slot: 12:00pm - 12:45pm. At the bottom, there is a green button labeled "REGISTER" with a hand cursor icon pointing to it.

**February 16, 2023**

- 12:00pm - 12:45pm
- 7:00pm - 7:45pm

**February 21, 2023**

- 12:00pm - 12:45pm

**REGISTER**

# 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 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

# 2023 Certification Cycle



FIRST ROUND

SECOND ROUND

THIRD ROUND

**Submission Deadline**

Feb. 26

May 12

July 27

**Return Date**

Early-April

Mid-June

Mid-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 municipalities certified as part of the 2023 cycle will be recognized at the Sustainable Jersey Annual Luncheon in November. Annual Awards including the Sustainability Champions will be based on point totals achieved following the third and final round of review.

# 2023 Certification Cycle



FIRST ROUND

SECOND ROUND

THIRD ROUND

**Submission Deadline**

Feb. 26

May 12

July 27

**Return Date**

Early-April

Mid-June

Mid-Sep.

- **Expiring Municipalities:** Municipalities certified as part of the 2020 certification cycle that feel this change would impact their 2023 recertification efforts, can request a one-year extension on their certification through the Google Form on the [2023 Certification Cycle page](#) on our website.


# Master Action Tracking Spreadsheet

Available on the [Actions Page](#)

Spreadsheet includes:

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

**2022 Sustainable Jersey Master Action Tracking Spreadsheet**  
Updated 11/30/2022



KEY								
MAIN CATEGORY								
Sub-Category								
Action	Action Category	Contributes to Energy Gold Star	Contributes to Water Gold Star	Contributes to Health Gold Star	Abbreviated Submission Requirements	Look Back Period (yrs)	Approval Period (yrs)	
<b>COMMUNITY PARTNERSHIP &amp; OUTREACH</b>								
Create Green Team (MANDATORY)	Community Partnership & Outreach				In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. A dated municipal government Resolution or Ordinance that formally established the Green Team -OR- Municipalities may also choose to adopt a Resolution or Ordinance that replaces the expired resolutions so long as it covers the period leading up to the application for certification. 3. A brief summary of Green Team activities taken place, and a list of names and affiliations of members of the current Green Team. 4. For expired Green Teams, documentation, such as a Proclamation or a letter of intent by the mayor or municipal council, is required, indicating that the Green Team is still supported by the Municipal Council.	Current or Previous Year	Application Year + 1	In your certification application, upload: 1. Update 2. Document 3. Update 4. Proclamation or letter of intent by the mayor or municipal council, if applicable.
Community Education & Outreach	Community Partnership & Outreach				In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. In-Person Events: 1. In-Person Checklist for each initiative & sample of promotional materials. Online/Print Initiatives: 1. Online/Print Checklist for each initiative & sample promotional materials.	Current or Previous Year	Application Year + 1	In your certification application, upload: 1. Update 2. Full document
Green Challenges	Community Partnership & Outreach				In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Documentation (pledge form, educational materials, etc.) that shows that the publicity and outreach for the Green Challenge Program have been active in the current or previous year. 3. Documentation that shows that at least 2.5% of the community has taken the pledge. If the challenge program is ongoing over many years, then the program must have at least 2.5% total, and new pledges from at least 1% of the population or households.	Current or Previous Year	Application Year + 1	In your certification application, upload: 1. Update 2. Document 3. Document 4. New pledges
<b>Green Fairs</b>								
Hold a Green Fair <i>(Pre-Requisite for "Green" Your Green Fair)</i>	Community Partnership & Outreach				In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Documentation (advertisements, flyers, etc.) with the date of the event, indicating the event was held in the current or previous year. 3. Qualitative Self-Assessment questionnaire, available in the action on our website.	Current or Previous Year	Application Year + 1	In your certification application, upload: 1. Update 2. Full document
"Green" Your Green Fair	Community Partnership & Outreach				<b>Pre-Requisite:</b> Hold a Green Fair (refer to the action's requirements) In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Qualitative Self-Assessment questionnaire, available in the action on our website, including a description	Current or Previous Year	Application Year + 1	In your certification application, upload: 1. Update

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

<b>Applicant Reports</b>	<a href="#">CERTIFIED FEBRUARY 28, 2022 - DECEMBER 31, 2024</a> <a href="#">CERTIFIED DECEMBER 10, 2021 - DECEMBER 31, 2024</a> <a href="#">CERTIFIED JANUARY 26, 2021 - DECEMBER 31, 2023</a> <a href="#">CERTIFIED DECEMBER 8, 2020 - DECEMBER 31, 2023</a> <a href="#">CERTIFIED DECEMBER 10, 2019 - DECEMBER 31, 2022</a>
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## Participants Map





# Common Questions

**Q: My municipality is currently certified and not expiring in 2023. 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 26 deadline to be included in the 2023 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 2023 approved point totals. No update is required for these actions. Check the expiration dates in your application.

Utilizing Your Creative Assets

20 Points

• THIS ACTION HAS VARIABLE POINTS: 10, 20, 30 • EXPIRES ON 12/31/23 • LAST UPDATED 12/06/22

# Common Questions

**Q: I marked actions completed. Do I need to submit the application?**

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

**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](mailto:info@sustainablejersey.com) with questions.

# Common 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 make edits to actions that are not marked approved or completed in your application.

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

A: July 27

# 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.

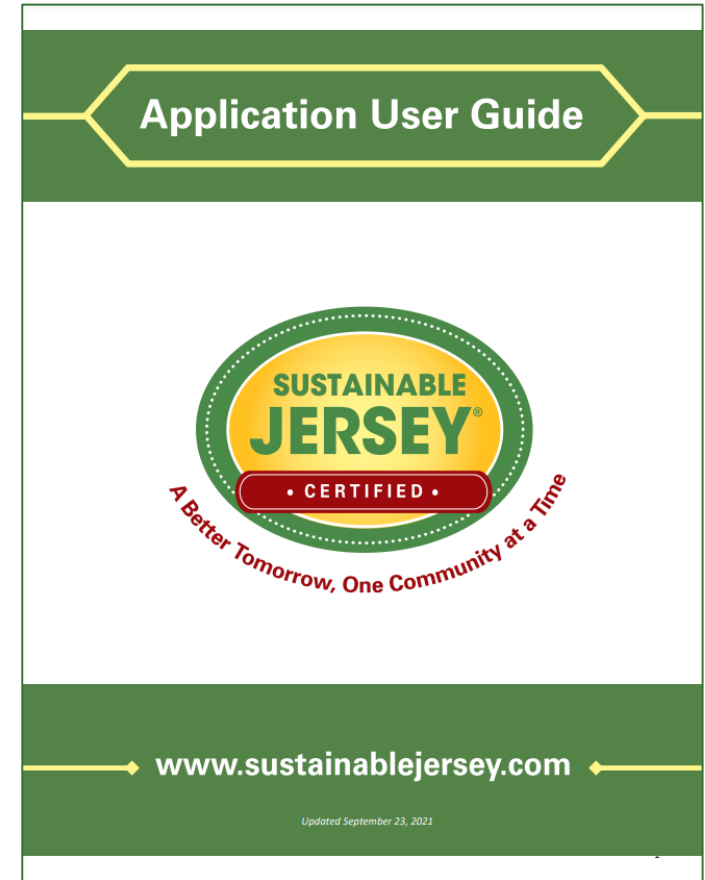
Automatic  
Email

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

# 2023 Certification Timeline

	FIRST ROUND	SECOND ROUND	THIRD ROUND
<b>Submission Deadline</b>	Feb. 26	May 12	July 27
<b>Return Date</b>	Early-April	Mid-June	Mid-Sep.

# Questions & Support



## General Inquiries

Maureen Jones  
Program Assistant

[info@sustainablejersey.com](mailto:info@sustainablejersey.com)

609-771-2938

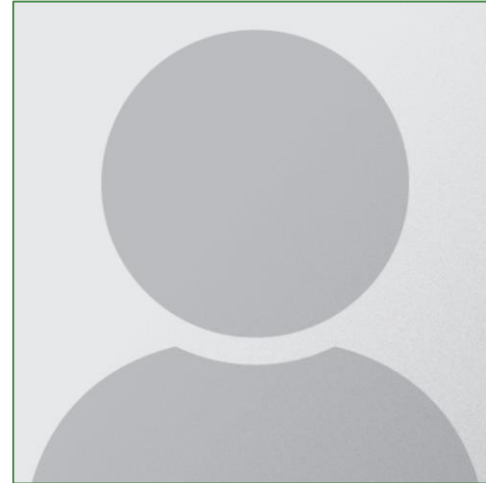


## Regional Hubs & Health Gold

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## Energy Actions & Energy Gold

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## Water Gold

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## Waste Actions

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# SUSTAINABILITY SUMMIT



**MAY 5, 2023**  
**9:00 AM – 4:00 PM**  
BELL WORKS, HOLMDEL, NJ

## Registration Now Open!

- 14 sessions on a variety of sustainability topics
- Sustainability Exhibit
- Networking

Learn More & Register: [bit.ly/SustainabilitySummit-23](https://bit.ly/SustainabilitySummit-23)

# Questions & Support



## General Inquiries

Maureen Jones  
Program Assistant

[info@sustainablejersey.com](mailto:info@sustainablejersey.com)

609-771-2938

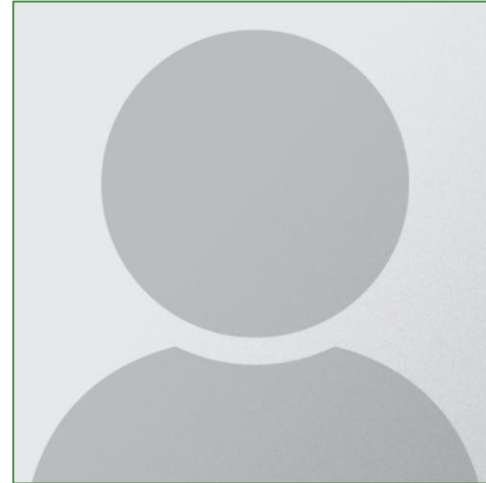


## Regional Hubs & Health Gold

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## Energy Actions & Energy Gold

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## Water Gold

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## Waste Actions

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