



Making Progress on Your Certification Application



Presenters



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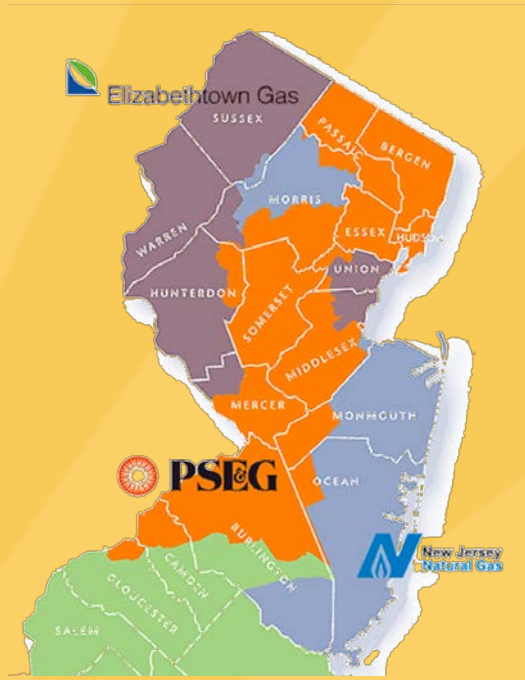
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FREE Technical Assistance with Energy Actions

Partnership with the Environmental Defense Fund (EDF) and New Jersey Natural Gas (NJNG) to provide a powerful program to assist municipalities and school districts within [NJNG service territory](#) in completing the Sustainable Jersey energy actions. Efforts will be focused on improving building performance through energy efficiency analysis, planning, and upgrades, but may also include renewable energy and other energy-related improvements. Full-time, on-site support will be provided for 10 weeks in the summer of 2017.

Learn how the EDF Fellows can help your town: [Lessons from the Field: EDF Climate Corps Fellows Document Municipal and School Progress in Sustainable Jersey](#)



Application Deadline: Friday, April 14, 2017 at 11:59pm



Upcoming Municipal Webinar

Ecological Solutions to Community Coastal Hazards

March 29, 2017 – 1:00 PM to 2:00 PM

The triple bottom line benefits of green infrastructure and other ecological approaches to flood management and erosion control are becoming increasingly important, given the trends in heavier precipitation events, increasingly intense storms and sea level rise. This webinar will feature a team of ecologists, engineers and planners who have been working with NJ coastal communities for the past two years on strategies to help minimize flood risks, protect fish & wildlife habitats and strengthen overall community resilience to coastal flooding.

This webinar has been made possible through a grant from the National Fish and Wildlife Foundation and the “Building Ecological Solutions to Community Coastal Hazards” program administered by the NJ Department of Environmental Protection.

For more details, or to register, visit www.sustainablejersey.com/Events&Trainings

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Webinar Agenda

- Overview
- 2017 Certification Cycle
- Reviewer Comments
- Tips for Success
- Re-Submitting Documentation
- Overview of district & school dashboard
- Green Team Resources
- Technical Assistance/Questions



Overview

- Sustainable Jersey for Schools offers an online application for certification.
- Districts and schools submit applications, but only schools are certified
- Points earned on the district application flow to their schools



Levels of Certification

150

Bronze

- Green team
- 2 out of 11 priority actions
- Actions completed in 6 of 17 categories

350

Silver

- Green team
- 3 out of 11 priority actions
- Actions completed in 8 of 17 categories



2017 Certification Cycle

- **January 18** – Initial Application Deadline
- Late February – Reviewer Comments
- **April 10** – Second Application Submission
- Early May – Reviewer Comments
- **June 29** – Final Application Submission
- Mid August – Certified Schools Notified
- **October** – Certified Schools Celebration



Application Revision Email

Feb 22, 2017

Subject: Your Application is Unlocked!

Dear I Test School A (Atlantic):

Thank you for submitting a Sustainable Jersey for Schools application. We have completed the first round of reviews. Based on past certification cycles, it is typical that only a small percentage of actions get approved after the first round. There are two more review rounds in this application cycle.

Each submitted action has been reviewed and marked as *Approved* or *Must Revise*. All actions marked as *Approved* are locked from further editing. You may view these actions by clicking on the appropriate filter (*Approved* or *Must Revise*) under the *Search Actions* box at the top of your application. Your total *Approved* or *Must Revise* points will then display in the *Action Totals* box on the right side of the page. A list of the actions marked as *Must Revise* is also provided at the bottom of this email. Comments have been added for each action to help you revise your submission to have the action approved. Your revised application must be submitted by **April 10, 2017**, to be reviewed in the second round of this application cycle. General information about the 2017 application cycle can be found at the [Application Cycle page](#).

We encourage you to keep working on your actions and resubmit your application by the **April 10 deadline**. To help you move forward in the certification process, a webinar entitled "Making Progress on your Certification" will be held on **Wednesday, March 8 at 3:30pm** to help you better understand the application feedback process, submission cycle, and how to organize your materials for success. You may sign up for the webinar here: <https://attendee.gotowebinar.com/register/663414902648752388>

The resubmission process is outlined below.

Process to Resubmit:

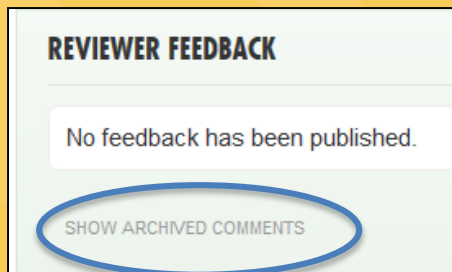
1. Only resubmit actions for which you have uploaded documentation that you believe will meet the action requirements. If you have not yet completed work on the action, you will have a final opportunity to resubmit your application in June.
2. When you have made all the desired changes and uploaded needed documentation for a *Must Revise* action, change the action status to *Completed*.
3. In school applications, the yellow "Submit" button will appear in the bottom of the Completed Actions box after you have marked enough actions as *Completed* to reach the minimum submission requirements. In district applications the *Submit* button is always yellow and clickable.
4. Click on the yellow *Submit* button once you have finished all of your action revisions.
5. Your application will now be locked until the second round of reviews is completed by Sustainable Jersey for Schools in early-May.

Listed below are a few general tips regarding action submissions you should address when updating your [application](#):



Reviewer Feedback

- All users notified by email when application is unlocked and ready for editing.
- Subject matter expert will review the action and provide feedback. Action will be marked “Approved” or “Must Revise.”
 - Must Revise feedback will summarize what more is needed to have the action approved.
 - Feedback is at the bottom of the action submission page or top of the application.
- Feedback on Not Approved actions from a previous submission can be found by clicking “Show Archived Comments”



Reviewer Comments

- **No Documentation Submitted**
 - No documentation has been uploaded to support any description that may have been submitted in the “Description of Implementation” text box.
 - OR no new documentation submitted for the new certification year. Old documentation would not meet the standard.



Reviewer Comments

- **Submission Requirements Not Yet Met**
 - Documentation is uploaded to the action submission, but does not meet the requirements for approval.
 - The reviewer comments then provide guidance on the specific submission items that need to be addressed.



Reviewer Comments

- **Prerequisite Not Met**
 - Action submission is sufficient for approval, but the prerequisite action has either not been submitted for or has been marked “Must Revise”.



Why Actions Are Not Approved

Pitfall

How to Overcome

Action Implemented Expired/Too old

Review Submission Requirements for look back period; Update action as necessary.

Proper documentation not submitted

Double check action submission requirements and documentation uploaded. SJS Actions are about doing things that are ABOVE & BEYOND what is required by law. Submitting only the state required minimum training or state forms will not result in approval

Board Policies Not Yet Adopted

Make sure you allow time for two readings before deadline

Misinterpretation of Action Goals

Be sure to closely read the “What to Do” and “What to Submit” portion of the action to verify that what you plan on submitting is in line with the intent of the action

Seeking credit for same activity under two different actions

One activity may only be given credit under one action; Have someone that check entire application for “double dipping”

Not conducting outreach/education component required for many actions

Read the submission “What to Do” and “What to Submit” sections closely

Not completing the prerequisite action

Be sure to read the Introduction to each action and the “What to Submit” section to make sure the action does not have a prerequisite or that it has been completed.

Important Tips

- Do not resubmit if you do not have any documentation
- Be aware of your 6 document limit!
- Save online links as PDFs, or combine multiple documents
- Utilize Action Tracking Spreadsheet & Green Team Resources
- District application needs to be completed in same time frame as school applications



Certification Information on the Website

- Inspire others! Tell a story in your narrative
- Once you are certified your information becomes publicly accessible on the website
- Remove sensitive information before uploading your documentation
- Remove irrelevant or outdated documentation
- Only upload parts of documents that are needed (eg. not the entire policy handbook)
- Name your documents when uploading



District and School Collaboration Required

There should be coordination between those working on the district application and those working on school applications

- Need to determine at what level “Both” actions will be completed
- District application needs to be completed in same time frame as school applications



Strategy for moving forward!

Make a plan!

- Focus on completing your Green Team Action
- Two Priority Actions
- Then review remaining actions to determine which actions you are close to completing by the final deadline. Shoot first for Bronze 150 then for the stars
- Identify the outstanding items needed for each action to meet the submission standard
- Add additional contributors to your site to help with the documentation

TIP: Add your facilities director as a user on all school applications



Green Team Mandatory Action

Your **Green Team** action must be approved at the District or School level in order to become certified!

WHAT TO SUBMIT:

- Letter Establishing the Green Team

The letter must identify at least two green team members selected by the local building union leadership for a School Green Team or by the district union leadership for a District Green Team

- Green Team Annual Report

<http://www.sustainablejerseyschools.com/actions-certification/actions/#open/action/1>



Green Team Resources



Home > Grants & Resources > Green Team Resources

Green Team Resources

Ready, Set, Go! Quick Start Resources to Get You Moving

- [Certification Overview](#)
- [Application User Guide](#): Detailed guide providing guidance on how to manage users, navigate, and submit your application
- [Master Action Tracking Spreadsheet](#) (Updated April 2015)



Program Overview

- [Certification Overview](#): Including steps and application cycle
- [Ready, Set Go! Getting Started with Sustainable Jersey for Schools](#) [webinar](#) and [presentation](#)

Green Team Strengthening

- [Create Your Green Team Action](#): Read through this action to understand what the purpose of the Green Team is, why it is important, and how to get it started.
- [Secrets to a Successful Green Team](#)
- [Rubric for Assessing your Green Team](#)
 - [Description and Directions](#)
 - [Example Rubric Results – Stratford, NJ](#)

Certification

- [Action Description & Submission Requirements](#)

GRANTS & RESOURCES

[Sustainable Jersey Small Grants Program](#)

[Grants Portal](#)

Green Team Resources

TIP!

Download the Master Action Tracking Spreadsheet:

<http://www.sustainablejerseyschools.com/grants-resources/green-team-resources/>



District and School Dashboard

- This is where you can access your application, update your profile, add users, and view registration documentation

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

! TEST DISTRICT (ATLANTIC)

Update Application

Update your existing application

Update District Profile

Update the primary contact, secondary contact, and certification report "introduction"

Manage District Users

Manage applicant owners and contributors

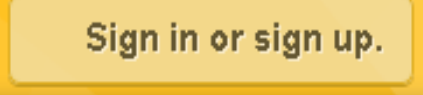
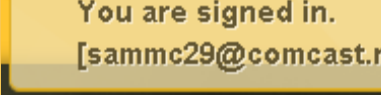
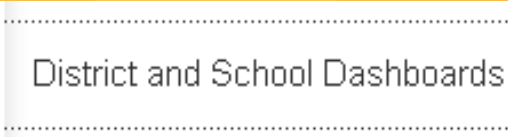
Download Registration Documentation

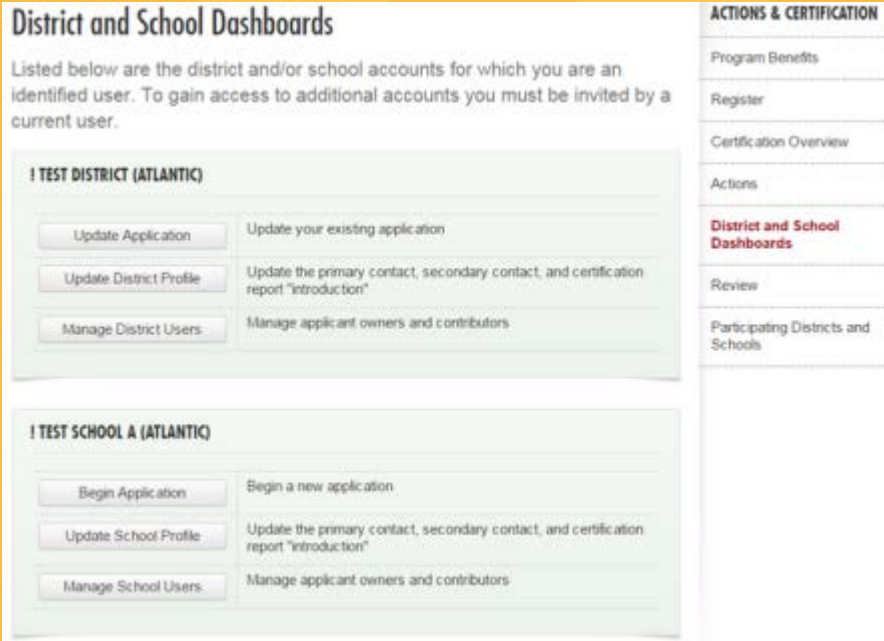
Click to download district registration documentation

- **In order to have access to a dashboard you must:**
 - Create an account (if you do not have one)
 - Be linked to a district or school through the registration process or by someone already linked



Accessing the Dashboard

- Click  → Login → 
- Click on right hand side → 
- You will go to a page that lists the districts and/or schools that you are linked to



District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

TEST DISTRICT (ATLANTIC)

Update Application	Update your existing application
Update District Profile	Update the primary contact, secondary contact, and certification report "introduction"
Manage District Users	Manage applicant owners and contributors

TEST SCHOOL A (ATLANTIC)

Begin Application	Begin a new application
Update School Profile	Update the primary contact, secondary contact, and certification report "introduction"
Manage School Users	Manage applicant owners and contributors

ACTIONS & CERTIFICATION

- Program Benefits
- Register
- Certification Overview
- Actions
- District and School Dashboards**
- Review
- Participating Districts and Schools

Manage Users

- Allows you to add or remove users to the district/school dashboard
- Can be designated as owner (limit 5) or contributor
 - Both can work on application (edit, upload, submit for review, etc.)
 - Owners can add/remove other owners & contributors
 - Contributors can add other contributors

Manage Users

Multiple users may contribute to an application for certification. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors. Contributors may add other contributors, but may not remove users from the application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner	Update	Remove
2. Renee Haider	owner		
3. Samantha McGraw	Owner	Update	Remove
4. Veronique Lambert	Owner	Update	Remove
5. Heather McCall	Owner	Update	Remove

CONTRIBUTORS

ADD A USER

Email:	Role:	
<input type="text"/>	Owner	Add User

Manage Users

- Those that have already created an account on the website can be added immediately and will receive a confirmation email
- Those without a website account can be sent an invitation email instructing them to create an account in order to have access to the dashboard

Manage Users

Multiple users may contribute to an application for certification. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors. Contributors may add other contributors, but may not remove users from the application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner	Update	Remove
2. Renee Haider	owner		
3. Samantha McGraw	Owner	Update	Remove
4. Veronique Lambert	Owner	Update	Remove
5. Heather McCall	Owner	Update	Remove

CONTRIBUTORS

ADD A USER

Email: Role:

↑
Enter email
address

↑
Designate
role

↑
Execute



Application – “Living Document”

Application Overview

! Test District (Atlantic) Application

Application Overview **IN PROGRESS**
[View details and history](#) | [Help](#) | [View School Applications](#) Reviewer Feedback: 0 comments

Search Features

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Action Listing

[Back to Top](#) [Expand All](#) [Collapse All](#)

Diversity & Equity

- Accessible Communications** Status: Unplanned
10 Points Unplanned
- Breakfast After the Bell** Status: Unplanned
20 Points Unplanned
- Diversity on District Task Forces & Committees** Status: Unplanned
10 Points District Only Unplanned

Energy Efficiency

[← My Dashboard](#)

ACTION TOTALS

(Completed, Approved)

Mandatory 0/1

Priority 0/3

Total 0/370

Categories 0/17

Actions 0/35

When you have completed all the actions you would like to include in your application, click on the button below.

Point Calculations and Submission



District Application Overview

At the top of the application, click “View details and history” to see:

Test District (Atlantic) Application

Application Overview
View details and history | Help | View School Applications

AWAITING UPDATES
Reviewer Feedback: 6 comments

Current Status
This application is AWAITING UPDATES

Application History
This applicant has applied 0 times

Reviewer Feedback
6 published comments
1 archived comments

Get help: Access more detailed instructions on navigating the application

View school applications: District users can view the applications of registered schools in the district

Current status: All new applications are marked In Progress – you have started working on your application

Check on reviewer feedback: Once you have submitted your application it has been reviewed



School Application Overview

- At the top of the application, click “View details and history” to see:

Test School A (Atlantic) Application	
Application Overview View details and history Help	AWAITING UPDATES Reviewer Feedback: 2 comments
Current Status This application is AWAITING UPDATES	AWAITING UPDATES
Application History This applicant has applied 4 times	Certified July 27, 2016 - December 31, 2019 Certified July 21, 2016 - December 31, 2019 Certified July 21, 2016 - December 31, 2019 Certified September 21, 2015 - December 31, 2018
Reviewer Feedback	2 published comments 2 archived comments
District Application ! Test District	AWAITING UPDATES Visit application

Current status: All reviewed applications are marked Awaiting Updates until final certification notification after the June submission

Check on reviewer feedback: Once you have submitted an application that has been reviewed

Get help: Access more detailed instructions on navigating the application

View district actions: School users can view the applications of the district



Search Features

SEARCH ACTIONS

food

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All

- Climate Mitigation & Renewable Energy
- Diversity & Equity
- Energy Efficiency
- Food & Nutrition
 - Promote Locally Grown Foods Status: Unplanned
10 Points Unplanned
 - Healthy Food Choices Status: Unplanned
10 Points Unplanned

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All



- Climate Mitigation & Renewable Energy
 - Buy Renewable Electricity Status: Planned
10 Points School Only Planned
Last updated 01/27/15
- Diversity & Equity
- Energy Efficiency
- Food & Nutrition
 - Promote Locally Grown Foods Status: Planned
10 Points Planned

- Search for actions using key words in the action title **OR** by action status
- Actions that meet search criteria will expand
- Clear search when complete



Action Listing

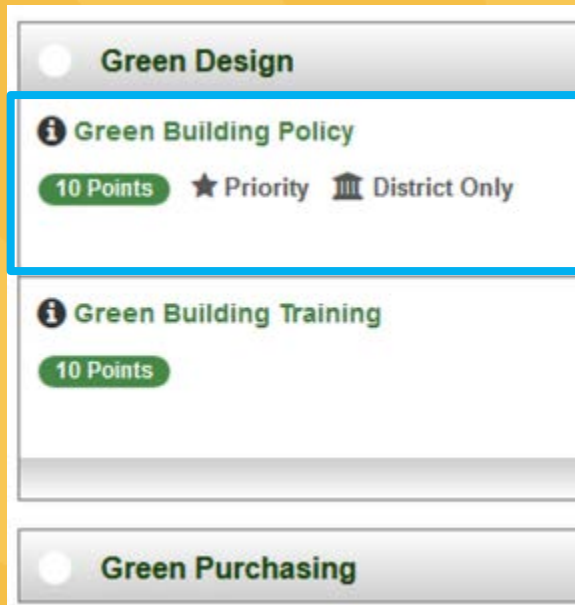
- District and School applications function the same
- Actions shown on application varies by types of actions

Type of Action	District Application	School Application
District Only 	Yes	Yes in View Only Mode
School Only 	No	Yes
Both	Yes	Yes but in View Only Mode if District has claimed



Examples of Action Listing

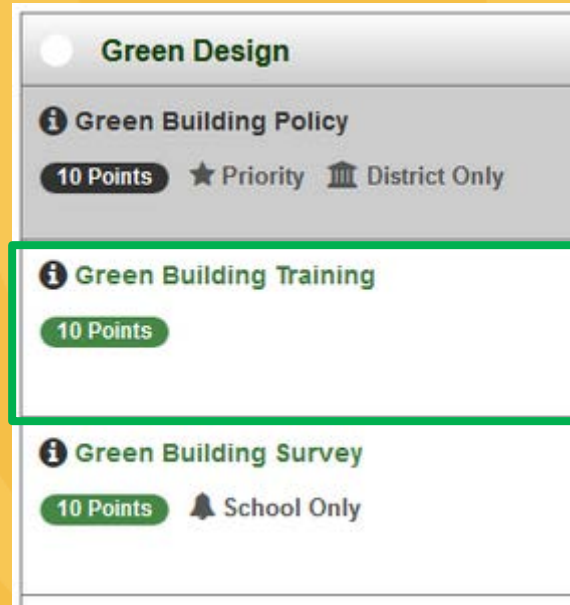
District Application View



A screenshot of a web application interface showing a list of actions under the heading "Green Design". The first action, "Green Building Policy", is highlighted with a blue border. It includes a "10 Points" badge, a "Priority" star icon, and a "District Only" building icon. Below it is "Green Building Training" with a "10 Points" badge. A "Green Purchasing" section is visible at the bottom.

- Green Design
 - i** Green Building Policy
 - 10 Points
 - ★ Priority
 - 🏛️ District Only
 - i** Green Building Training
 - 10 Points
- Green Purchasing

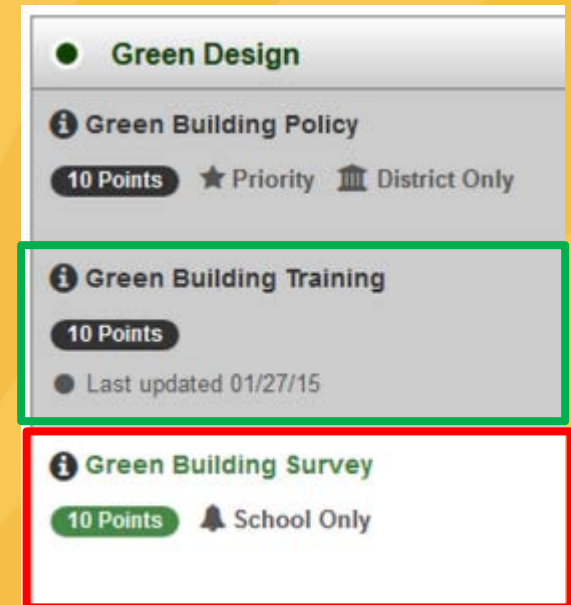
School Application View with "Both" Action Not Claimed by District



A screenshot of a web application interface showing a list of actions under the heading "Green Design". The second action, "Green Building Training", is highlighted with a green border. It includes a "10 Points" badge. The first action, "Green Building Policy", includes a "10 Points" badge, a "Priority" star icon, and a "District Only" building icon. The third action, "Green Building Survey", includes a "10 Points" badge and a "School Only" bell icon.

- Green Design
 - i** Green Building Policy
 - 10 Points
 - ★ Priority
 - 🏛️ District Only
 - i** Green Building Training
 - 10 Points
 - i** Green Building Survey
 - 10 Points
 - 🔔 School Only

School Application View with "Both" Action Claimed by District *



A screenshot of a web application interface showing a list of actions under the heading "Green Design". The "Green Design" heading is checked. The second action, "Green Building Training", is highlighted with a green border and includes a "10 Points" badge and the text "Last updated 01/27/15". The third action, "Green Building Survey", is highlighted with a red border and includes a "10 Points" badge and a "School Only" bell icon. The first action, "Green Building Policy", includes a "10 Points" badge, a "Priority" star icon, and a "District Only" building icon.

- Green Design
 - i** Green Building Policy
 - 10 Points
 - ★ Priority
 - 🏛️ District Only
 - i** Green Building Training
 - 10 Points
 - Last updated 01/27/15
 - i** Green Building Survey
 - 10 Points
 - 🔔 School Only



Action Submission Page

- This is where you upload documentation for a specific action.
- Four main sections
 - Action Information: Status and Points
 - Description of Implementation
 - Upload Supporting Documentation
 - Reviewer Feedback

! Test School A (Atlantic) Application for Certification

ACTION SUBMISSION: BUY RENEWABLE ELECTRICITY

You are editing the action submission for the action "Buy Renewable Electricity."
[Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned <input type="button" value="v"/>
<input checked="" type="checkbox"/> Points Points for this action are not variable.	10

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.



Tips for Action Submissions

#1

Read the action descriptions in order to understand what the action requires

#3

Upload documents that support the information contained in the summary

#2

Use Description of Implementation box to provide a summary of what was accomplished. Accomplishments should be in-sync with the action

#4

Type in descriptive document titles for all uploaded files (i.e. Green Purchasing Policy or Outreach Materials)



Action Information

View action text →

Update status
and select point
level if variable
point action →

! Test District (Atlantic) Application for Certification

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓ Status Current action submission status: Planned	Planned
✓ Requested Points Point level requested for this submission	10
✓ Schools working on this action The number of schools in this district who have begun working on this action.	0

APPLICATION NAVIGATION

Jump to another planned action submission:

← Back to Application

Save Action Submission

If **district application** and a **"both"** action, you will see how many schools in the district are working on the action. Districts should **not change the status** of an action if schools are working on it without consulting the schools first. The district submission will override the schools.



Description of Implementation

Input a short summary of what was accomplished and the impact it had or will have on the district and/or school.

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.

This is where you tell us what you did and the impact it had on the district and/or school.



Upload Supporting Documentation

Select the file from your computer to upload

Many types of files can be uploaded, up to 20MB.

You can rename it to be whatever you like.


Once successfully uploaded it will appear in the box below

UPLOAD SUPPORTING DOCUMENTATION

Please upload the supporting documentation required as outlined in the “*What to submit to earn points for this action*” section of the action. Simply enter a document title, click on the **Choose File** button to select the file, and then click on the **Upload** button. Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 20 MB. If there is a need to provide more than six documents, please combine documents into one PDF file. To remove any uploaded file, simply click the “X” in the column labeled “Delete.” Be sure to click on the **Save Action Submission** before exiting this page.

Document Title (optional)

No file selected.

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	X

Easily remove files by clicking “X” under Delete



Be Sure to Save Action Submission

At Top of Page

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

Sustainable Energy Transi ▾

← Back to Application

Save Action Submission


OR

At Bottom
of Page

Document Title (optional)

Sustainable Energy Transition Plan Documentation

Browse... No file selected. Upload

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	✗

Save Action Submission



Calculating Points

- Use the ACTION TOTALS chart in left column to track your point totals.
- The default values will be a combination of Completed and Approved actions.

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All

ACTION TOTALS
(Completed, Approved)

Mandatory	0/1
Priority	0/3
Total	0/370
Categories	0/17
Actions	0/35

When you have completed all the actions you would like to include in your application, click on the button below.

- You can view different combinations by checking the desired boxes under SEARCH ACTIONS

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

ACTION TOTALS
(Planned)

Mandatory	0/1
Priority	1/3
Total	70/370
Categories	7/17
Actions	7/35

When you have completed all the



Preparing to Re-Submit District Application

- Once you are finished working on an action, mark it as “Completed”
- There are **no** minimum requirements districts must meet to submit an application
- When ready to Submit Application for Review, press the yellow submit button:
 - Confirm submission, and you will receive a notification in green at the top of the page the application has been submitted
 - All users on the account will receive an automatic email that your application has been submitted for review
- You will be locked from editing your application until review is complete

ACTION TOTALS

(Completed, Approved)

Mandatory	0/1
Priority	0/3
Total	20/370
Categories	1/16
Actions	1/34

When you have completed all the actions you would like to include in your application, click on the button below.


Submit Application for Review



Preparing to Re-Submit School Application

- Certification Criteria visible on right hand side
- Action Totals – In school application you can also view points by District, School or Both..
 - District points flow from the District Application
 - District and School point combined determine ability to Submit Application for Review and Certification
- Gray submit button turns yellow once minimum requirements met for bronze certification based on actions marked “Completed” and “Approved”
- Once submitted, the application is locked from editing until the review is complete

CERTIFICATION CRITERIA

	 bronze	 silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

ACTION TOTALS

(Completed, Approved)

District School Both

Mandatory	0/1
Priority	0/10
Total	10/965
Categories	1/17
Actions	1/91

When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review and Certification

Check out Examples!

- Use the Participating Schools Map to find examples of documentation from certified towns

Search by action

View certified towns approved for that action

View certification report for example documentation

BY CERTIFIED ACTION

All Actions
OR CHOOSE A SUB-ACTION

Environmental Commission Site Plan Review

Water Conservation Education Program

Water Conservation Ordinance

Environmental Commission

Natural Resource Inventory

Open Space Plans

Tree & Woodlands Management

BY COUNTY

All Counties

Update Search Reset

Participating Communities

Map view List view 423 Total Participating 177 Currently Certified

Applicant	County	Certification
Andover Twp	Sussex	bronze
Atlantic Highlands Boro	Monmouth	bronze
Bedminster Twp	Somerset	bronze
Berkeley Heights Twp	Union	silver
Bernards Twp	Somerset	silver
Bernardsville Boro	Somerset	bronze
Bethlehem Twp	Hunterdon	bronze
Bordentown City	Burlington	silver
Bordentown Twp	Burlington	bronze
Brick Twp	Ocean	bronze
Bridgewater Twp	Somerset	bronze
Caldwell Boro	Essex	bronze
Cape May City	Cape May	silver
Chatham Boro	Morris	silver
Clinton Town	Hunterdon	bronze
Cranbury Twp	Middlesex	bronze
Denville Twp	Morris	bronze
Eatontown Boro	Monmouth	bronze
Edison Twp	Middlesex	bronze

Participating Communities

Map view List view 423 Total Participating 177 Currently Certified

WEST WINDSOR TWP
MERCER COUNTY

Certification Level: Silver

Certified On: October 22, 2013

Total Points: 450

Certification Report: View Report

Applicant Profile: View Profile



Partner With Your Municipal Green Team

- Community Education & Outreach
- Green Fair
- Green Your Green Fair/School Event
- Civic & Stewardship Activities
- Recycling Non-Mandated Materials
- Energy Education- GEA
- School Gardens
- Community Asset Mapping
- Safe Routes to School



TIP!

Look up your town on the Sustainable Jersey Municipal Program homepage to get contact information:
<http://www.sustainablejersey.com/actions-certification/participating-communities/>



Next Certification Application Deadline:

**April 10th
at 11:59pm**



Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert
at 609-771-3427 or
schools@sustainablejersey.com

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