



Preparing for Certification

October 18, 2017



Presenters



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Upcoming Webinars

New Actions & Updates - Nov 16, 2017, 3:00 PM - 4:00 PM

Join the SJS staff and members of the iSTEAM, Health & Wellness, and Energy task force as we provide an overview of new program actions for the 2018 certification Cycle.

PSEG Grant Informational Webinar - Nov 30, 2017, 3:00 PM - 4:00 PM

Join the SJS staff to learn more about this funding opportunity, eligibility criteria, and guidelines for a strong application.

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



Grant Funding Opportunities

Accepting Applications Now:

- Gardinier Environmental Fund Grants / Deadline Oct 31, 2017
 - \$30,000 and \$10,000 grants for energy projects focused on conservation, efficiency, and renewable energy
- NJEA Grants / Deadline Oct 31, 2017
 - \$10,000 and \$2,000 grants for any initiative that would earn points towards Sustainable Jersey for Schools certification

Coming Soon!

- PSEG Grants / Deadline Feb 9, 2018
 - \$10,000 and \$2,000 grants for any initiative that would earn points towards Sustainable Jersey for Schools certification

For more details, visit www.sustainablejerseyschools.com/grants-resources



Webinar Agenda

- Overview
- Certification Requirements
- Green Team Resources for application
- 2017 application submission and review cycle
- Accessing your account & application
- Uploading documentation and submitting the application
- Reviewer Feedback
- Quick Step Guide to Submission
- Final Thoughts
- Question & Answer Session



Overview of Application Process

- Sustainable Jersey for Schools offers an online application for certification.
- One certification cycle per year with 3 submission dates
- Districts and schools submit applications, but only schools are certified
- Points earned on the district application flow to their schools
- **1st Submission Deadline: January 19, 2018**



Levels of Certification

150

Bronze

- Green team
- 2 out of 10 priority actions
- Actions completed in 6 of 19 categories

350

Silver

- Green team
- 3 out of 10 priority actions
- Actions completed in 8 of 19 categories



Green Team Resources for Application

Go to [Green Team Resources](#) under [Grants & Resources](#) tab of website:

- Master Action Tracking Spreadsheet
 - Helpful planning tool to track progress; checklist for uploading materials
 - Includes action name, point value, submission requirements, timeframes, resubmission requirements
- Application User Guide
 - Instructions on how to work in the online application
 - Also accessible in “Help” area of online application



Applying for Certification/Recertification

GET CERTIFIED

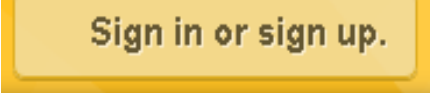
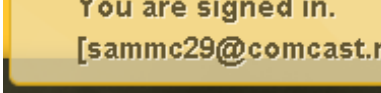



2018 Certification Cycle

- **January 19:** First online application submission deadline
 - Indicate all actions you plan to complete for credit by marking them as “Completed”
- **Late February:** First-round review comments provided
- **March 8:** Second application submission deadline
- **Early May:** Second-round review comments provided
- **June 22:** Third (final) application submission deadline
- **Early August:** Final decision on pending applications



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](#)

District and School Dashboards

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

- This is where you can access your application, update your profile, add users, and view registration documentation
- **In order to have access to a dashboard you must:**
 - Have a username and password for the website
 - Be linked to a district or school through the registration process or by someone already linked



Update District/School Profile

- Use this primarily to update contact information
 - Please keep this information up to date since these contacts will receive important emails regarding the program and the application processes
- Click Update Profile to save changes

Update Your Profile

Information from your profile is included in the public version of your application.

PRIMARY CONTACT

First Name	Last Name
<input type="text" value="jane"/>	<input type="text" value="rosenblatt"/>
Position Title	
<input type="text" value="Info"/>	
Department	
<input type="text" value="Info"/>	
Phone	Email Address
<input type="text" value="6092030759"/>	<input type="text" value="rosenbj@tcnj.edu"/>
Address:	
<input type="text" value="207 Burd St."/>	

SECONDARY CONTACT

First Name	Last Name
<input type="text"/>	<input type="text"/>

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.

The screenshot displays the 'Manage Users' interface. It features two main sections: 'OWNERS' and 'CONTRIBUTORS', both highlighted with blue circles. The 'OWNERS' section lists five users with their roles and actions:

Rank	Name	Role	Update	Remove
1.	First Last	Owner	[Update]	[Remove]
2.	Renee Halder	owner		
3.	Samantha McGraw	Owner	[Update]	[Remove]
4.	Veronique Lambert	Owner	[Update]	[Remove]
5.	Heather McCall	Owner	[Update]	[Remove]

Below the 'OWNERS' section is the 'CONTRIBUTORS' section, which is currently empty. At the bottom of the interface is the 'ADD A USER' form, which includes an 'Email:' input field, a 'Role:' dropdown menu (set to 'Owner'), and an 'Add User' button.



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.

The screenshot shows a web interface for managing users. It is divided into two main sections: 'OWNERS' and 'CONTRIBUTORS'. The 'OWNERS' section contains a table with five rows of user information. Each row includes a numbered list item, the user's name, a dropdown menu for their role (all set to 'Owner'), and two buttons: 'Update' and 'Remove'. The 'CONTRIBUTORS' section is currently empty. Below these sections is an 'ADD A USER' form with two input fields: 'Email:' and 'Role:'. The 'Role:' dropdown is set to 'Owner'. An 'Add User' button is positioned to the right of the 'Role:' field.

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



Download Registration Documentation

- View the resolution submitted to register your district/school.
- This does **not** need to be updated, and should **not** be removed from your district/school profile.

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



Application – “Living Document”

Application Overview

! Test District (Atlantic) Application

Application Overview

[View details and history](#) | [Help](#) | [View School Applications](#)

IN PROGRESS

Reviewer Feedback: 0 comments

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

Search Features

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:

Hopewell Valley Regional School District (Mercer) Application

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

Current Status
This application is IN PROGRESS

Application History
This applicant has applied 0 times

Reviewer Feedback
0 comments

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 and it has been reviewed

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



School Application Overview

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

Bear Tavern Elementary School (Mercer) Application

Application Overview View details and history Help		IN PROGRESS Reviewer Feedback: 0 comments
Current Status This application is IN PROGRESS		IN PROGRESS
Application History This applicant has applied 0 times		
Reviewer Feedback		0 comments
District Application Hopewell Valley Regional School District		IN PROGRESS Visit application

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

Check on reviewer feedback: Once you have applied for certification and the application 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 similarly
- Actions are categorized as “District,” “School” or “Both”

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

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

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 *

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 Status

The screenshot displays a list of actions under the heading "Climate Mitigation & Renewable Energy". Each action has a status dropdown menu:

- School Carbon Footprint**: Status: Unplanned. The dropdown menu is set to "Unplanned".
- Buy Renewable Electricity**: Status: Planned. The dropdown menu is set to "Planned".
- Collaborate with Municipality on Government Energy Aggregation Program**: Status: Completed. The dropdown menu is set to "Completed".

Blue arrows point from the text on the right to the status dropdown menus for "Unplanned", "Planned", and "Completed".

Default unless changed by user

Changed by user to indicate it will be or has been worked on

Changed by user to indicate the action submission has been worked on and is ready to be submitted for review.

A “Both” Action is **Claimed by the District** when a district user changes the status to “Planned” or “Completed” in the District Application, or if it is “Expired” from a previous submission



Action Statuses

Natural Resources	
Environmental Commission Site Plan Review 10 Points	Status: Unplanned Unplanned
Water Conservation Education Program 10 Points	Status: Planned Planned
Water Conservation Ordinance 20 Points ★ Bronze Priority ★ Silver Priority ● Submissions for this action do not expire	Status: Completed Completed
Environmental Commission 10 Points ● Last updated 01/09/15 ● Expired on 12/31/14	Status: Expired Expired
Natural Resource Inventory 20 Points ★ Bronze Priority ★ Silver Priority ● Expires on 05/31/16 ● Last updated 10/14/14	Status: Approved Approved
Open Space Plans 10 Points ● Last updated 12/18/14	Status: Not Approved Not Approved

Default unless changed by user

Changed by user to indicate it will or has been worked on

Changed by user to indicate the action submission is completed including the uploading of supporting documentation

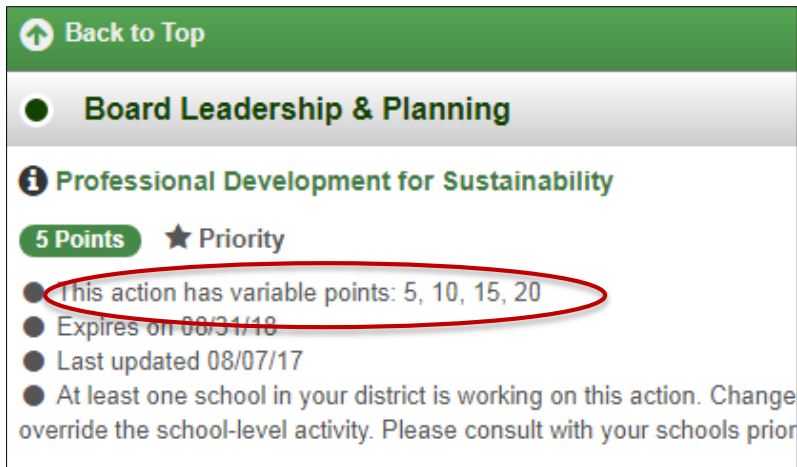
Previously received credit, but due to shelf life of the action, points are no longer counted in application

Credit not awarded last time action submitted

Points currently included in your application.
Expiration dates may be applicable



Variable Point Actions



The screenshot shows a software interface with a green header bar containing a 'Back to Top' button. Below the header, there are two main sections: 'Board Leadership & Planning' and 'Professional Development for Sustainability'. The 'Professional Development for Sustainability' section is highlighted and contains a '5 Points' badge and a 'Priority' star. A red oval highlights the text 'This action has variable points: 5, 10, 15, 20'. Below this text, there are three bullet points: 'Expires on 08/31/18', 'Last updated 08/07/17', and 'At least one school in your district is working on this action. Change override the school-level activity. Please consult with your schools prior'.

- The points awarded for the action will vary based on what has been accomplished
- For example, points for *Professional Development for Sustainability* are based on the number of personnel trained
- Application view defaults to lowest point value until changed by user



Variable Point Actions

ACTION SUBMISSION: PROFESSIONAL DEVELOPMENT FOR SUSTAINABILITY

You are editing the action submission for the action "Professional Development for Sustainability." [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: Completed	Completed ▾
<input checked="" type="checkbox"/> Requested Points Point level requested for this submission	15 ▾

- 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



Action Listing

- Click on action title to go to **Action Submission Page**



Click on  to view action description



! Test School A (Atlantic) Application for Certification

ACTION SUBMISSION: INDOOR AIR QUALITY REVIEW

You are editing the action submission for the action "Indoor Air Quality Review."
[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 checked="" type="checkbox"/> Points Points for this action are not variable.	15

DESCRIPTION OF IMPLEMENTATION:

Indoor Air Quality Review

15 Points Bronze Priority Silver Priority School

Why is it important?

Who should lead and be involved with this action?

Timeframe

Project costs and resource needs

What to do, and how to do it ("How to")

What to submit to earn points for this action

Spotlight: What New Jersey Schools are doing

Resources

Print Action Description

Download PDF Version

Indoor air quality (IAQ) is an important component of a healthy school environment. IAQ in New Jersey school facilities is regulated by the Public Employees Occupational Safety and Health (PEOSH) Indoor Air Quality (IAQ) standard (N.J.A.C. 12:100-13). This action supports the goals of the PEOSH standard by encouraging individual schools to take a proactive approach to identifying factors contributing to poor air quality and addressing them before problems arise. In order to earn points for this action, a school must complete a walk-through of the building to identify potential air quality concerns, develop an action plan for addressing them, and communicate the results of the effort to school staff, including highlighting the role they play in maintaining a healthy school environment. Activities must have been completed or updated in the current school year.

Why is it important?

Most people are aware that outdoor air pollution can impact their health, but indoor air pollution can also have significant, harmful effects. EPA studies—and review of other research to date—of human exposure to air pollutants have indicated indoor levels of pollutants may be two to five times—and occasionally more than 100 times—higher than outdoor levels. The EPA and its Science Advisory Board consistently rank indoor air pollution among the top five environmental health risks to the public. This is especially



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: INDOOR AIR QUALITY REVIEW

You are editing the action submission for the action "Indoor Air Quality Review."

[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 ▾
✓ Points Points for this action are not variable.	15

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 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.



Action Information

! 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.

<input checked="" type="checkbox"/> Status Current action submission status: Planned	Planned
<input checked="" type="checkbox"/> Requested Points Point level requested for this submission	10
<input checked="" type="checkbox"/> 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

View action text →

Update status
and select point
level if variable
point action →

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. It must be aligned with the action's submission requirements and support the uploaded documentation.

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 describe the content of the document.

Once successfully uploaded it will appear in the box below


Delete old documents if necessary

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


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

At Bottom of Page



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 Submit District Application

- Once you have finished working on an action, mark it as “Completed”
- District applications are not tied to certification criteria and can be submitted with any number of points
- 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 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

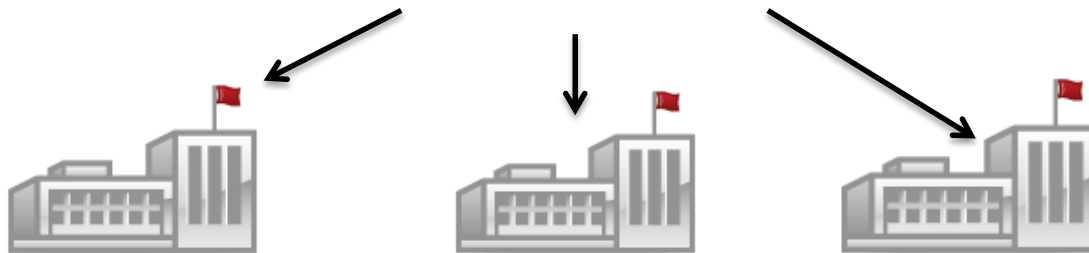
When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review and Certification

District and School Collaboration Required

- Those working on the district application and those working on schools applications need to communicate with each other
 - Need to determine at what level “Both” actions will be completed
 - District application needs to be completed in same time frame as school applications

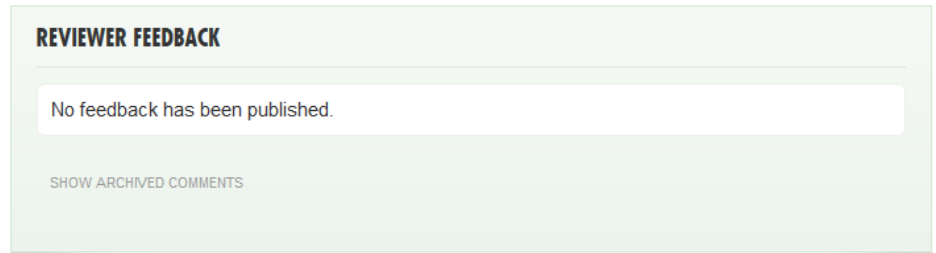
DISTRICT POINTS



Review Feedback

After the application is submitted a subject matter expert will review the action and provide feedback. The action will be marked **“Approved”** or **“Must Revise”**.

Feedback is at the bottom of the action submission page or top of the application.



“Must Revise” feedback will summarize revisions needed to have the action approved.

Feedback on **“Not Approved”** actions from a previous submission can be found by clicking **“Show Archived Comments”**

All users will be notified by email when their application is unlocked and ready for editing.


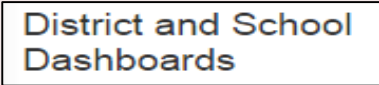
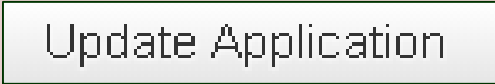

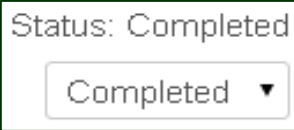


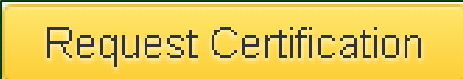


Action Statuses

<u>Status</u>	<u>Explanation</u>
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 expiration period, points are no longer counted in the application.
Approved	Points currently included in your application.
Not Approved	Credit not awarded last time action submitted.
Must Revise	Status following reviews indicating revision is needed to be awarded points.



Quick Step Guide to Submission

1. Sign in to your account	
2. Navigate to the School or District 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 they are not finished yet)	
6. Review your approved/completed totals in the Action Totals box	
7. Click yellow "Submit" button	
8. Confirm application submission	



Why Actions Are Not Approved

Pitfall	How to Overcome
Action documentation completion date is outside the shelf life of the action	Review the Introduction and “What to Submit” sections of the action to find the shelf life of eligible activity and documentation (i.e. how old can they be and still qualify to earn points). Only submit documentation that falls within this period.
Proper documentation not submitted	Ensure that the documentation uploaded fulfills the requirements outlined in “What to submit”
Misinterpretation of Action Goals	Closely read the “What to Do” and “What to Submit” portion of the action to ensure that what you plan to submit is in line with the intent of the action
Seeking credit for same initiative under two different actions	Any initiative may only be submitted under one action, even if it fulfills the requirements of more than one action. Review the entire application to spot duplication
Failure to conduct outreach/education component required for many actions	Read beyond the action’s title, paying close attention to the “What to Do” and “What to Submit” sections
Failure to complete the prerequisite action	Check the Introduction and the “What to Submit” section for prerequisites, and make sure that any required are completed by the final application deadline.

Check out Examples!

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

Search by action



View certified schools approved for that action



View certification report for example documentation

165 Registered Districts 429 Registered Schools 60 Schools Certified

Map view List view

Map Satellite

TAUNTON FORGE ELEMENTARY SCHOOL
BURLINGTON COUNTY

Certification Level: **Bronze**

Certified On: September 23, 2015

Total Points: 150

Certification Report: View Report

Applicant Profile: View Profile

FILTER THIS MAP

BY TYPE

- District
- School
- All

BY STATUS

- Registered
- Bronze Certified
- Silver Certified
- Any Certified
- Any

BY CERTIFIED ACTION

SEE INSTRUCTIONS BELOW


- Food & Nutrition
- Green Cleaning
- Green Design
- Green Purchasing**
 - Green Purchasing Policy
 - Recycled Paper Purchase
 - Energy Efficient Appliances or Equipment
- Healthy School Environments
- Innovation Projects
- Learning Environment

SEARCH FEATURES

Participating Districts and Schools: To see the municipalities participating in the program, their



purchased over \$650,000 in new computers. Specifically we purchased: 350 – Dell Latitude 3000 series 132 – Dell Desktops OptiPlex 3020 series 555 – Chromebook 11 series I have attached the documentation for the Energy Star Status of the computers. The Chromebook 11 computers are fairly new and they are in the process of receiving Energy Star certification. The district is in the process of approving an environmentally preferable purchasing policy, which is expected to be formally passed by the BOE by the end of July 2015.


 [Letter from Business Administrator](#)


 [Energy Efficient Appliances or Equipment Documentation](#)

Green Purchasing Policy 10 Points Bronze Priority Silver Priority

Program Summary:

The Cherry Hill Public Schools Board of Education is supportive of a Green Purchasing or Environmentally Preferable Purchasing Policy (EPP) for our district. The Policy/Legislation Committee of the BOE met on 6/2/15 to discuss the policy. They were presented with the NJ ASBO EPP by our purchasing department and business administrator for consideration. The committee, upon examining the policy, determined that the bulk of the policy in question, appeared to more "procedural" in nature and recommended truncating it to it's EPP "principles". This recommendation was presented to the full board at the BOE meeting on 6/9/15 during its monthly work session and was adopted formally on July 28, 2015. The policy was circulated to the Superintendent's Council on July 29, 2015 (made up of district administrative leaders). Further education about this policy will be ongoing during the 2015-16 school year. The policy has been posted to our District web site at <http://www.chcl.org/our-district/policies-and-procedures>. Attached are: 1. The approved policy from 7/28 BOE meeting 2. The agenda page from the 6/9 BOE work session 3. The agenda from the 6/2 BOE Policy/Leg committee meeting 4. A copy of the 7/29 email to Superintendent's Council with new EPP for circulation.

 [Agenda Page from 6/9 BOE Meeting](#)

 [Agenda from 6/2 BOE Policy Committee Meeting](#)

 [Green Purchasing Policy Documentation](#)

 [Green Purchasing Policy Documentation](#)

HEALTHY SCHOOL ENVIRONMENTS

Anti-Idling Education & Enforcement 10 Points

Program Summary:

The Cherry Hill Public Schools' No Idling efforts were first implemented in 2009, with the No Idling



Sustainable Jersey for Schools Community Certification Report

 [Download PDF Version](#)

This is the Sustainable Jersey for Schools Certification Report of Horace Mann Elementary School (Camden), a Sustainable Jersey for Schools bronze certified applicant.

Horace Mann Elementary School (Camden) was certified on September 22, 2015 with 200 points. Listed below is information regarding Horace Mann Elementary School (Camden)'s Sustainable Jersey for Schools efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey for Schools contact for Horace Mann Elementary School (Camden) is:

Name:	Sarah Boone
Title/Position:	Teacher / Primary
Address:	150 Walt Whitman Blvd Cherry Hill, NJ 08003
Phone:	8564281144

Sustainability Actions Implemented

Each approved action and supporting documentation for which Horace Mann Elementary School (Camden) was approved for in 2015 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

ENERGY EFFICIENCY

Building Efficiency Measures 20 Points Bronze Priority Silver Priority

Program Summary:

The district approved Concord Engineering to conduct energy audits for each of its 19 schools. They were completed in 2 waves, with the first wave completed in October 2010 and the second wave completed in October 2011. From the audits the district chose several efficiency measures

ACTIONS & CERTIFICATION

[Program Benefits](#)

[Register](#)

[Certification Overview](#)

[Actions](#)

[District and School Dashboards](#)

[Review](#)

[Participating Districts and Schools](#)



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/>



Final Thoughts & Take Aways

- **Teamwork:** Add users to your account to assist with uploading documentation into the application.
- **Certification Cycle:** It is doable! Many schools achieve certification by the 2nd deadline. Additional schools continue to work on their applications throughout the application cycle up to the final deadline.
- **Open Source:** Our certification process is open so that best practices can be shared. Please remove any sensitive information from your submissions.



First Certification Application Deadline:

Friday, Jan 19, 2018 at 11:59pm



Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert

at 609-771-3427 or

schools@sustainablejersey.com

The recorded webinar and slides will be posted under [Conference & Webinar Presentations](#) on the [Events & Training](#) tab of our website.

