Making Progress on Your Certification

March 7, 2019

Presenters

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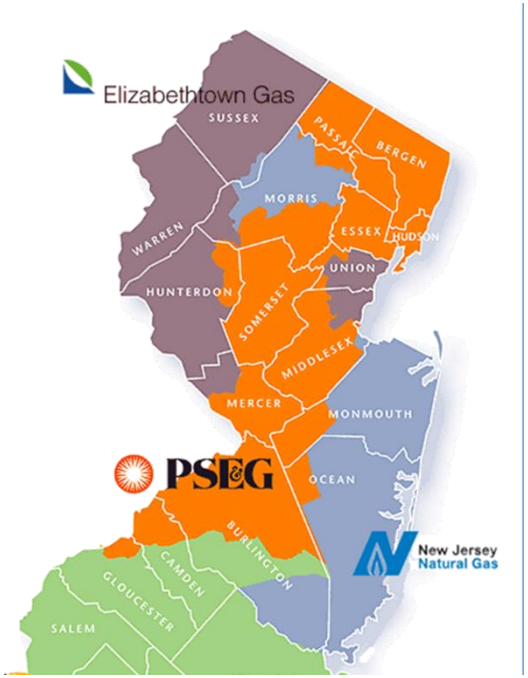
FREE Technical Assistance with Energy Actions

Partnership with the *Environmental Defense Fund* and *New Jersey Natural Gas* (NJNG) to assist school districts and municipalities within NJNG service territory in completing Sustainable Jersey energy actions.



Full-time, on-site support for 10 weeks in the summer of 2019, for energy projects such as:

- Improving building performance through energy efficiency analysis, planning, and upgrades
- Renewable energy
- Other energy-related improvements

Go to www.sustainablejerseyschools.com/grants-resources/ for application form and more information

Application Deadline: Friday, April 8, 2019 at 11:59pm

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Upcoming Event

For more details & to register, visit:

www.sustainablejersey.com/events-trainings/2019-sustainability-summit/

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Webinar Agenda

- Certification Overview
- 2019 Certification Cycle
- Reviewer Comments
- Overview of district & school applications
- Re-Submitting Documentation
- Tips for Success
- Green Team Resources
- Technical Assistance/Questions

Certification Overview

- Sustainable Jersey for Schools' online application for certification has 3 rounds of submissions and reviews
- Districts and schools submit applications, but **only schools are certified**
- Points earned on the district application flow to each school in the district.

Levels of Certification

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

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

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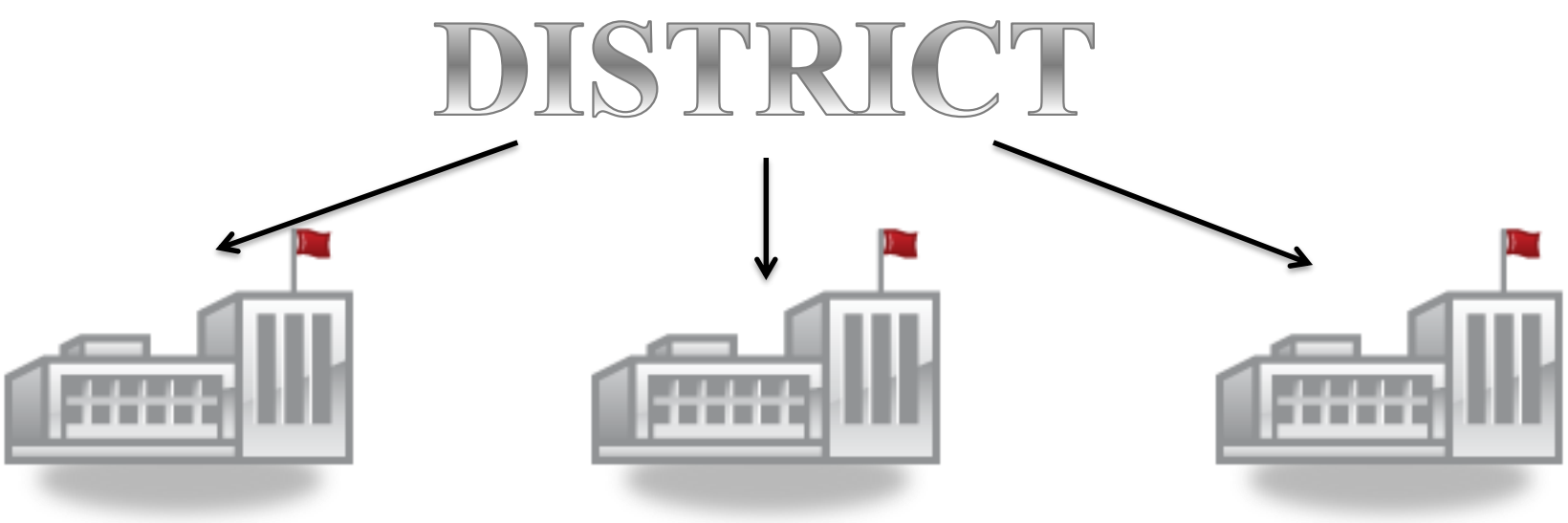
District and School Coordination



- District actions **flow down to all** participating schools in the district
- Certification is awarded at the **school level**

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 dashboard to help with the documentation

Tips for Action Submissions

#1

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

#2

Use text box to provide a summary of what was done. Summary should be in-sync with the action requirements.

#3

Upload documents that support the information contained in the summary

#4

Type in descriptive document titles for all uploaded files

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2019 Certification Cycle

- **January 18** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 29** – Second Submission
- Early May – Reviewer Comments
- **June 24** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration

Hazlet Schools – 4 Bronze Awards

Three Bridges Elementary School, Readington
Silver and Champion Award

Application Unlocked Email

Your Application is Now Unlocked!

Sustainable Jersey for Schools

Mon, Feb 25, 2019 at 4:12 PM

To: ringsl@jrr.com, Staff Tester , Renee Haider, Veronique Lambert , Heather McCall , Samantha McGraw

Dear ! 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.

Application Information
Webinar
Process to Resubmit
Action Submission Tips
Confirm Your Contacts: Update District/School Profile and Manage Users
List of Must Revise Actions

Reviewer Feedback

- All users notified by email when application is unlocked and ready for editing.
- Reviewers read the submissions and provide feedback. Action will be marked “Approved” or “Must Revise.”
  - Must Revise feedback will summarize what needs to be addressed 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.

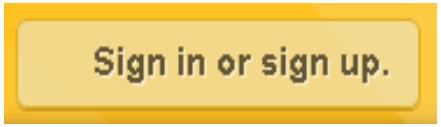
Reviewer Comments

- **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”.

Actions with Prerequisites

- *Strategic Plan Implementation of Green Initiatives* (Prerequisite: Green Enhancement of District Strategic Plans)
- *Design, Build or Certify New Construction & Major Renovations to Green Standards* (Prerequisite: Green Building Policy)

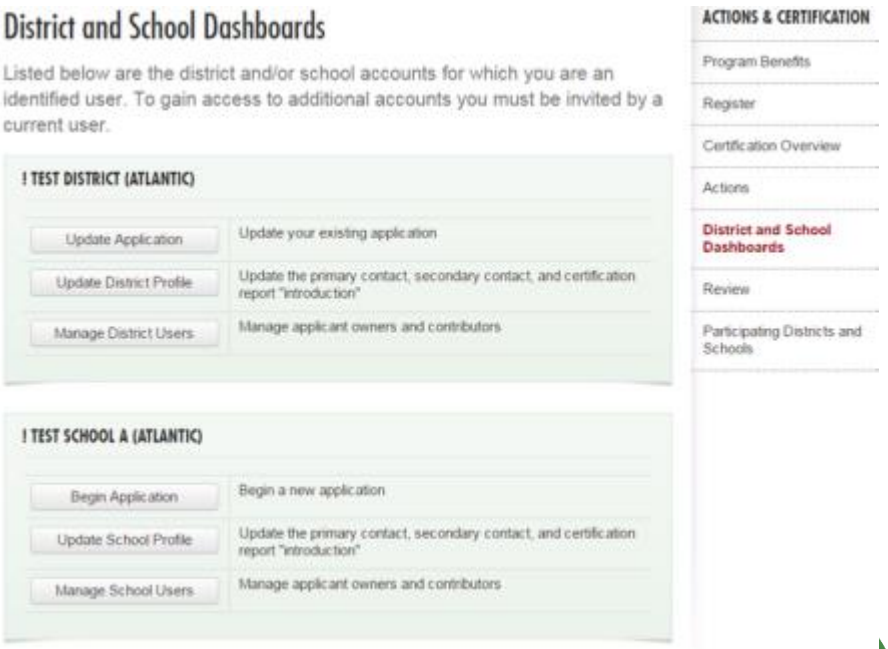
Accessing the Dashboard

- 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
- Go to *Update Profile* and *Manage Users* to make sure that all contacts are up to date

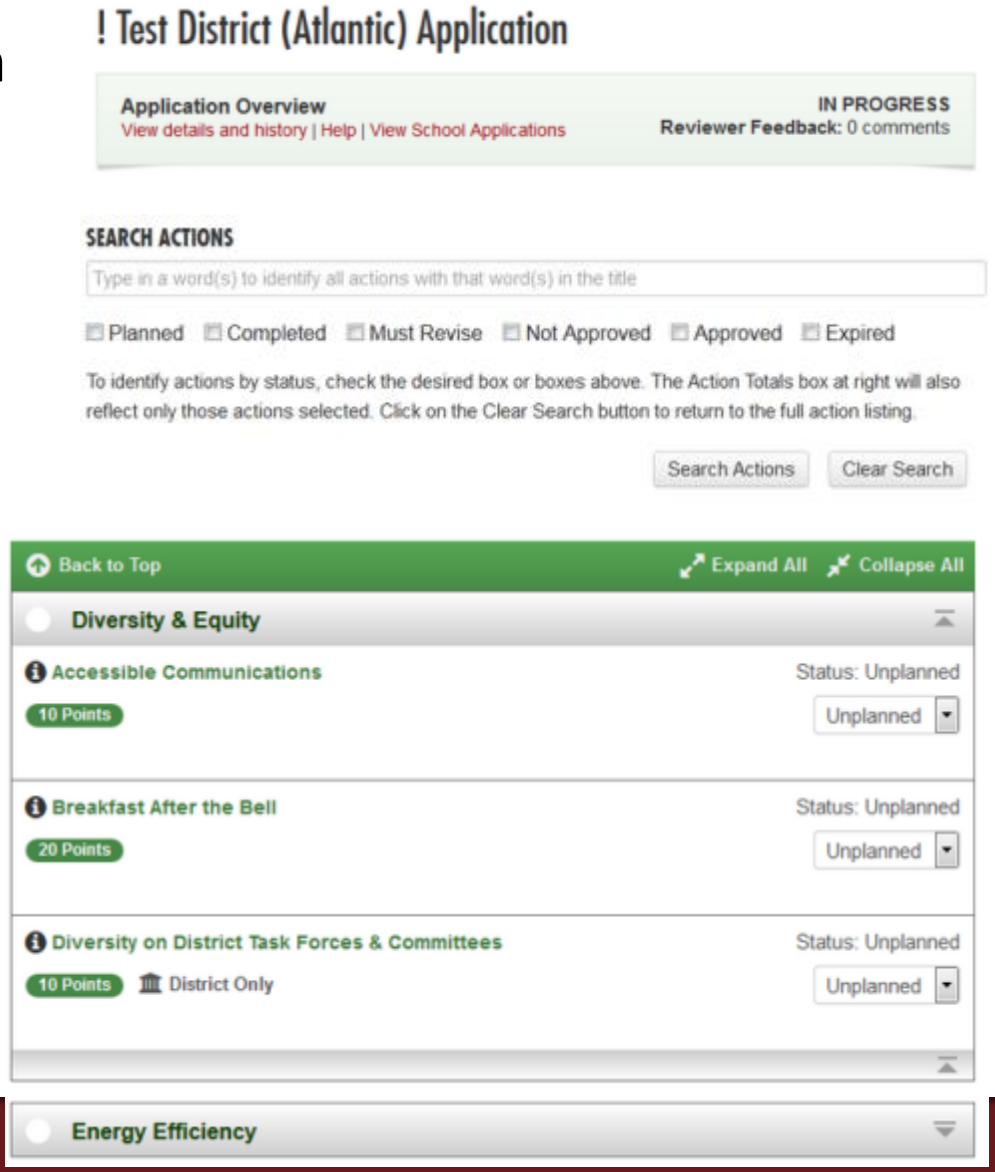


Application – "Living Document"

Application Overview

Search Features

Action Listing



← 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

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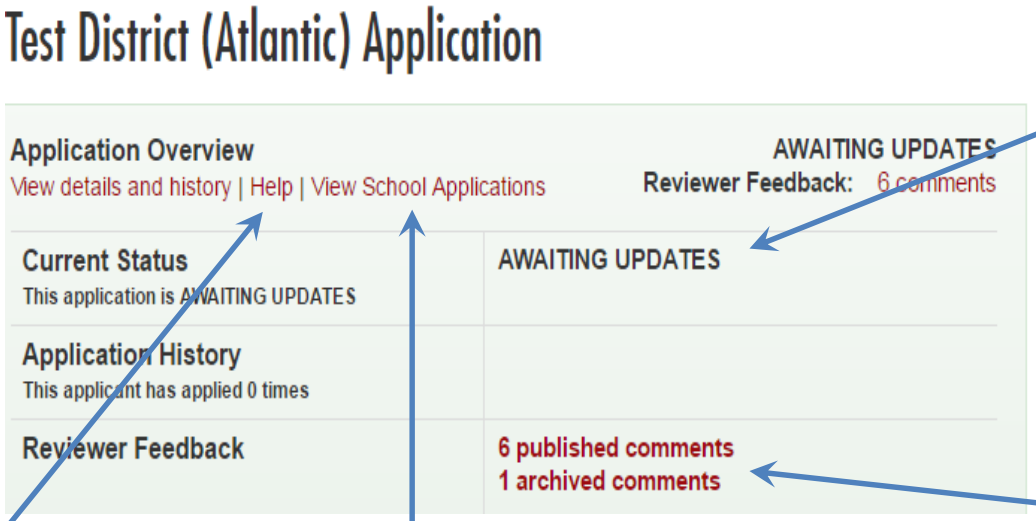
District Application Overview

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



Current status: Awaiting Updates means the application has been reviewed and unlocked. It should be updated before being submitted for another review.

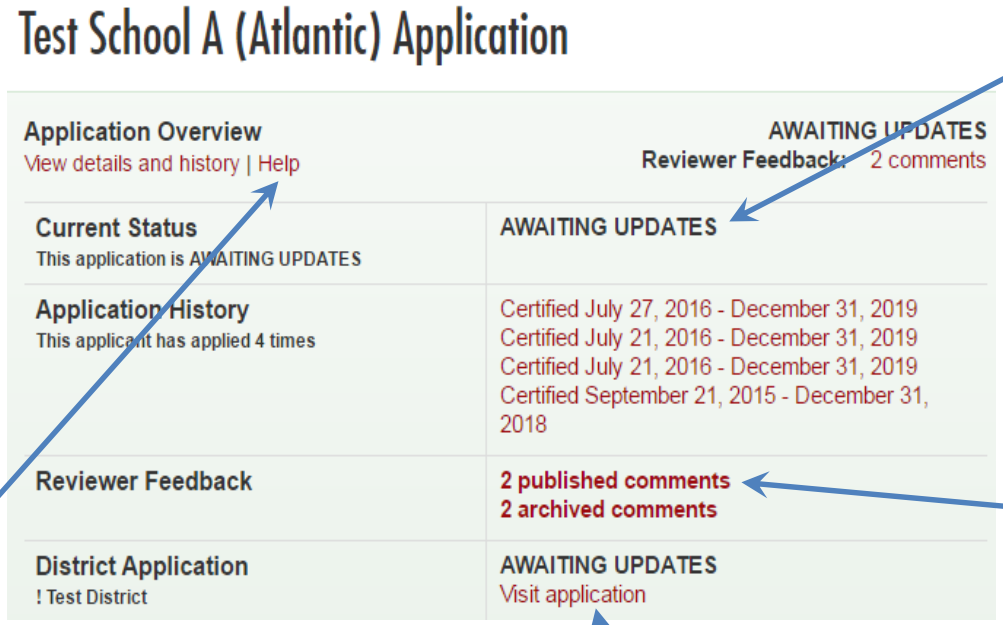
Check on reviewer feedback: Once you have submitted your application it has been reviewed

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:



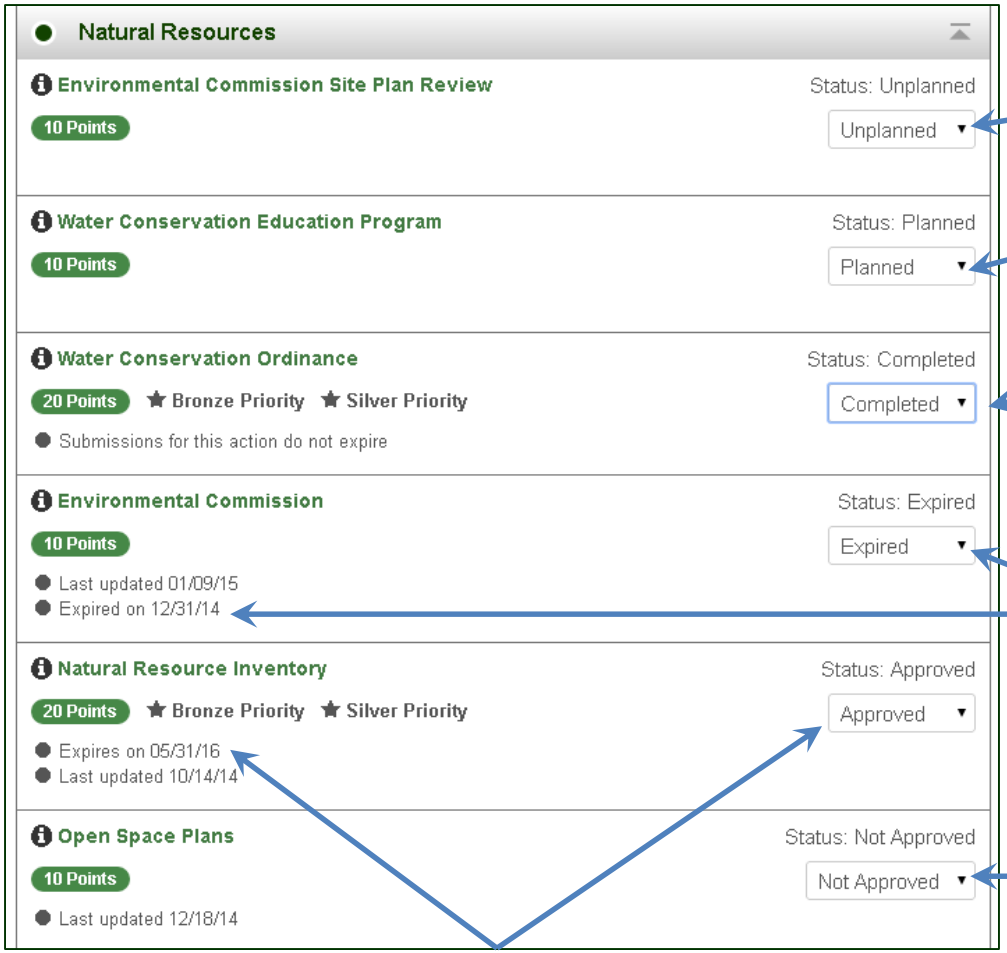
Current status: All reviewed applications are marked Awaiting Updates until final certification notification after the June submission

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

Action Statuses



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

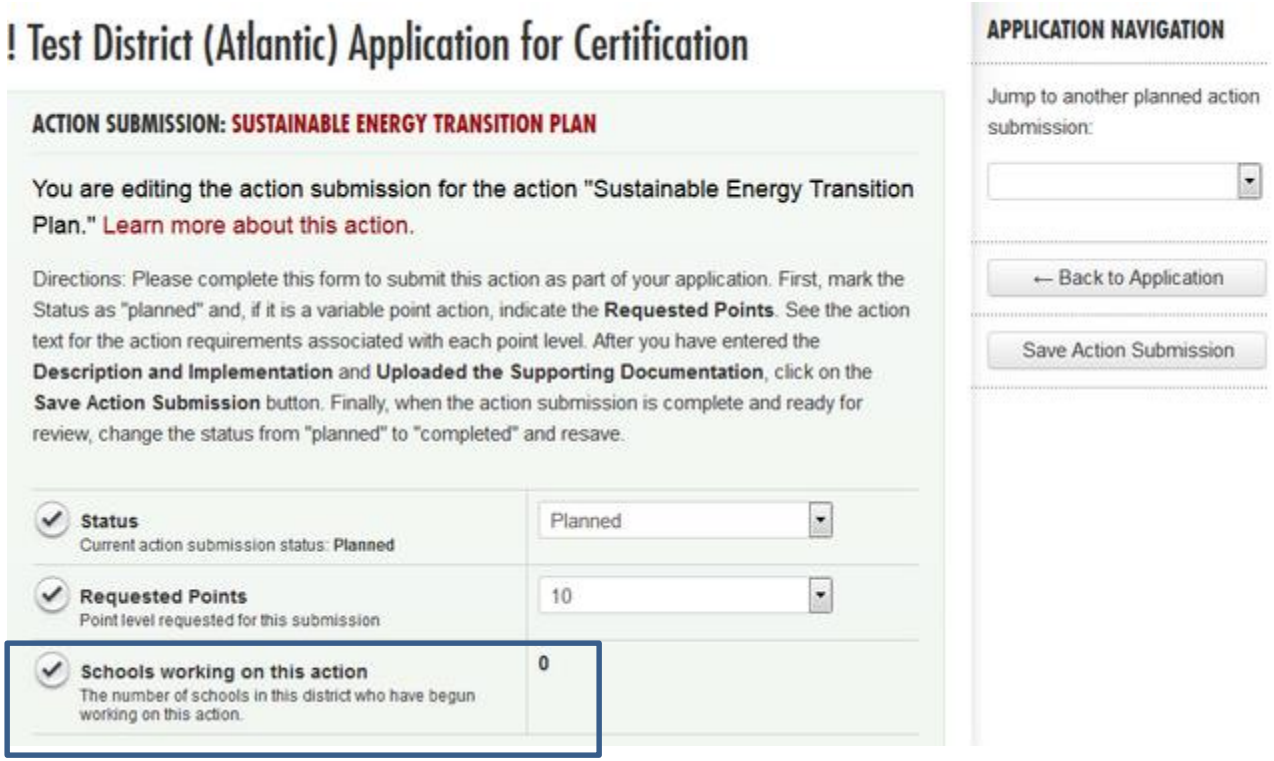
Credit not awarded last time action submitted

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

Action Information

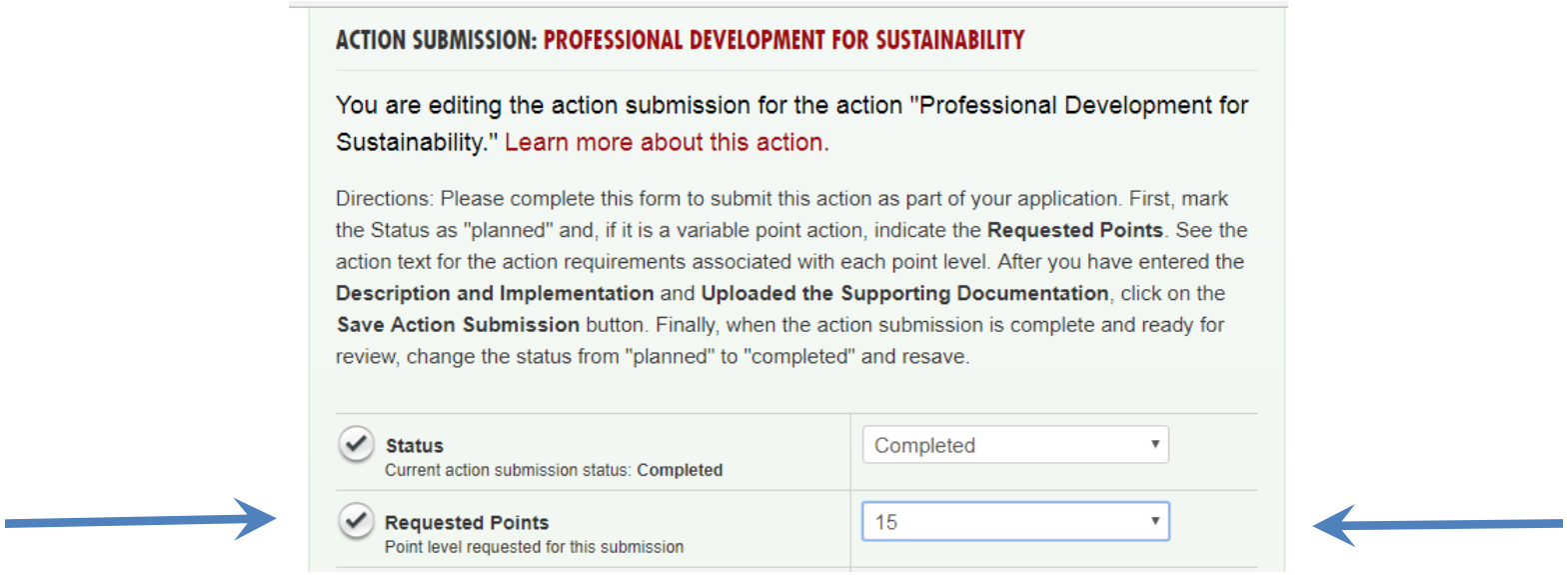
View action text

- 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.

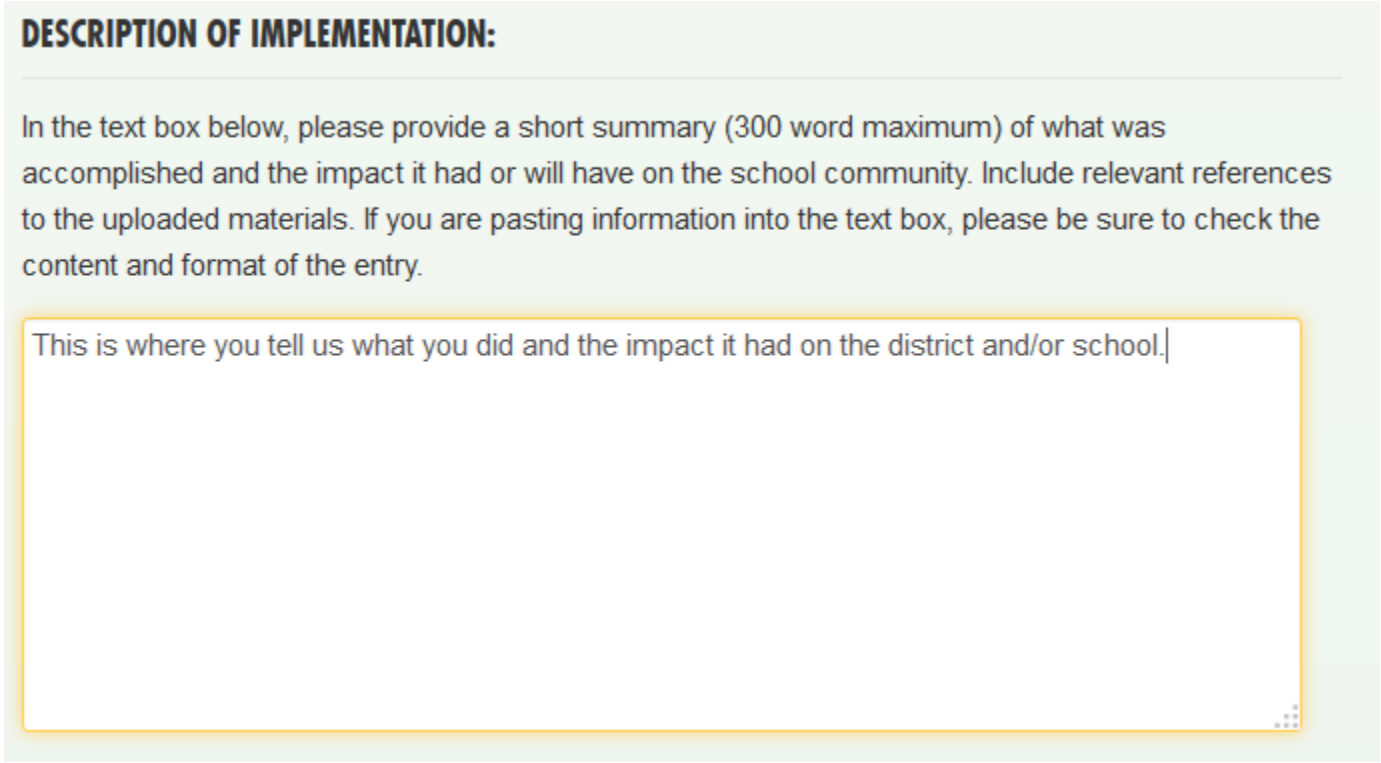
Variable Point Actions



- 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

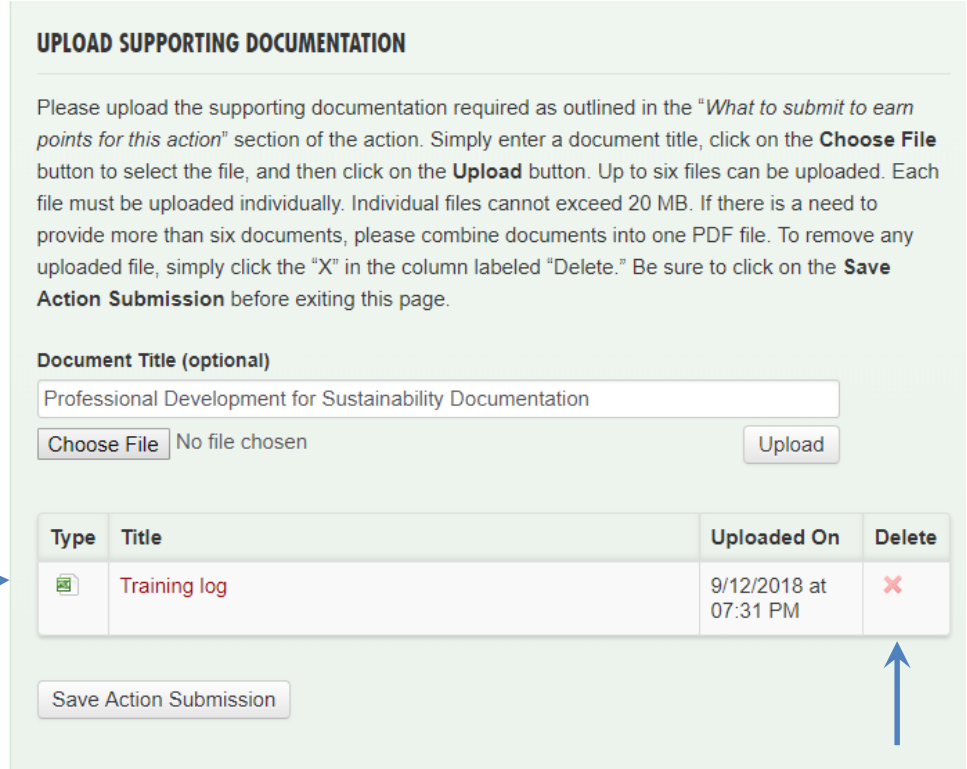
Description of Implementation

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



Upload Supporting Documentation

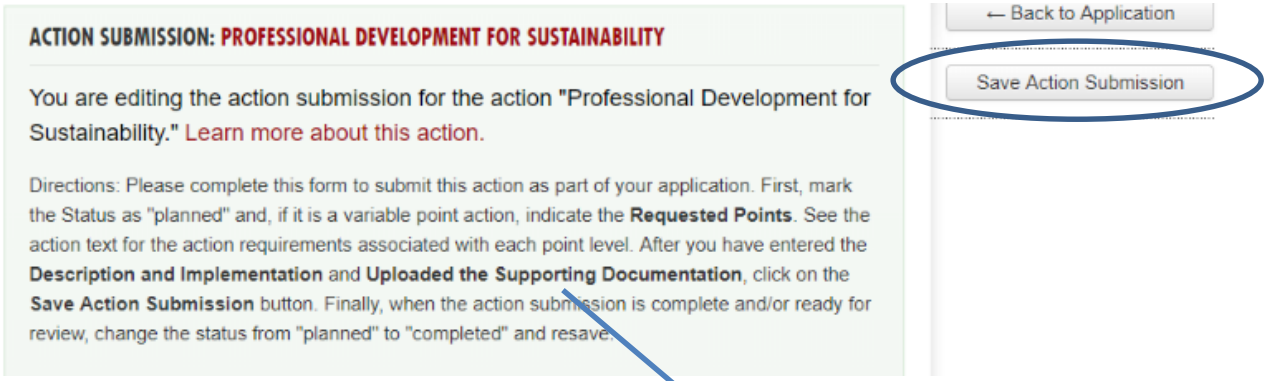
- Select the file from your computer to upload
  - *Many types of files can be uploaded, up to 20MB.*
  - *You can rename it to be whatever you like.*
- Once successfully uploaded it will appear in the box below



Easily remove files by clicking "X" under Delete

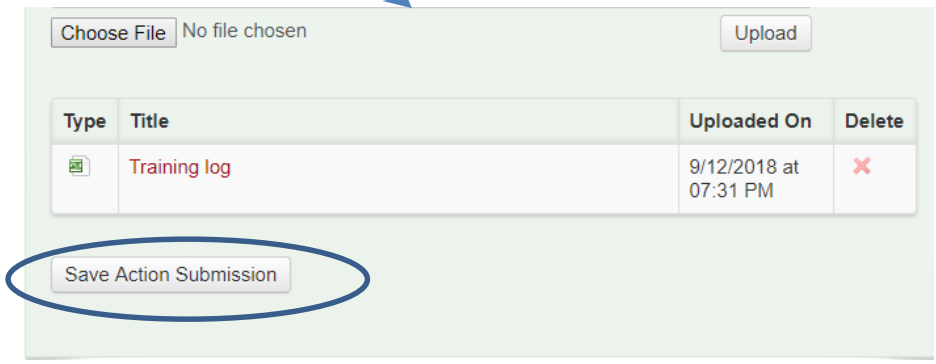
Be Sure to Save Action Submission

- **At Top of Page**



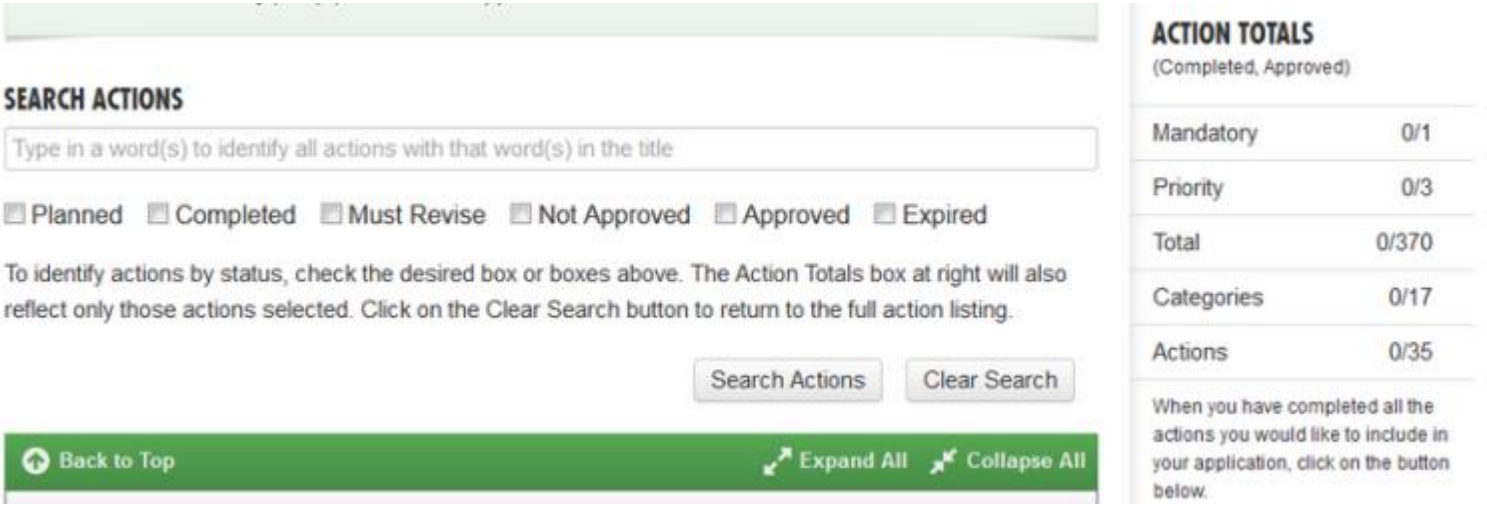
- **OR**

- **At Bottom of Page**

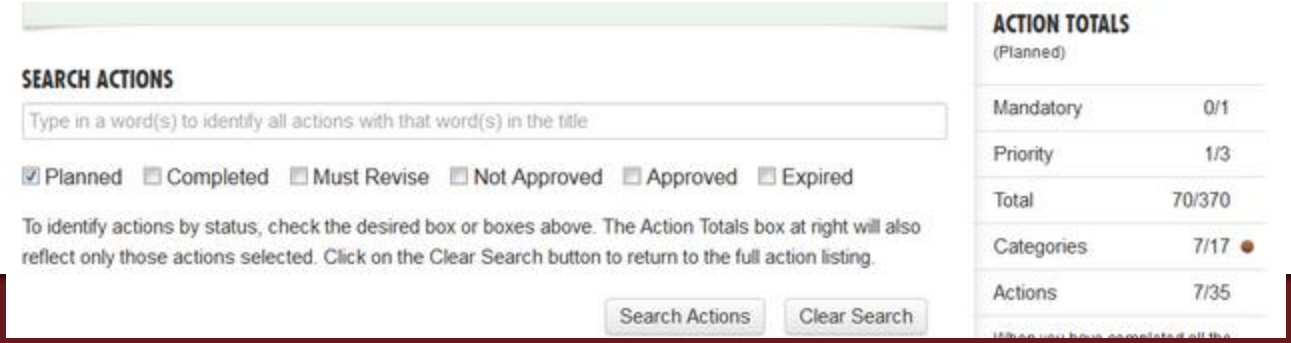


Calculating Points

- 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.

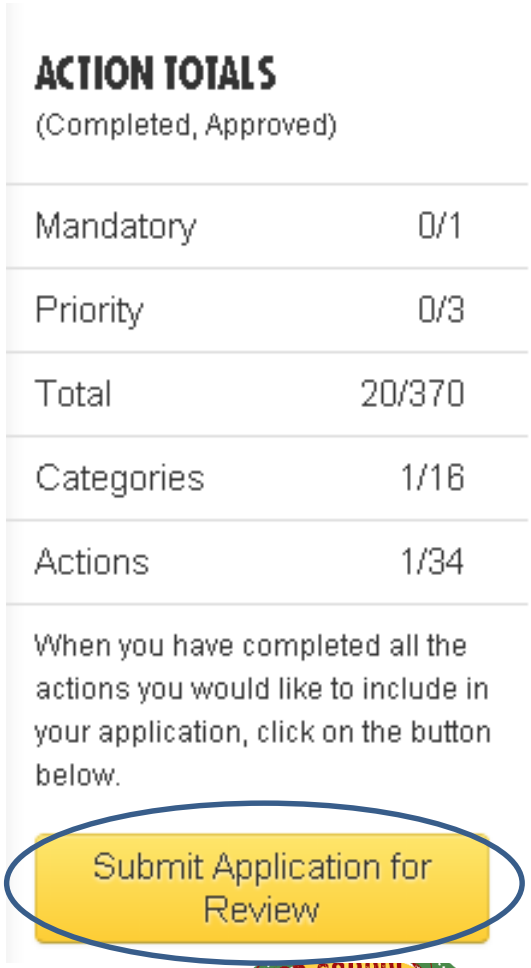


- You can view different combinations by checking the desired boxes under SEARCH ACTIONS



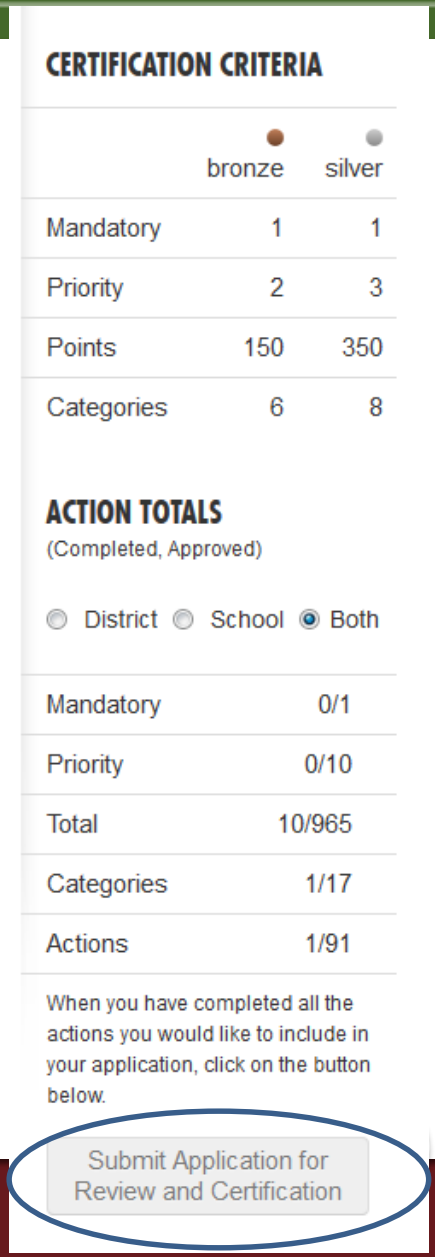
Preparing to Re-Submit District Application

- 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



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



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. Remove outdated documentation from previous submissions
Proper documentation not submitted	Ensure that the documentation uploaded fulfills the requirements outlined in "What to submit"
Misinterpretation of Action Goals or Submitting under Wrong Action (check for new actions)	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. Re-check even if action had been previously approved since requirements may have changed.
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.

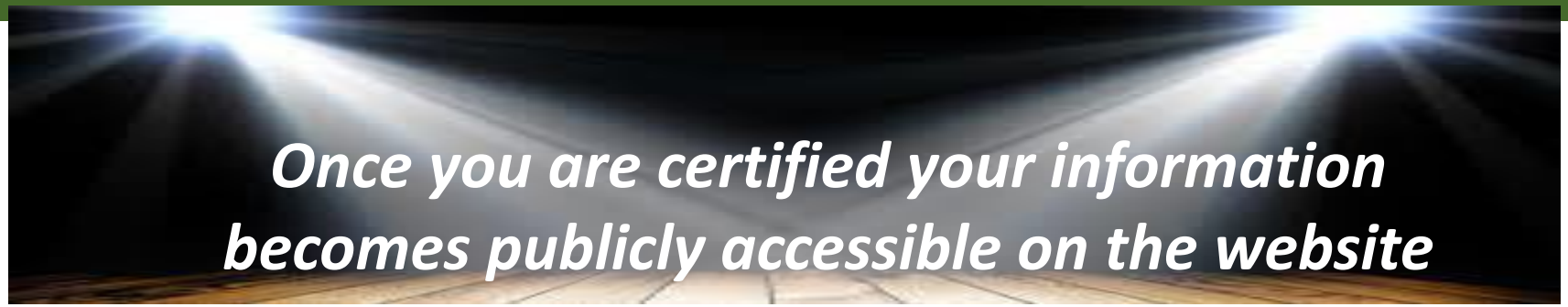
Additional Tips

- Do not resubmit an action if it has not been updated (unless it is needed to get the submit button to turn yellow)

- You may need to combine multiple documents to stay within the 6 document limit

- Save online links as PDFs

Be Ready for the Limelight!



- Inspire others! Tell a story in your narrative
  - Remove sensitive information before uploading your documentation
  - Remove irrelevant or outdated documentation
  - Only upload parts of documents that are needed (e.g. 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 (If an action status is changed from "Unplanned" in the district application, then schools are shut out from doing that action in their applications)
- District application needs to be completed in same time frame as school applications
- District applications must be submitted to have actions completed by district reviewed.

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 with 4 meeting dates

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

Green Team Resources

RSS | Sign in or sign up.

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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/

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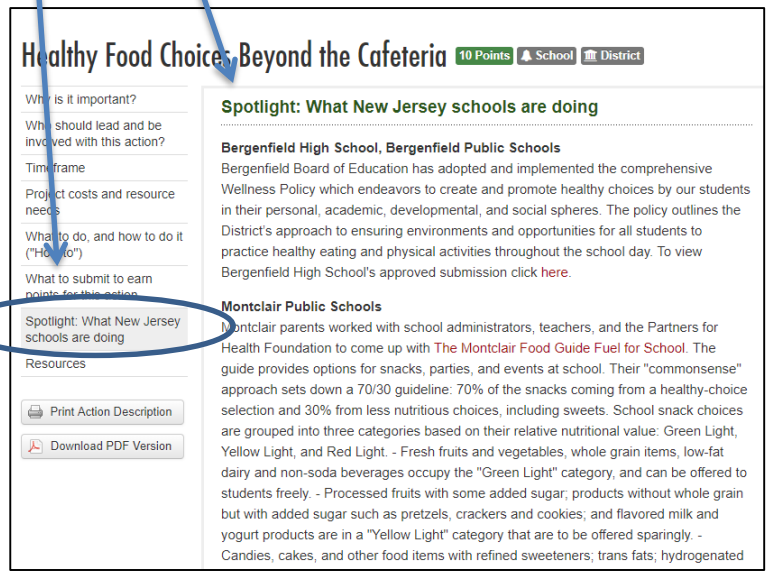
Check out Spotlights & Examples

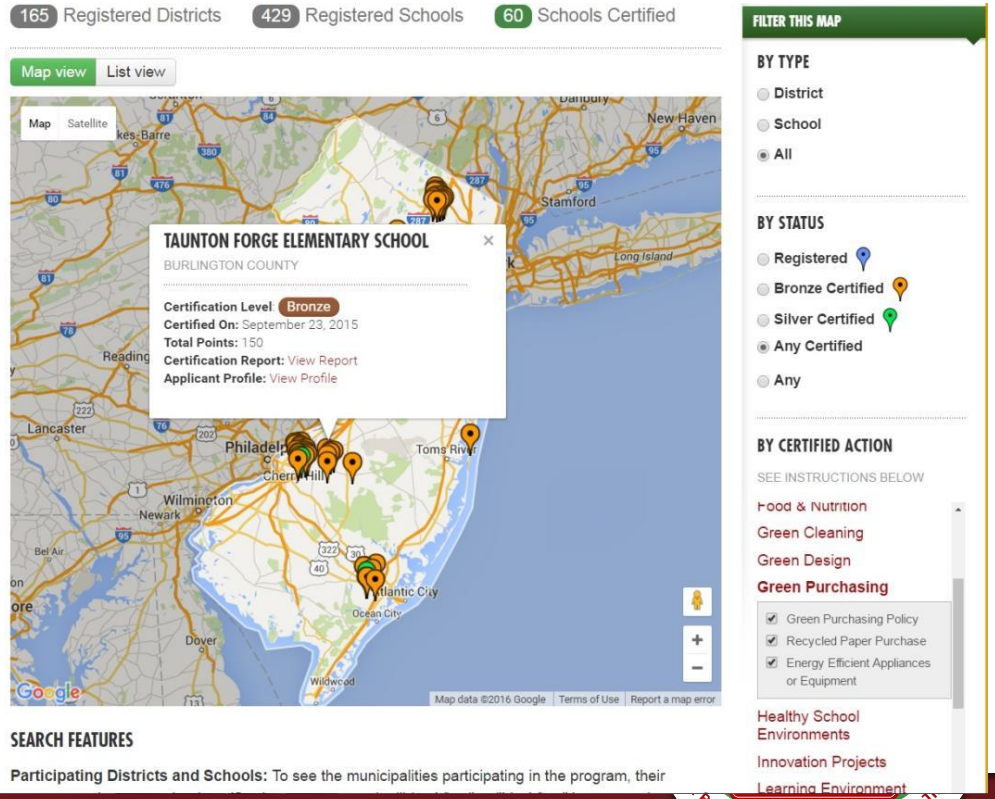
Many actions now have spotlights – selected by Sustainable Jersey as models.

Find spotlights towards the bottom of the action description.



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



Next Certification Application Deadline:

March 29
at 11:59pm

Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert

at 609-771-3427 or

schools@sustainablejersey.com

Follow Sustainable Jersey on Facebook, Twitter, Instagram and LinkedIn

The webinar and presentation will be posted on the Webinar Recordings & Presentations page of our website