



# Making Progress on Your Certification

March 7, 2019



# Presenters



Heather McCall, Program Director  
Sustainable Jersey for Schools

[mccalh@tcnj.edu](mailto:mccalh@tcnj.edu)

609-771-2469



Véronique Lambert, Program Coordinator  
Sustainable Jersey for Schools

[lambertv@tcnj.edu](mailto:lambertv@tcnj.edu)

609-771-3427



# FREE Technical Assistance with Energy Actions

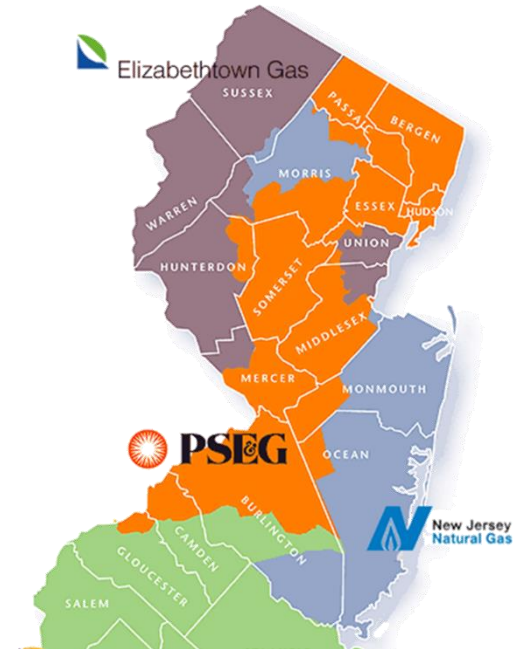
Partnership with the *Environmental Defense Fund* and *New Jersey Natural Gas* (NJNG) to assist school districts and municipalities within [NJNG service territory](#) in completing Sustainable Jersey energy actions.

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.sustainablejerschools.com/grants-resources/](http://www.sustainablejerschools.com/grants-resources/) for application form and more information

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



# Upcoming Event

2019 NEW JERSEY

# SUSTAINABILITY SUMMIT 10



Celebrating Progress, Envisioning the Future

**JUNE 14, 2019 8:30AM - 4:30PM**

BELL WORKS, HOLMDEL, NEW JERSEY

For more details & to register, visit:

[www.sustainablejersey.com/events-trainings/2019-sustainability-summit/](http://www.sustainablejersey.com/events-trainings/2019-sustainability-summit/)



# 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

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



# District and School Coordination

## DISTRICT



- 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



# 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](#)

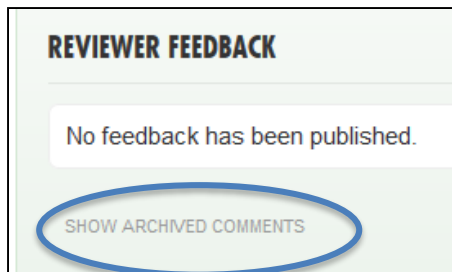
[Confirm Your Contacts:](#) Update District/School Profile and Manage Users

[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 →

You are signed in.  
[sammc29@comcast.net]

- 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

## 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)	
<a href="#">Update Application</a>	Update your existing application
<a href="#">Update District Profile</a>	Update the primary contact, secondary contact, and certification report "Introduction"
<a href="#">Manage District Users</a>	Manage applicant owners and contributors

! TEST SCHOOL A (ATLANTIC)	
<a href="#">Begin Application</a>	Begin a new application
<a href="#">Update School Profile</a>	Update the primary contact, secondary contact, and certification report "Introduction"
<a href="#">Manage School Users</a>	Manage applicant owners and contributors

## ACTIONS & CERTIFICATION

- [Program Benefits](#)
- [Register](#)
- [Certification Overview](#)
- [Actions](#)
- [District and School Dashboards](#)
- [Review](#)
- [Participating Districts and Schools](#)



# 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:

## Test District (Atlantic) Application

<b>Application Overview</b> View details and history   Help   View School Applications		<b>AWAITING UPDATES</b> Reviewer Feedback: 6 comments
<b>Current Status</b> This application is AWAITING UPDATES	AWAITING UPDATES	
<b>Application History</b> This applicant has applied 0 times		
<b>Reviewer Feedback</b>	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:** 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



# School Application Overview

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

## Test School A (Atlantic) Application

<b>Application Overview</b> <a href="#">View details and history</a>   <a href="#">Help</a>		<b>AWAITING UPDATES</b> Reviewer Feedback: 2 comments
<b>Current Status</b> This application is <b>AWAITING UPDATES</b>	<b>AWAITING UPDATES</b>	
<b>Application History</b> This application 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	
<b>Reviewer Feedback</b>	<b>2 published comments</b> <b>2 archived comments</b>	
<b>District Application</b> ! Test District	<b>AWAITING UPDATES</b> <a href="#">Visit application</a>	

**Get help:** Access more detailed instructions on navigating the application

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

**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



# Action Statuses

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



# Action Information

View action text →

## ! 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

- 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

## 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"/> <b>Status</b> Current action submission status: Completed	Completed ▾
<input checked="" type="checkbox"/> <b>Requested Points</b> 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



# 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)  
Professional Development for Sustainability Documentation

Choose File No file chosen Upload

Type	Title	Uploaded On	Delete
	Training log	9/12/2018 at 07:31 PM	X

Save Action Submission

Easily remove files by clicking "X" under Delete



# Be Sure to Save Action Submission

- At Top of Page

**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/or ready for review, change the status from "planned" to "completed" and resave.


← Back to Application

Save Action Submission

- OR

- At Bottom of Page

Choose File No file chosen Upload

Type	Title	Uploaded On	Delete
	Training log	9/12/2018 at 07:31 PM	✖

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

# Why Actions Are Not Approved

Pitfall	How to Overcome
<b>Action documentation completion date is outside the shelf life of the action</b>	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. <b>Remove outdated documentation from previous submissions</b>
<b>Proper documentation not submitted</b>	Ensure that the documentation uploaded fulfills the requirements outlined in “What to submit”
<b>Misinterpretation of Action Goals or Submitting under Wrong Action (check for new actions)</b>	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. <b>Re-check even if action had been previously approved since requirements may have changed.</b>
<b>Seeking credit for same initiative under two different actions</b>	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
<b>Failure to conduct outreach/education component required for many actions</b>	Read beyond the action’s title, paying close attention to the “What to Do” and “What to Submit” sections
<b>Failure to complete the prerequisite action</b>	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!

*Once you are certified your information becomes publicly accessible on the website*

- **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

The screenshot shows the Sustainable Jersey website. At the top, there is a navigation bar with links for ABOUT, ACTIONS & CERTIFICATION, EVENTS & TRAININGS, GRANTS & RESOURCES (which is highlighted), MEDIA & COMMUNICATIONS, and SUPPORT US. A REGISTER button is also present. Below the navigation bar, the breadcrumb trail reads: Home > Grants & Resources > Green Team Resources. The main heading is "Green Team Resources". Underneath, there is a section titled "Ready, Set, Go! Quick Start Resources to Get You Moving" with a list of links: Certification Overview, Application User Guide, and Master Action Tracking Spreadsheet (Updated April 2015). To the right of this list is an icon of a clipboard with a checklist. Below this is a "Program Overview" section with links for Certification Overview and a webinar/presentation. The "Green Team Strengthening" section includes links for Create Your Green Team Action, Secrets to a Successful Green Team, and a Rubric for Assessing your Green Team. The "Certification" section has a link for Action Description & Submission Requirements. On the right side of the page, there is a sidebar with a "GRANTS & RESOURCES" heading, followed by links for Sustainable Jersey Small Grants Program and Grants Portal. Below that is a "Green Team Resources" heading.

## TIP!

Download the Master Action Tracking Spreadsheet:

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



# Check out Spotlights & Examples

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

Find spotlights towards the bottom of the action description.

**Healthy Food Choices Beyond the Cafeteria** 10 Points School District

Who is it important?  
Who should lead and be involved with this action?  
Time frame  
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**

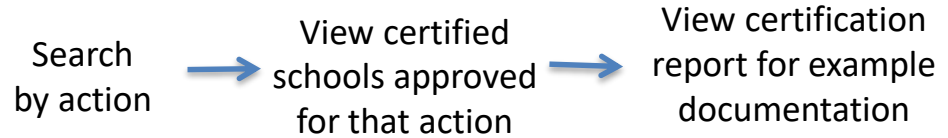
**Bergenfield High School, Bergenfield Public Schools**  
Bergenfield Board of Education has adopted and implemented the comprehensive Wellness Policy which endeavors to create and promote healthy choices by our students in their personal, academic, developmental, and social spheres. The policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activities throughout the school day. To view Bergenfield High School's approved submission click [here](#).

**Montclair Public Schools**  
Montclair parents worked with school administrators, teachers, and the Partners for Health Foundation to come up with **The Montclair Food Guide Fuel for School**. The guide provides options for snacks, parties, and events at school. Their "commonsense" approach sets down a 70/30 guideline: 70% of the snacks coming from a healthy-choice selection and 30% from less nutritious choices, including sweets. School snack choices are grouped into three categories based on their relative nutritional value: Green Light, Yellow Light, and Red Light. - Fresh fruits and vegetables, whole grain items, low-fat dairy and non-soda beverages occupy the "Green Light" category, and can be offered to students freely. - Processed fruits with some added sugar; products without whole grain but with added sugar such as pretzels, crackers and cookies; and flavored milk and yogurt products are in a "Yellow Light" category that are to be offered sparingly. - Candies, cakes, and other food items with refined sweeteners, trans fats; hydrogenated

Resources

Print Action Description  
Download PDF Version

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



165 Registered Districts 429 Registered Schools 60 Schools Certified

Map view List view

**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

# 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](mailto: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

