



Certification Homestretch

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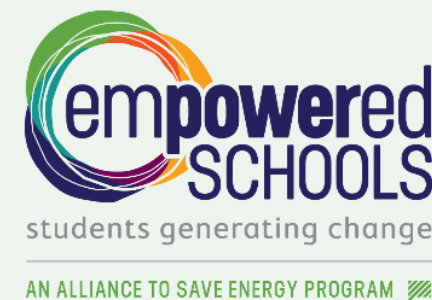
Sustainable Jersey is partnering with New Jersey Natural Gas (NJNG), South Jersey Gas (SJG) and the Alliance to Save Energy to bring *PowerSave Schools* to schools in [NJNG](#) and [SJG](#) service territories.

PowerSave Schools engages PK-12 students in saving energy and money in their schools – and now, in their homes, too. “EmPowered at Home”, a new component of PowerSave Schools designed to be administered remotely, ensures the program’s success in remote, in-school, or hybrid learning models. With NJNG and SJG funding, the Alliance provides the training, guidance, tools, and resources for a successful program.

Try the Home Energy Audit with your students by going to: bit.ly/empoweredhomeaudit

Application Form: <http://bit.ly/empoweredapplication2020>

Spots are limited so submit your application before summer break!



Webinar Agenda

- Certification Overview & 2020 Cycle
- Covid-19 Considerations
- Reviewer Comments
- Overview of district & school applications
- Re-Submitting Documentation
- Tips for Success
- Technical Assistance/Questions

2020 Certification Cycle

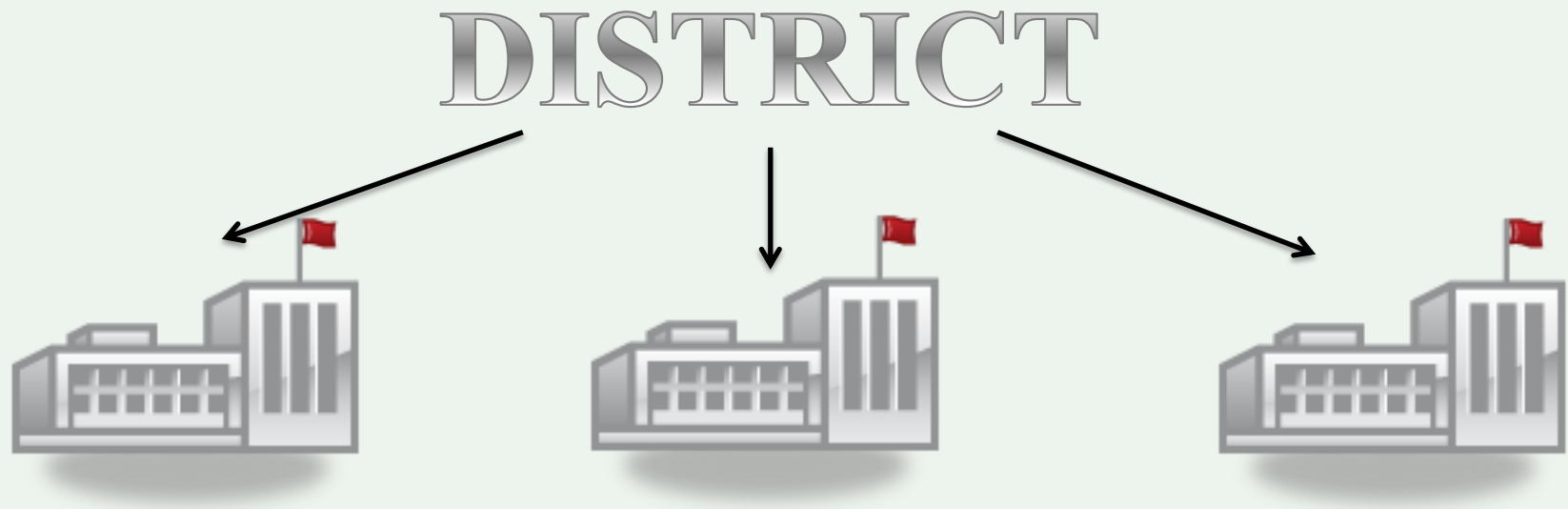
- **January 17** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 27 to April 30** – Second Submission
- Late May – Reviewer Comments
- **June 22** – Final Application Submission
- Early August – Certified Schools Notified
- **Fall** – Certified Schools Celebration



**Egg Harbor Township School District -
all 8 schools recertified bronze in 2019**

District and School Coordination

- Districts and schools submit applications, but **only schools are certified**



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

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

Strategy for Homestretch!

- Focus on completing your **Green Team Action**
- **Two Priority Actions**
- Then review remaining actions to determine which actions you can complete by the final deadline.
- Identify the outstanding items needed for each action to meet the submission standard
- Pursue new actions if needed
- Add additional contributors to your dashboard to help with the documentation

Covid-19 Considerations

If implementation of an action was interrupted by building closures:

- Check reviewer feedback for guidance on completing submission. You may have the option to submit documentation about previous year’s implementation along with plans for this year.
- Evidence may be available from websites and social media of your school district, local media, partner organizations
- Use the “Description of Implementation” narrative to give an account of what was accomplished so far, how progress was impacted by Covid-19, and plans going forward.

Covid-19 Considerations

- For a number of annual actions, reviewers have extended the look back period to the previous school year. These include:
 - Student & Community Outreach actions (except for Green Team)
- For additional guidance on specific actions, please contact us at schools@sustainablejersey.com

Application Unlocked Email

Your Application is Now Unlocked!

Sustainable Jersey for Schools

Wed, May 27, 2020 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 second round of reviews. There is one more review round in this application cycle – the final submission deadline is June 22.

The “Certification Homestretch” webinar will be held Friday, May 29, from 1:00pm – 2:00pm, and will provide an overview of how to respond to feedback from previous submission rounds and discuss how ...

Application Information

Process to Resubmit

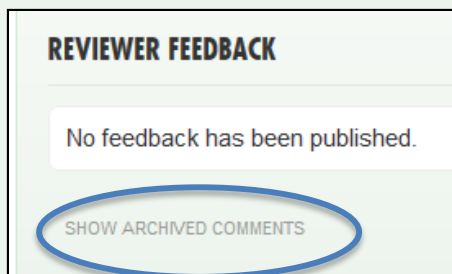
Action Submission Tips

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.
- **Outdated Documentation**
 - No new documentation has been uploaded 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.


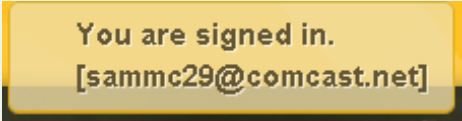

Reviewer Comments

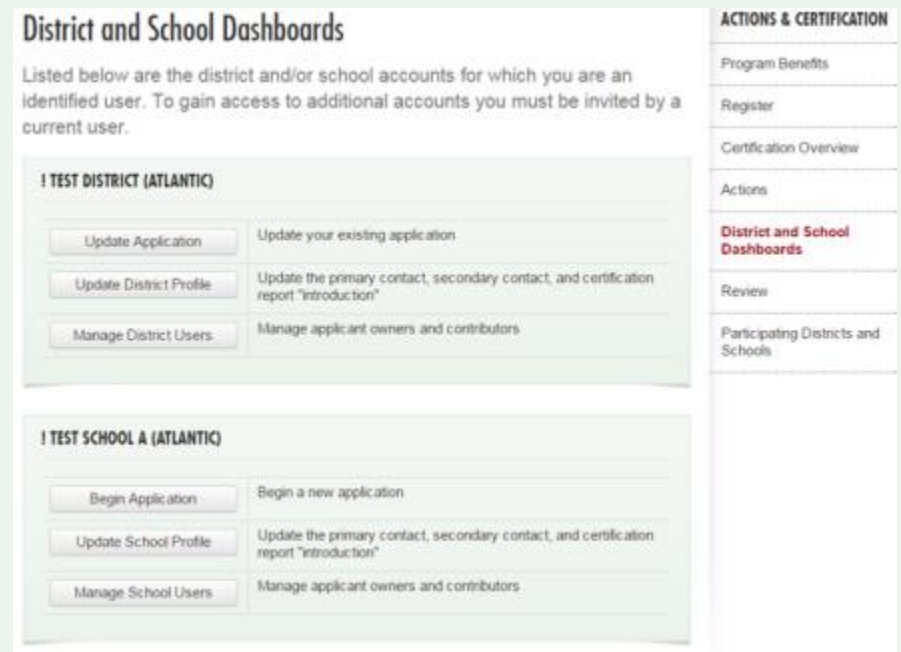
- **Prerequisite Not Met**
 - Action submission is sufficient for approval, but the prerequisite action has either not been submitted for or has been marked “Must Revise”.

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



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

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 Features

SEARCH ACTIONS

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

Planned
 Completed
 Must Revise
 Not Approved
 Approved
 Expired

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

Action Listing

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

Diversity & Equity

Accessible Communications Status: Unplanned

10 Points Unplanned

Breakfast After the Bell Status: Unplanned

20 Points Unplanned

Diversity on District Task Forces & Committees Status: Unplanned

10 Points District Only Unplanned

Energy Efficiency

[← My Dashboard](#)

ACTION TOTALS

(Completed, Approved)

Mandatory 0/1

Priority 0/3

Total 0/370

Categories 0/17

Actions 0/35

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

Point Calculations

District Application Overview

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

Test District (Atlantic) Application

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

AWAITING UPDATES
Reviewer Feedback: 6 comments

Current Status This application is AWAITING UPDATES	AWAITING UPDATES
Application History This applicant has applied 0 times	
Reviewer Feedback	6 published comments 1 archived comments

Get help: Access more detailed instructions on navigating the application

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

Current status: 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	
Application Overview View details and history Help	AWAITING UPDATES Reviewer Feedback: 2 comments
Current Status This application is AWAITING UPDATES	AWAITING UPDATES
Application History This 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
Reviewer Feedback	2 published comments 2 archived comments
District Application ! Test District	AWAITING UPDATES Visit application

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

Must Revise: Action reviewed in the current cycle and that needs revision to be approved

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

Approved points count towards certification.
Note when points expire.

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"/> 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

Description of Implementation

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

DESCRIPTION OF IMPLEMENTATION:

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

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

Upload Supporting Documentation

Select the file from your computer to upload

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

You can rename it to be whatever you like.



Once successfully uploaded it will appear in the box below

UPLOAD SUPPORTING DOCUMENTATION

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

Document Title (optional)

 No file chosen

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

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 application default counter is a total of Completed and Approved points.

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

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 the 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

Yes, You Can Drop Actions or Add New Actions (or even complete Not Approved Actions)

Actions may be dropped and added to your application as you progress through the 3 rounds of the cycle.

- If you no longer think you can successfully complete an action then leave it as “Must Revise.” Only actions with the status “Completed” will be reviewed when the application is submitted.
- You may add new actions to your application in the second or third round of the cycle. Mark them as “Completed” before submitting. This includes actions that were “Not Approved” in previous application cycles.

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.

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

- 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 (this year we will accept any number of meetings that took place before schools went remote)

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

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

What 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

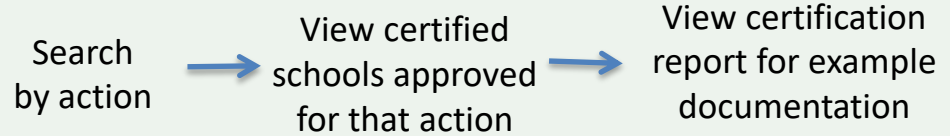
Bergenfield High School, Bergenfield Public Schools
Bergenfield Board of Education has adopted and implemented the comprehensive Wellness Policy which endeavors to create and promote healthy choices by our students in their personal, academic, developmental, and social spheres. The policy outlines the 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](#)

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

2020 Census: Why is an accurate count important for schools?



\$23 billion in federal funding for New Jersey depends on Census counts, special education, free and reduced lunch, class size reduction, classroom technology, etc.



Significant undercount of those **under the age of five**.



Influence student readiness for learning, enhance student learning across subjects, boost statistical literacy and data-finding skills.

Funding

Everyone
counts!

Shape
your
future

Earn Points for Certification with Census Activities

[Community Education & Outreach](#) (10 Points):

Census 2020 outreach efforts performed by school officials, staff or green team volunteers. Get creative with virtual events!

[Student Learning Actions](#) (5 Points Each): Integrate the U.S. Census Bureau's Statistics in Schools activities into classroom lessons. Lessons are available by grade level and subject area.

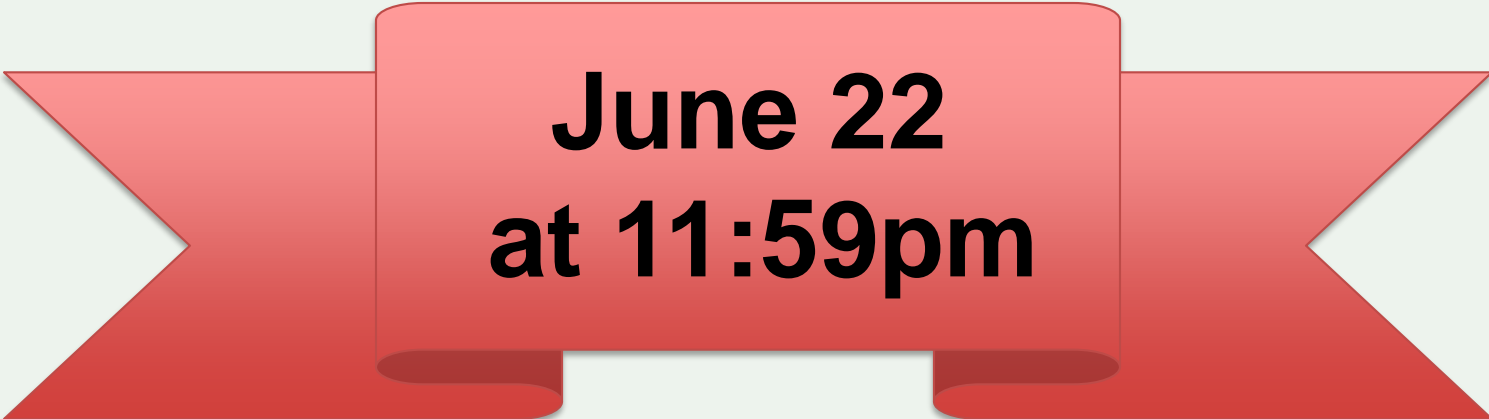
Statistics in Schools (SIS) US Census Bureau
Website: <https://www.census.gov/schools/>

Toolkit: <http://bit.ly/2020CensusSISPartnerToolkit>

Resources for Counting Young Children:
<https://acnj.org/census2020nj/>



Next Certification Application Deadline:

A red ribbon graphic with a white border, featuring a central rectangular box and two pointed ends. The ribbon is positioned horizontally across the middle of the slide.

**June 22
at 11:59pm**

Questions?

Sustainable Jersey for Schools is here to help!

Contact Véronique Lambert

at schools@sustainablejersey.com

Or 609-771-3427 (leave a voice message)

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The webinar and presentation will be posted on the [Webinar Recordings & Presentations](#) page of our website

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