Making Progress on Your Certification

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FREE Technical Assistance with Energy Actions

- Partnership with the *Environmental Defense Fund, New Jersey Natural Gas (NJNG),* and *Jersey Central Power & Light (JCP&L)* to assist school districts and municipalities in completing Sustainable Jersey energy actions.
- Applicants within NJNG and JCP&L service areas or that are identified as distressed communities are eligible to apply.

On-site support for 9 to 10 weeks in the summer of 2020, for energy projects such as:

- Energy tracking and management (including Benchmarking)
- Energy Efficiency for Municipal and School Facilities
- Fleet Inventory

Go to www.sustainablejerseyschools.com/grants-resources/

for application form and more information

Application Deadline: Wednesday, April 8, 2020 at 11:59pm

Registration Now Open! 2020 New Jersey Sustainability Summit

Friday, June 12, 8:00am – 4:30pm

Bell Works, Holmdel, NJ

For more details and to register, visit:
www.sustainablejersey.com/events-trainings/2020-sustainability-summit/

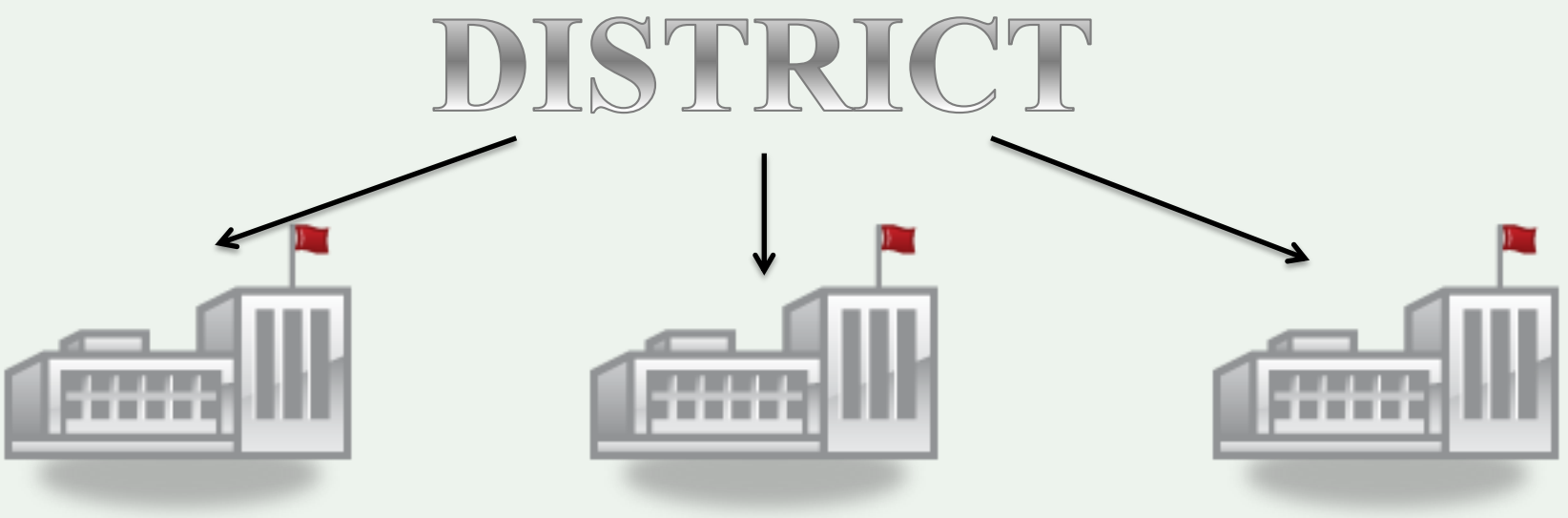
Webinar Agenda

- Certification Overview
- 2020 Certification Cycle
- Reviewer Comments
- Overview of district & school applications
- Re-Submitting Documentation
- Tips for Success
- Green Team Resources
- 2020 Census
- 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**
- The district application contributes points to the school applications

District and School Coordination



- 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 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

–Pursue new actions if needed

–Add additional contributors to your dashboard to help with the documentation

2020 Certification Cycle

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

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

Application Unlocked Email

Your Application is Now Unlocked!

Sustainable Jersey for Schools

Mon, Feb 28, 2020 at 4:12 PM

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

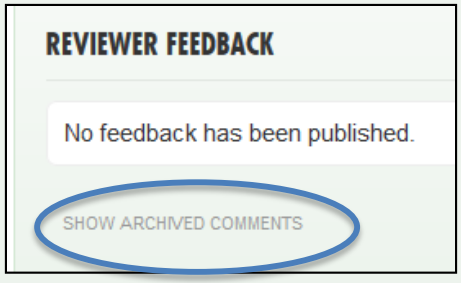
Dear ! Test School A (Atlantic):

Thank you for submitting a Sustainable Jersey for Schools application. We have completed the 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

- **Outdated Documentation**
  - No new documentation has been uploaded for the new certification year. Old documentation would not meet the standard.

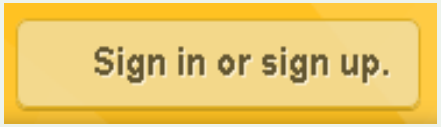
Reviewer Comments

- **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”.

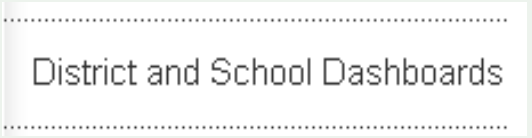
Actions with Prerequisites

- *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)

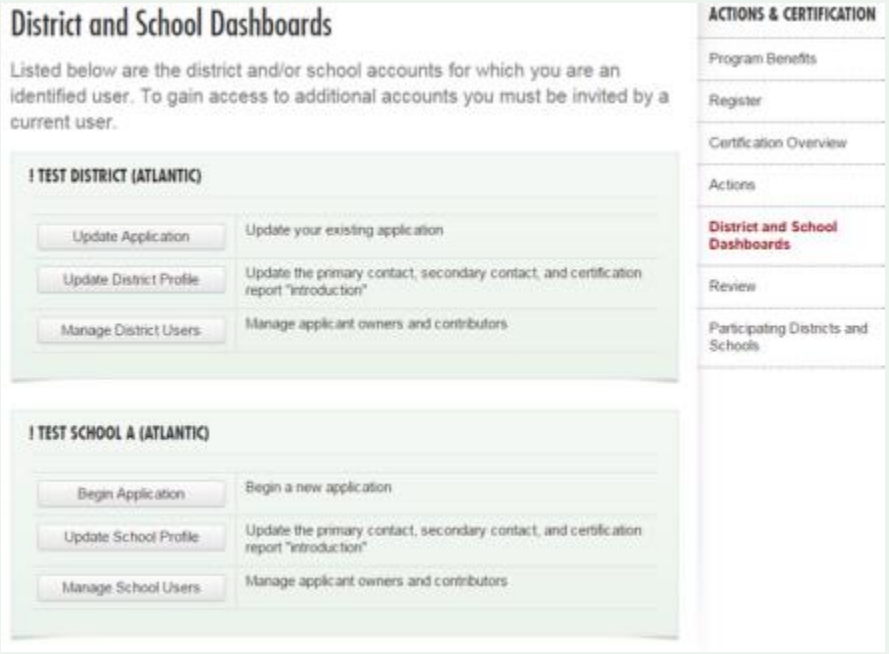
Accessing the Dashboard

- Click 

→ Login →

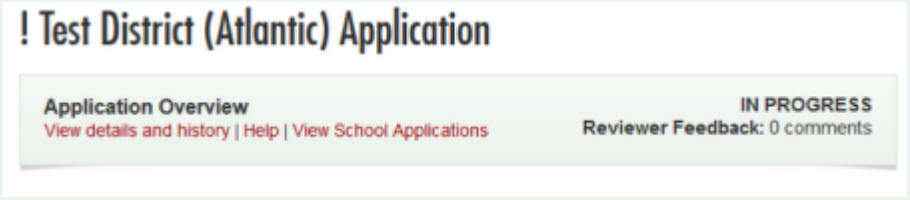
- Click on right hand side → 

- 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



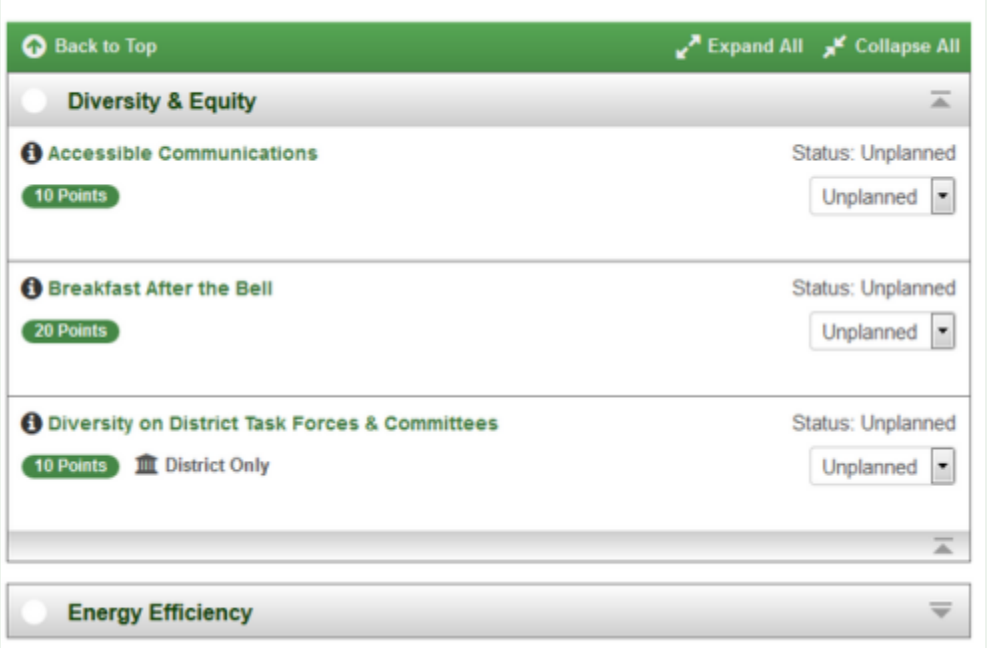
Application – "Living Document"

Application Overview



Search Features

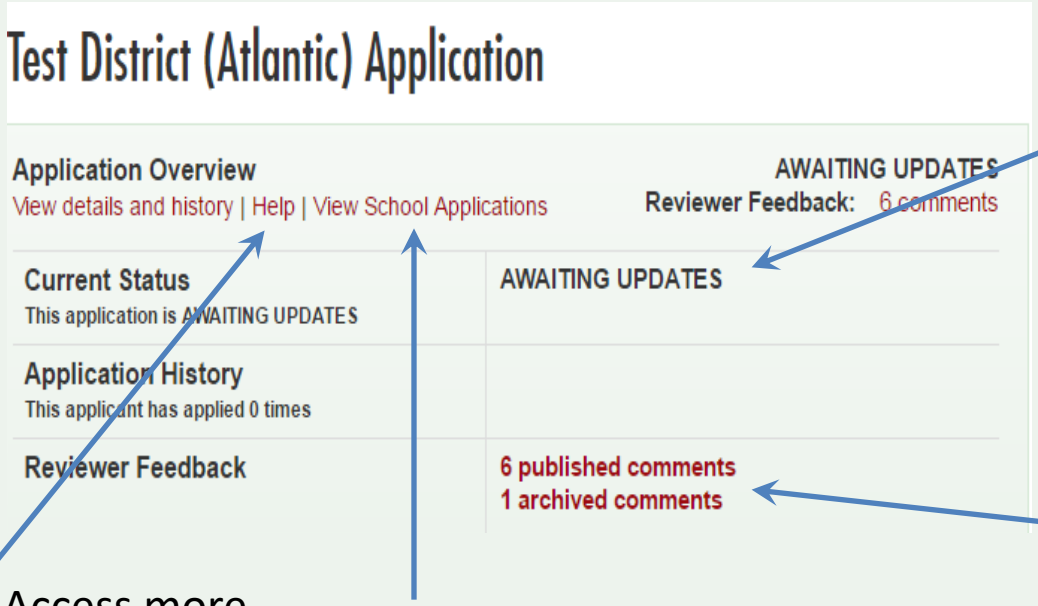
Action Listing



Point Calculations

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.

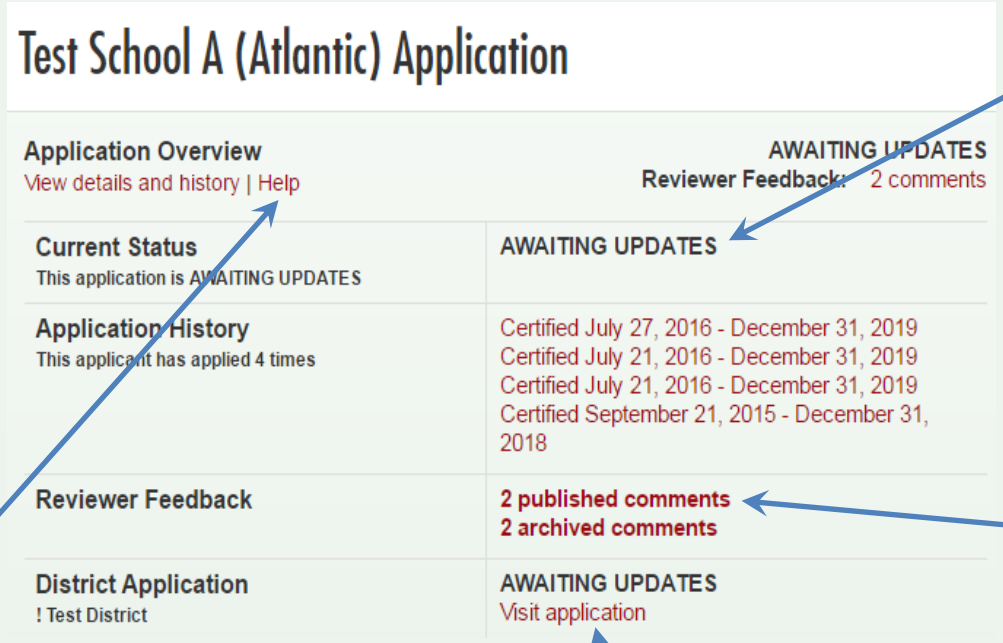
Check on reviewer feedback: Once you have submitted your application it has been reviewed

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

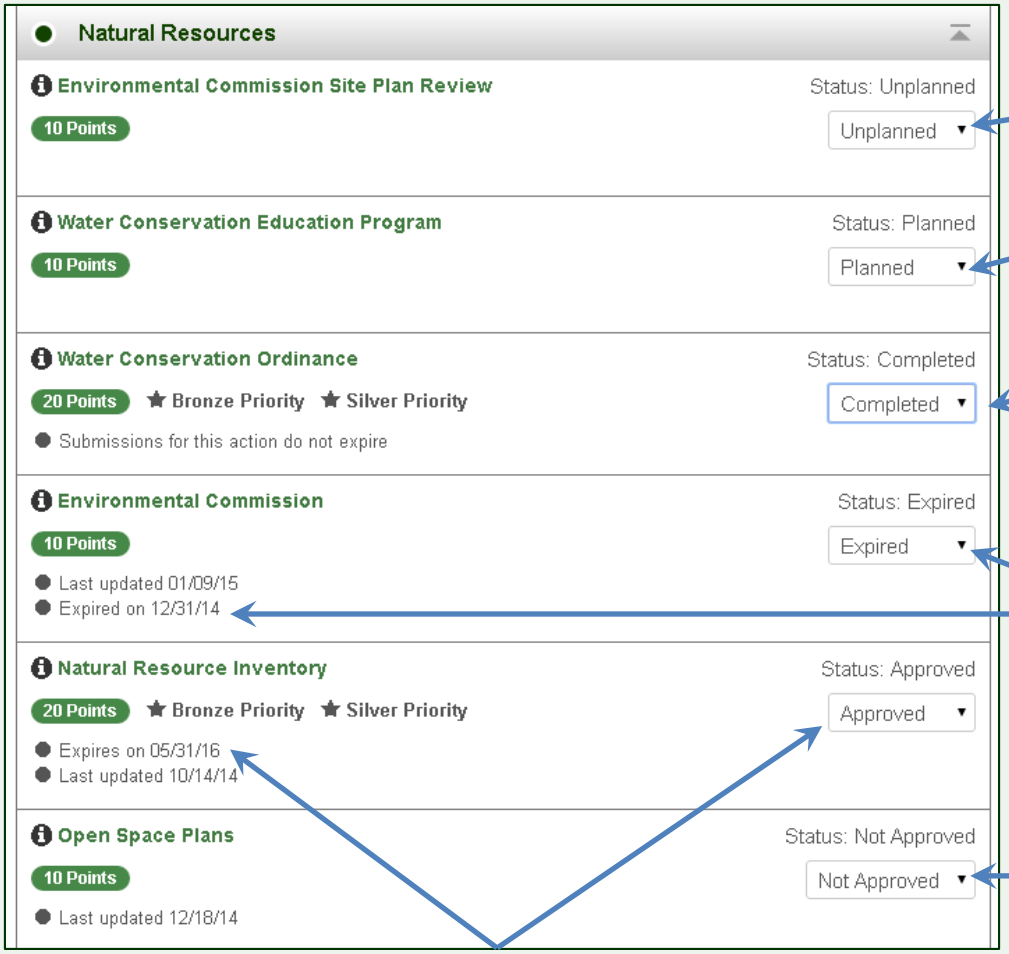
Check on reviewer feedback: Once you have submitted an application that has been reviewed

Get help: Access more detailed instructions on navigating the application

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

Action Statuses

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

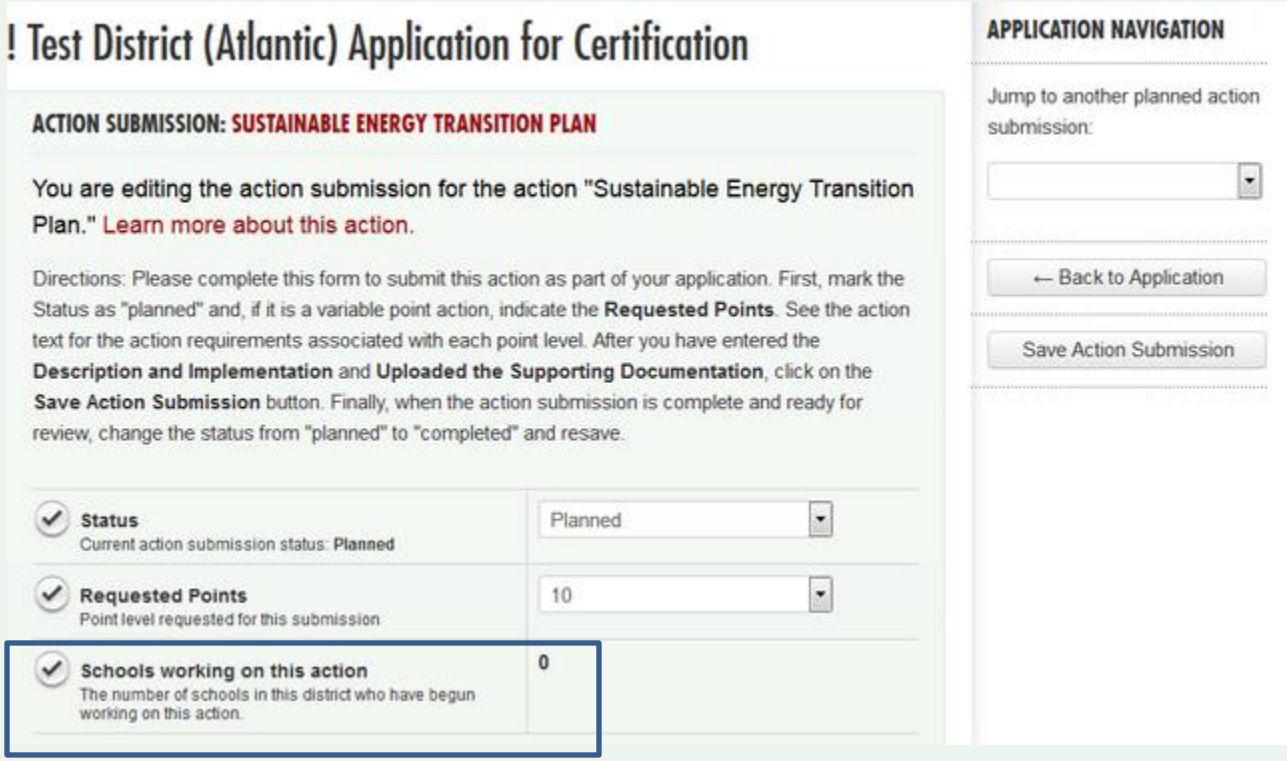
Credit not awarded last time action submitted

Approved points count towards certification.
Note when points expire.

Action Information

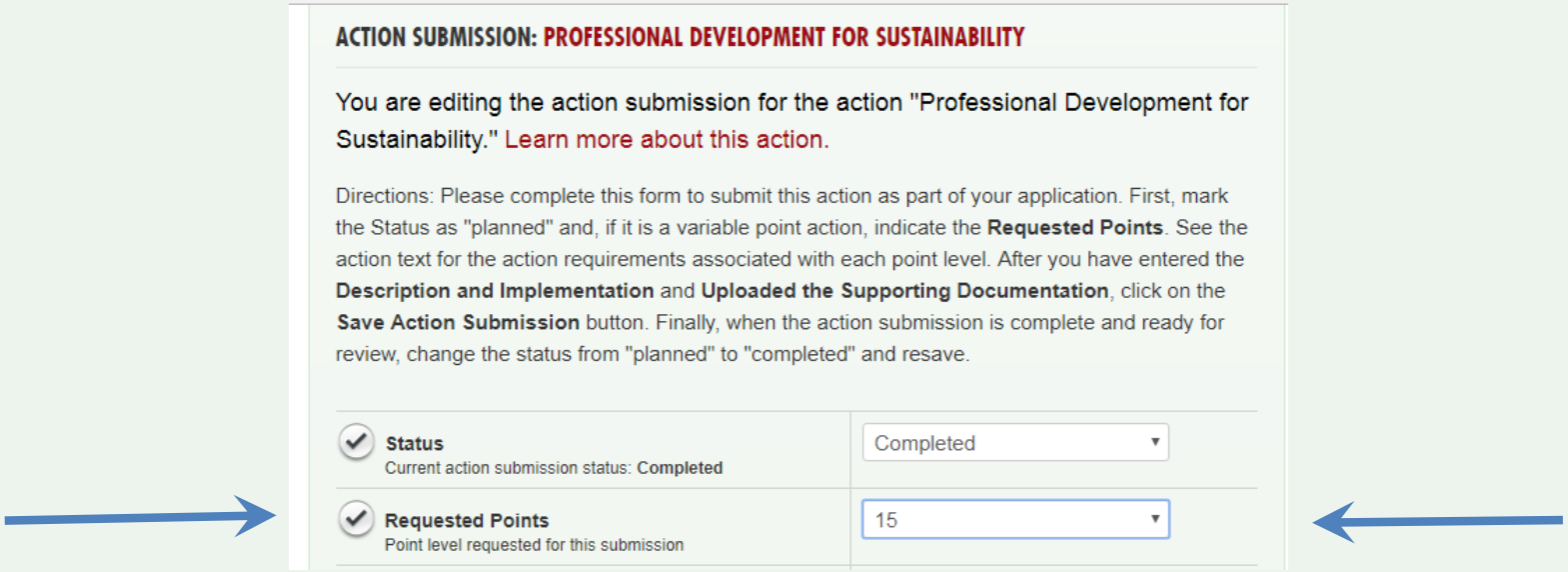
View action text

- 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.

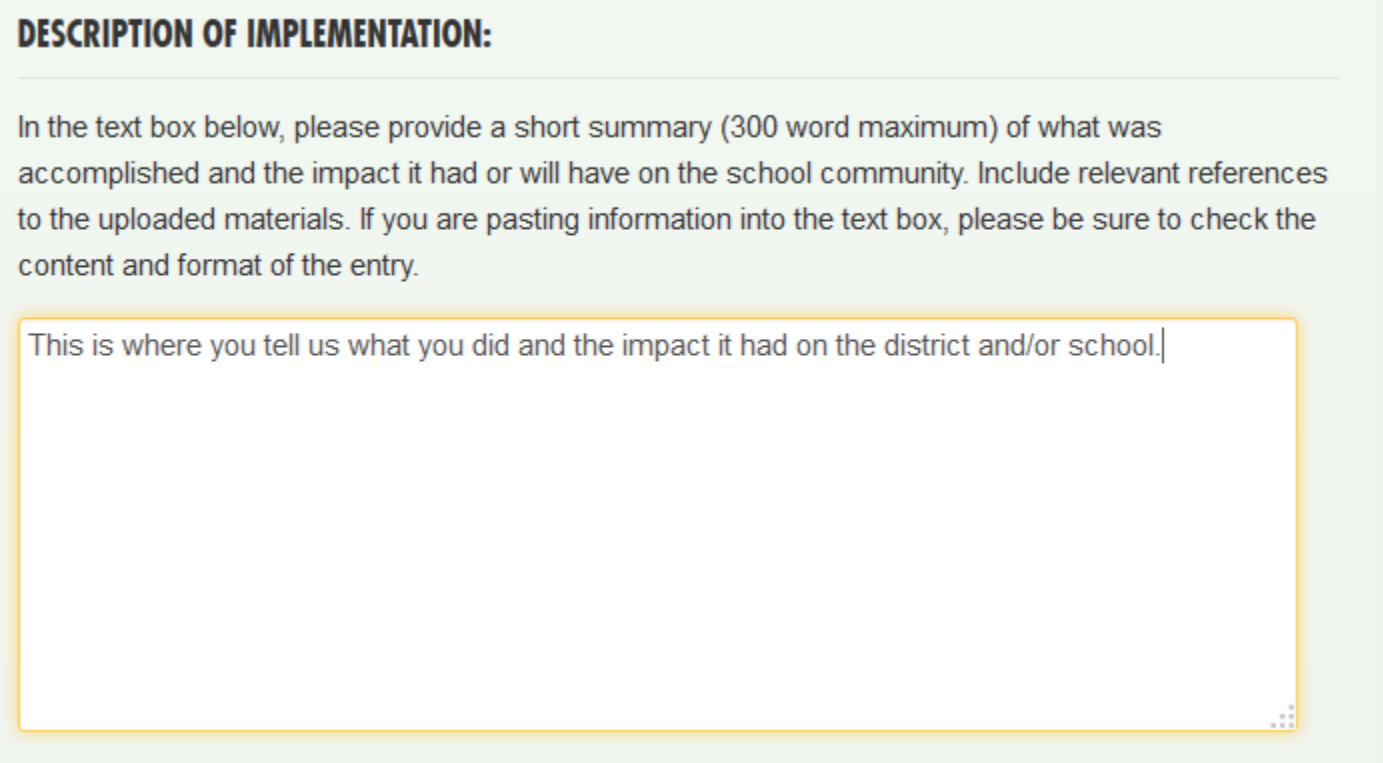
Variable Point Actions



- 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

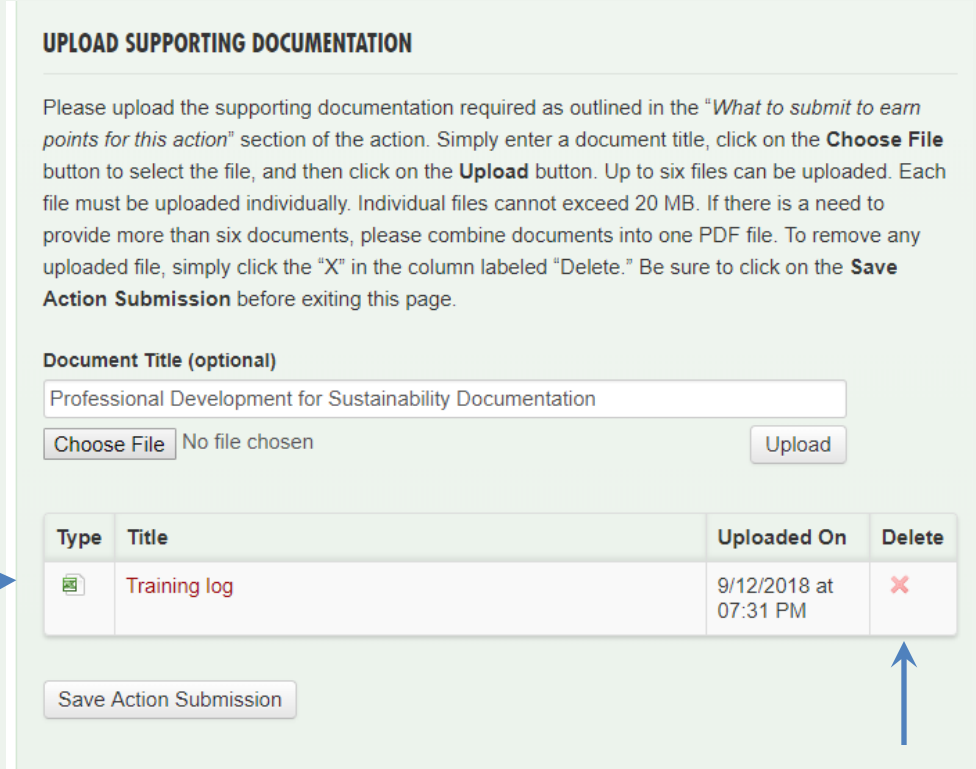
Description of Implementation

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

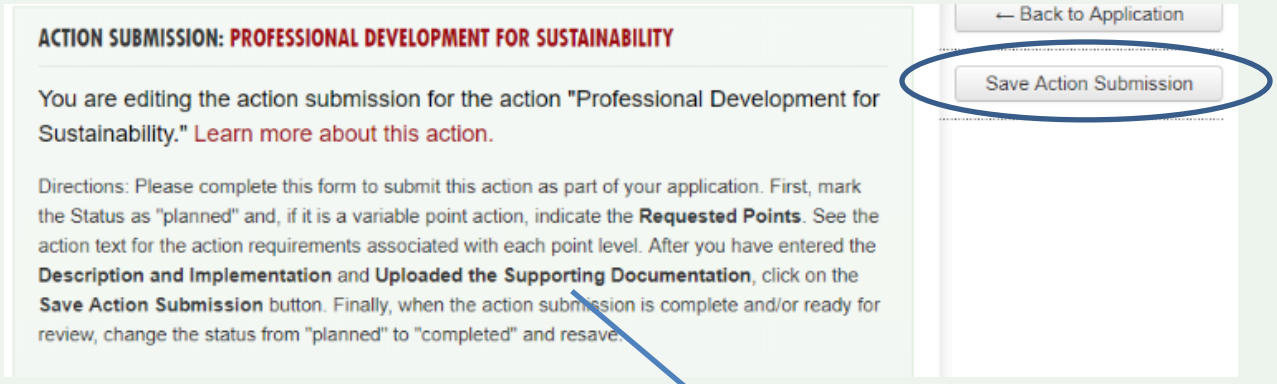
- Select the file from your computer to upload
  - *Many types of files can be uploaded, up to 20MB.*
  - *You can rename it to be whatever you like.*
- Once successfully uploaded it will appear in the box below



Easily remove files by clicking "X" under Delete

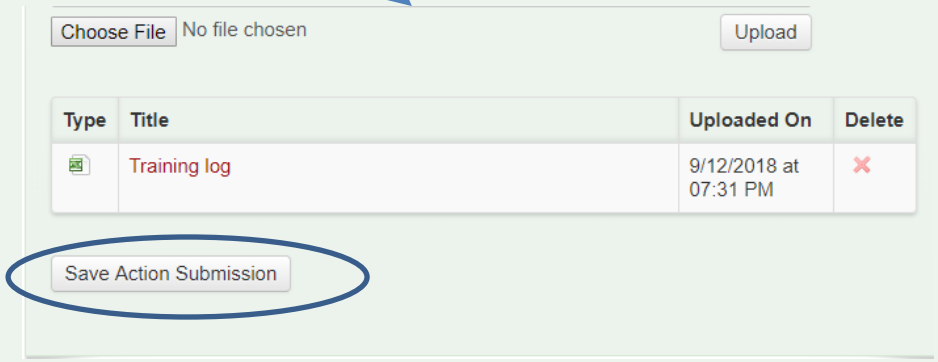
Be Sure to Save Action Submission

- **At Top of Page**



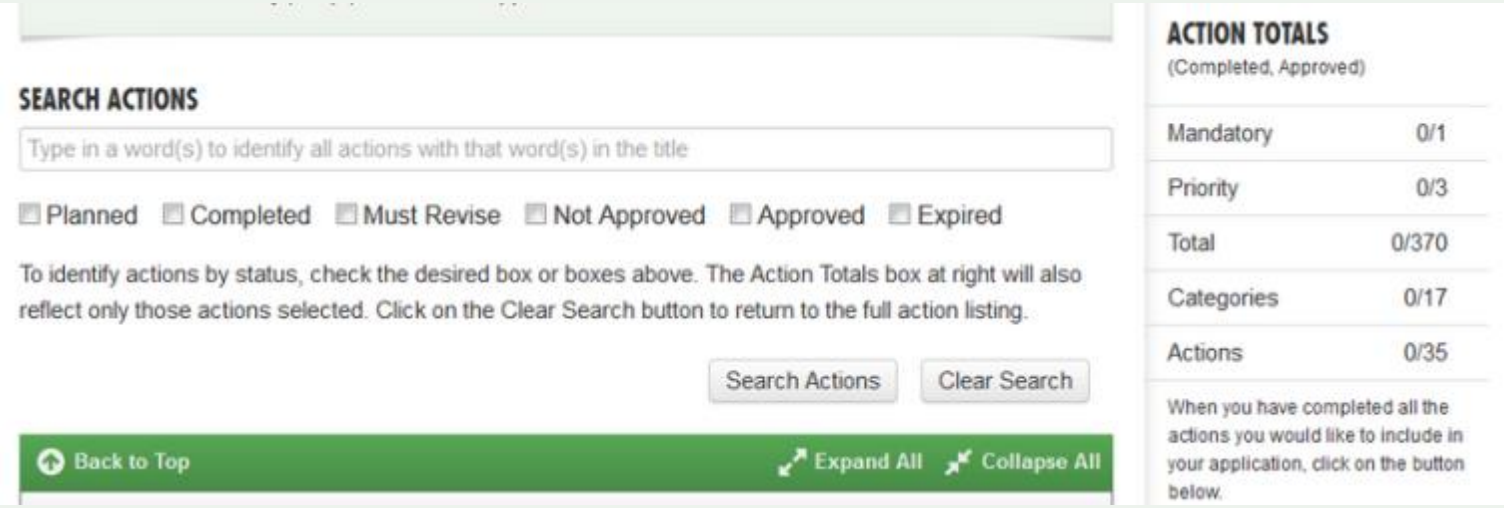
- **OR**

- **At Bottom of Page**

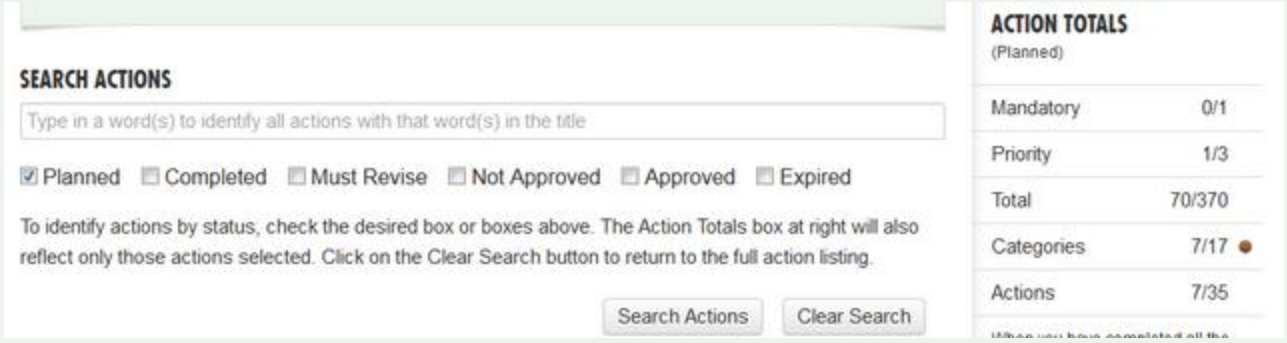


Calculating Points

- Use the ACTION TOTALS chart in left column to track your point totals.
- The application default counter is a total of Completed and Approved points.

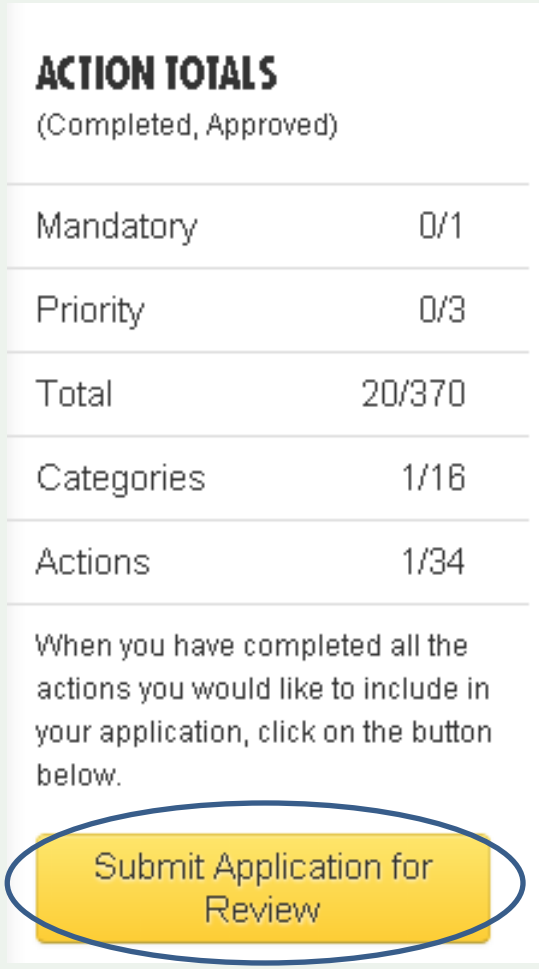


- You can view different combinations by checking the desired boxes under SEARCH ACTIONS



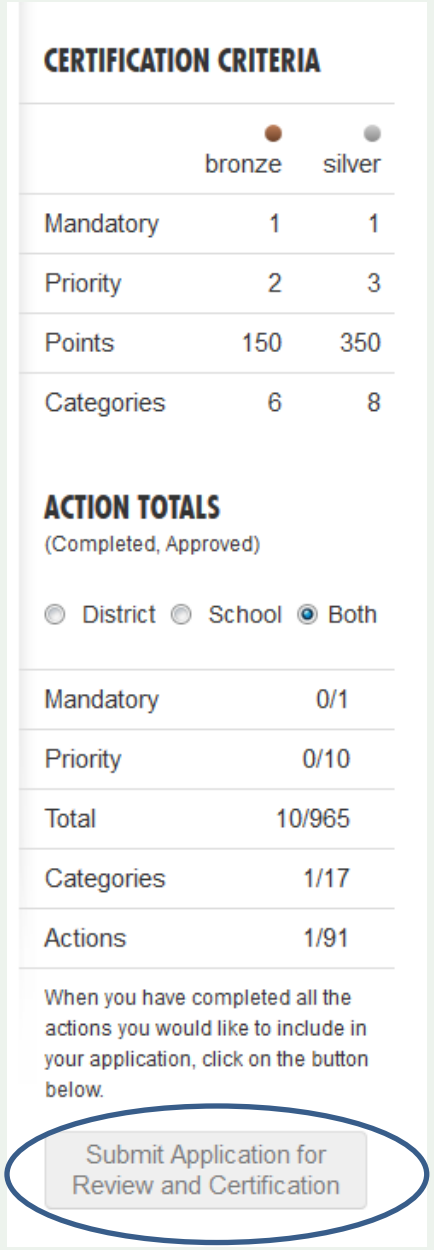
Preparing to Re-Submit District Application

- 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 the 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



Yes, You Can
Drop Actions or Add New Actions!

Actions may be dropped and added to 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.

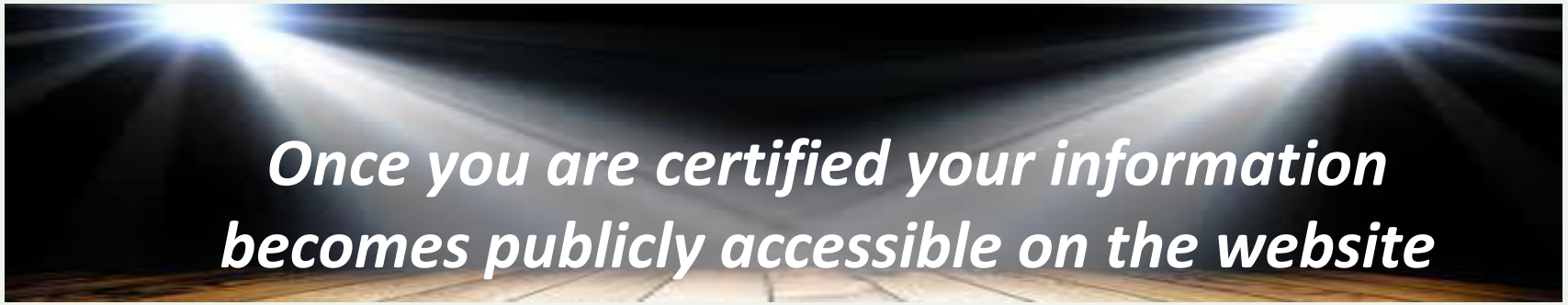
Why Actions Are Not Approved

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

TIP!

Download the Master Action Tracking Spreadsheet: http://www.sustainablejerseyschools.com/grants-resources/green-team-resources/

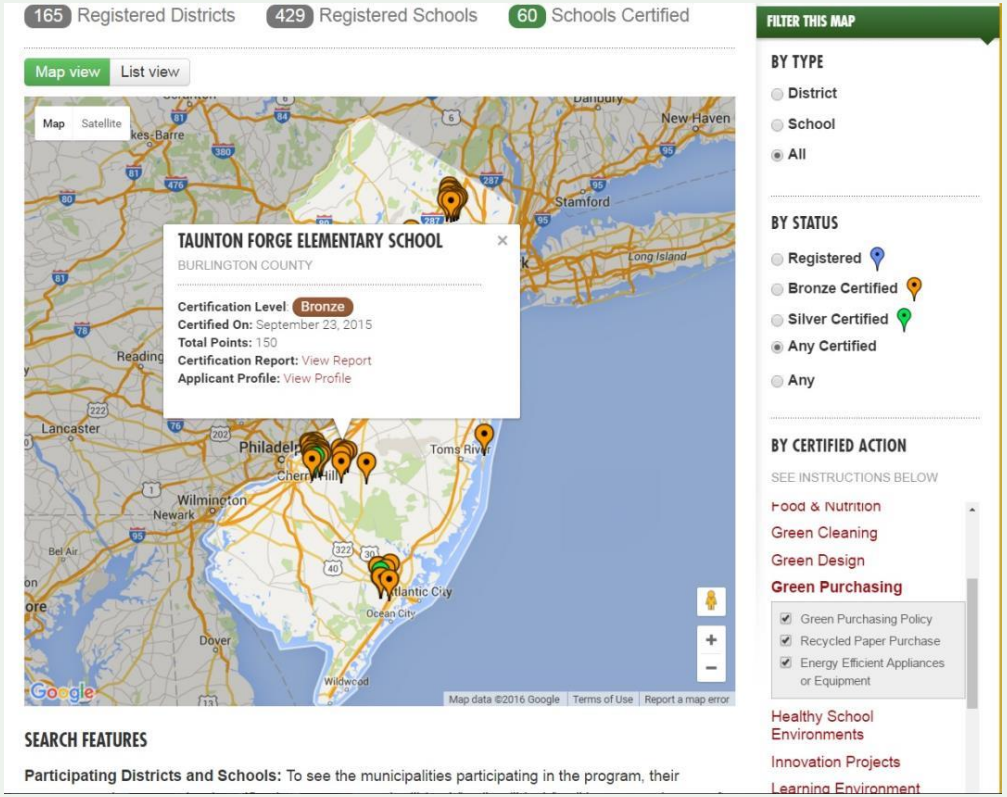
Check out Spotlights & Examples

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

Find spotlights towards the bottom of the action description.

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



Partner With Your Municipal Green Team

Look for Collaboration actions:

- 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/

Sustainable Jersey for Schools Census Initiative

Why is an accurate count important for schools?

Funding

Everyone counts!

Shape your future

$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.

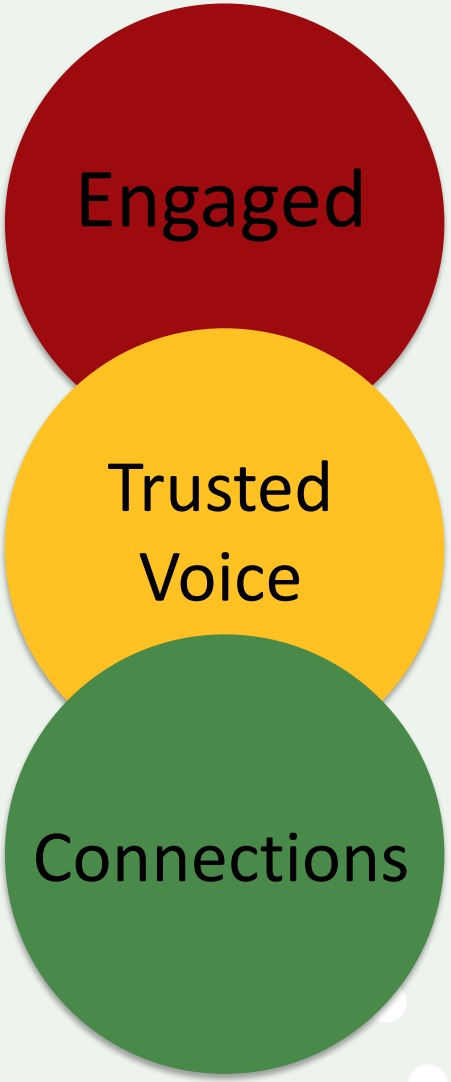
Information annotated from Advocates for Children of New Jersey & US Census Bureau

Why Green Teams?

Already **engaged** in community education and outreach

Trusted voice in the community

Connect with those in **hard-to-count areas & families**



Getting Started

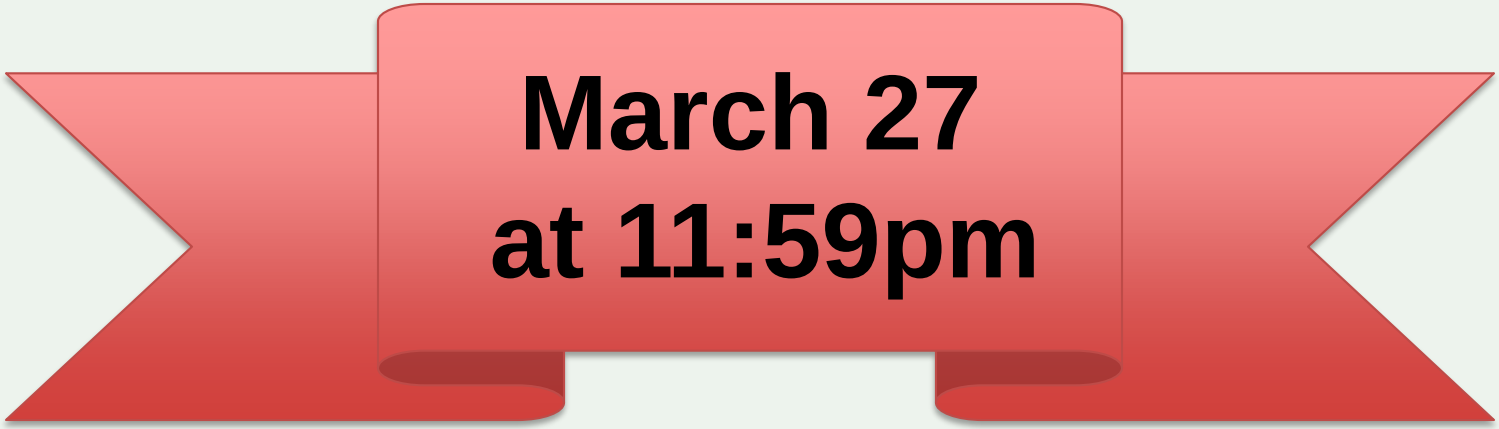
- Join or establish a Complete Count Committee
- Become a Census Partner or a Statistics in Schools Census Partner
- Review **resources** on the U.S. Census Bureau, Advocates for Children of New Jersey and New Jersey Department of State websites
- **Sign up** to receive emails from U.S. Census Bureau and Advocates for Children of New Jersey
- Follow the organizations on **social media**
- **Request a Census speaker** from the New York Regional Office: New.York.rcc.partnership@census.gov
- Download our flyer

Earning Sustainable Jersey for Schools Points

Community Education & Outreach (10 Points): Census 2020 outreach efforts performed by school officials, staff or green team volunteers.

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.

Next Certification Application Deadline:



Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert

at 609-771-3427 or

schools@sustainablejersey.com

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