



2023 Crossing the Finish Line Webinar

July 10, 2023

Samantha McGraw | Senior Department Administrator

Housekeeping

- Housekeeping: All attendees are muted.
- Questions? Enter them into the Questions box or “raise your hand” and we will answer them at the end of the presentation.
- The presentation and recording will be posted on the Webinars page & [Green Team Resources – Working on Certification](#) by the end of the week.

The screenshot shows the Sustainable Jersey website with the 'Resources' menu item circled in red. The left sidebar contains a navigation menu with 'Presentations' and 'Webinars' circled in red. The main content area is titled 'Webinar Recordings & Presentations' and includes a paragraph of text, a 'Category Navigation' section with two columns of links, and a 'Download Application User Guide' button.

The screenshot shows the Sustainable Jersey website with the 'Resources' menu item circled in red. The left sidebar contains a navigation menu with 'Green Team Resources' and 'Working on Certification' circled in red. The main content area is titled 'Working on Certification' and includes a paragraph of text, a 'Quick Start Resources' section, and a 'Download Application User Guide' button.

Agenda

1. Certification
Requirements & Timeline
2. Low-Hanging Fruit
Actions
3. Common Questions
4. Submission Tips
5. Q&A



Certification Requirements



- Total of at least 150 points
- Mandatory Green Team
- Implement 2 of 13 priority actions
- Actions completed in 6 of 18 categories



- Total of at least 350 points
- Mandatory Green Team
- Implement 3 of 13 priority actions
- Actions completed in 8 of 18 categories

2023 Certification Cycle



FIRST ROUND

SECOND ROUND

THIRD ROUND

Submission Deadline

Feb. 26

May 12

July 27

Return Date

Early-April

Mid-June

Mid-Sep.

- Municipalities that did not submit yet in the 2023 certification cycle can enter the cycle for the first time on July 27, but will only receive one round of review.
- **Expiring Municipalities:** Municipalities certified as part of the 2020 certification cycle that feel this change would impact their 2023 recertification efforts, can request a one-year extension on their certification through the Google Form on the [2023 Certification Cycle page](#) on our website.



Low-Hanging Fruit Priority Actions





Energy Efficiency for Municipal Facilities

5 to 50
Points

Awards points to municipalities on a sliding scale for taking increasingly more effective steps to reduce energy consumption, starting with energy audits and culminating with deep energy savings.

Who to contact: Business Administrator, Public Works Staff, Facilities Managers, Billing Department to see if any of the options for points have been completed.

Questions about the energy actions? Contact Energy Program Manager, Nancy Quirk, at quirkn@tcnj.edu

[View Action](#)



Energy Tracking & Management

10 to 20
Points

10 points for drafting a full building portfolio, collect twelve months of complete utility data for each building, and enter that information into an Energy Tracking and Management (ET&M) system to establish a historical baseline.

10 additional points for completing performance benchmarking and putting an ongoing tracking and reporting system into place to monitor energy usage long-term.

Who to contact: Administrators, facilities managers, maintenance staff, community members, etc.

Questions about the energy actions? Contact Energy Program Manager, Nancy Quirk, at quirkn@tcnj.edu

[View Action](#)



Sustainable Land Use Pledge (SLUP)

10
Points

One of the more streamlined resolutions to pass. Adoption commits municipality to a thoughtful, longer-term re-evaluation of current land use practices and planning policies.

Who to contact: Environmental Commission, Planning and Zoning Boards, municipal governing body.

What to submit: Copy of signed resolution, evidence showing it was distributed to Planning Board, Zoning Board, Environmental Commission and other relevant boards and commissions

No more than 2.5 years old from the date applying for certification. If resubmitting, need to adopt a new SLUP

[View Action](#)



Green Business Recognition Program

10 or 20
Points

10 points: Green Business Recognition Program for local companies that includes criteria for participation and a marketing strategy to recognize participants with a minimum of two businesses participating.

20 points: Green Business Recognition Program incorporates the criteria established by the [New Jersey Sustainable Business Registry Program](#) (NJSBR), and includes participation in the NJSBR (which is free) as a mandatory element in their Recognition Programs. A minimum of three businesses must be participating in the Green Business Recognition Program & the NJSBR.

Who to contact: Environmental Commission, Economic Development Commission, local Chamber of Commerce, Main Street Program. If you want to start a program, or find out if local businesses are part of the NJSBR contact Gina Gambacorto at Gina.Gambacorto@dep.nj.gov

[View Action](#)



Natural Resource Inventory

20 Points

A Natural Resource Inventory (NRI) serves as an index of natural resources and provides baseline documentation for measuring and evaluating resource protection issues. Thus it is an important tool for environmental commissions, planning boards, and zoning boards of adjustment.

Who to contact: Environmental Commissions have the power to conduct the NRI, but an NRI can be initiated by the municipal Planning Board and/or governing body. Integrating the NRI into the Master Plan and zoning will require coordination with the Planning and Zoning Boards. The Mayor and council/committee, and the public, will need to be involved and approve any significant changes.



Natural Resource Inventory

What to Submit

- NRI with documentation to show that it was completed or updated from within the last 10 years.
- NRI should include all sections listed in “What to do and how to do it”.
- For an updated NRI indicate what has been reviewed and/or updated.
- Documentation municipality has incorporated the NRI into its Master Plan.
- Statement/documentation municipality has a policy for regularly updating the NRI.

[View Action](#)



Prescription Drug Safety & Disposal

10 Points

Establish permanent drop off location or conduct at least 2 drop events a year for prescription drugs at a location within the municipality. [Documentation from current or previous year](#)

Who to contact: Municipal recycling coordinator or law enforcement.

What to Submit:

- Address, drop off hours (Permanent Location)
- Collection event days and time (Two Collection Days per Year)
- Educational materials
- Link to municipal and/or police department website page with information about municipal collection program.
- Photo of drop off area/collection event.
- Weight collected and description of final disposal.

[View Action](#)



Low-Hanging Fruit General Actions

Community Partnership & Outreach

Community Education & Outreach

5 to 20
Points

Awards 5 points for up to **three** different community education and outreach initiatives that incorporate workshops, lectures, newsletters, social media campaigns, and other strategies. Additional 5 bonus points may be awarded if submission represents a comprehensive effort that has had significant impact on the community and/or could serve as a model for other green teams.

Initiatives that focus on topics covered under other Sustainable Jersey actions will not count. Initiatives can have taken place in the current or previous year.

Who to may be working on these activities: green team, environmental commission, local nonprofits, local library, other community groups

Community Education & Outreach

What to submit: [In-Person/Virtual Event](#) and/or [Online/Print Initiatives](#) checklists for each initiative and relevant promotional materials.

In-Person/Virtual Events: community cleanup, lecture/workshop/training with expert speaker, guided nature walk/bike ride/tour of community sustainability assets, etc. *All events must have an educational component.*

Online/Print Initiatives: well-researched column in municipal newsletter, website page with in-depth guidance on a particular topic, podcast/video, brochure/booklet, etc.

[View Action](#)

Food

Community Food Pantry/Bank & Soup Kitchen

10 to 15
Points

10 Points: Municipality directly operates food pantry/bank or soup kitchen within designated municipal facility with regular operation hours OR partners in a meaningful way with a county or municipality, faith-based institution, or community organization that provides food assistance. Meaningful support would include providing one or more of the following: physical space, financial support, transportation of goods, staffing services, and coordinating an anti-hunger coalition.

Additional 5 Points: Municipalities provide delivery service of food to residences and/or transportation for residents to get to local pantries, whether run by the municipality, or county or community partners.

Community Food Pantry/Bank & Soup Kitchen

Who to contact: Health department official, municipal administrator.

Representatives from the public works department and appointed municipal entities such as the housing authority, local board of health, green team or environmental commission might also be involved. Coordination with faith-based and nonprofit organizations within the community will be critical in order to assist in getting the word out to vulnerable residents in need.

What to submit: Review the submission requirements in the action description for guidance on documentation required for the different options and additional points.

[View Action](#)

Community Gardens

10 to 20
Points

This action awards points for a community garden, which must be on municipally controlled/maintained property, and open to members of the community. The municipality must have provided substantial support for the construction of the garden and play a role in the ongoing operations. Additional points can be earned for using environmentally-friendly gardening practices and produce donation.

Who to contact: reach out to the municipal clerk, recreation, or public works departments as they may already be providing support to a garden.

Garden

Environmentally-
Friendly
Practices

Produce
Donation

Community Gardens

Need Help Planning a Garden? Many organizations can assist in the planning, construction, and ongoing operation of a garden. For example, the [Rutgers Master Gardener Program](#) trains volunteers to provide horticulture programs and information to the general public. Additional organizations that can help support the development of a community garden are in the Resources section of the [action](#).

What to Submit

- [Community Garden Submission Questionnaire](#) & relevant supporting materials outlined in questionnaire

Documentation can be from the current or previous year

[View Action](#)

Health & Wellness

Building Healthier Communities

5 to 25
Points

- Focuses on ongoing health promotion, disease prevention, and wellness efforts.
- Points are awarded for programming targeted at specific segments: youth, seniors, employees, and the entire community.
- Three initiatives for a segment earns 5 points (total of 20 points if criteria are met for all segments).
Documentation from current or previous year.
- 5 bonus points for municipalities that meet the requirements for two segments and are participating in the [Mayors Wellness Campaign](#) (MWC). Documentation from current or previous year.
- **Full 25 Points:** If municipality is designated by MWC as a Healthy Town or Health Town to Watch in the current or previous year can simply upload a copy of their Application for New Jersey Healthy Town Designation and documentation of the award (i.e. certificate, notification letter, press release, etc.).

Building Healthier Communities

Who to contact: Municipal departments including health, recreation, police, senior services, and the library. They are likely running programs that support these population segments. Find out if your municipality is [participating](#) in the Mayors Wellness Campaign or join [here](#).

What to Submit

- [Submission form](#) for each population segment: youth, seniors, employees and the community
- Copy of Mayors Wellness Campaign [Participation Pledge](#) or Resolution

Youth

Seniors

Employees

Community

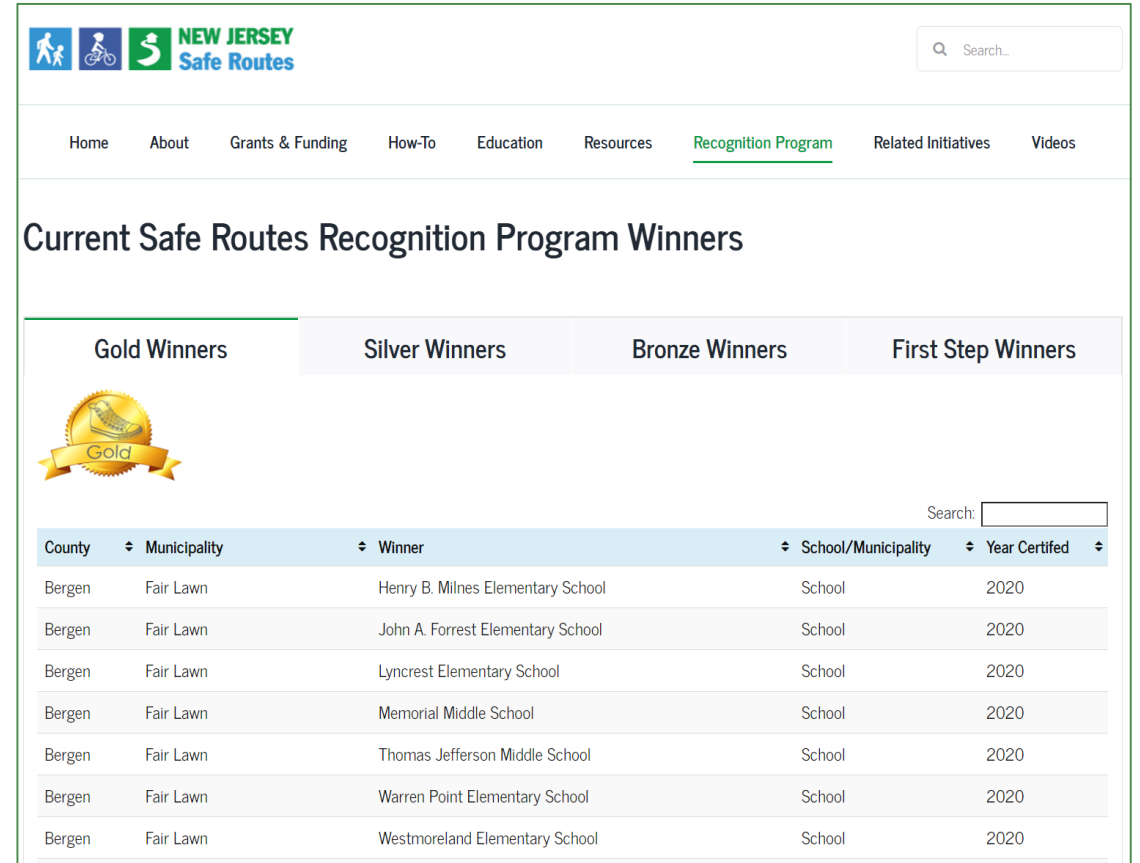
[View Action](#)

Safe Routes to School

10 Points

Safe Routes to School (SRTS) is a federal, state, and local effort to make walking and bicycling to school safe and appealing and to encourage children, including those with disabilities, to walk and bicycle to school.

Four levels of SRTS recognition - this action awards points to municipalities that meet the requirements of the statewide SRTS Recognition Program at the **Silver Level or above**. Nominations for SRTS Recognition Levels are due by January 31 each year.



NEW JERSEY Safe Routes

Home About Grants & Funding How-To Education Resources Recognition Program Related Initiatives Videos

Current Safe Routes Recognition Program Winners

Gold Winners Silver Winners Bronze Winners First Step Winners

Search:

County	Municipality	Winner	School/Municipality	Year Certified
Bergen	Fair Lawn	Henry B. Milnes Elementary School	School	2020
Bergen	Fair Lawn	John A. Forrest Elementary School	School	2020
Bergen	Fair Lawn	Lyncrest Elementary School	School	2020
Bergen	Fair Lawn	Memorial Middle School	School	2020
Bergen	Fair Lawn	Thomas Jefferson Middle School	School	2020
Bergen	Fair Lawn	Warren Point Elementary School	School	2020
Bergen	Fair Lawn	Westmoreland Elementary School	School	2020

Safe Routes to School Program Winners Website Page

Safe Routes to School

Who to contact: Check the Safe Routes to School [website](#), to see if your municipality is recognized as a program winner. Recognition must be from the [current or previous year](#). Regional SRTS Coordinators or representatives from Transportation Management Associations (TMAs) can assist with setting up a program. Find your regional coordinator [here](#).

What to submit: Copy of municipality's NJ SRTS Recognition Program Silver Level certificate OR screenshot on the NJ SRTS website where this recognition is noted. If requirements completed but recognition not yet awarded, see alternative documentation in "What to Submit" section.

[View Action](#)

Tobacco Free Community

5 to 25
Points

Awards points for implementing options that reduce exposure to harmful effects of tobacco products.

5 Points: Two policy/public outreach options

10 Points: Adopt point-of-sale ordinance restricting sale of tobacco products

10 Points: Adopt a smoke-free housing ordinance that prohibits 100% smoke and tobacco use in public and private multi-unit housing properties.

Municipalities that earn a minimum of 15 points by implementing at least two options will obtain a “Tobacco Free Community” designation from the New Jersey Prevention Network. Learn more about this designation in the recorded [Tobacco Free Community webinar](#).

Tobacco Free Community

Who to contact: Health representatives from the local health department and/or Board of Health, green team, governing body and administration will be critical in getting any policies adopted, as will the planning or zoning board depending on the policy. [New Jersey Prevention Network](#) and [Tobacco Free for a Healthy New Jersey](#) coalition are instrumental allies in the implementation of this action, as they are the leading experts on the topic within New Jersey. Regional tobacco collaboratives and county youth tobacco action groups.

What to submit: View action description for specific requirements for each point tier. [Education & outreach campaigns from last 2 years.](#)



Montgomery Township Achieves First Tobacco Free Community Designation

[View Action](#)

Innovative Projects

Innovative Community Projects

10 to 30
Points

Earn up to 30 points by implementing sustainability initiatives **that are NOT addressed by other Sustainable Jersey actions.**

Projects can include ordinances, implementation of alternative or new technologies, policies, practices, programs, etc. Examples include municipal sponsored transportation services, comprehensive research studies, implementing new technologies in municipal owned utilities, cultural/diversity initiatives. **One day events such as a town or stream clean-up, recycling day, health fair even if they are annual events DO NOT count.**

Questions about what would count? Contact Renee Haider at haiderr@tcnj.edu

Innovative Community Projects

Who to contact: Environmental Commission, Public Works, Department of Community Affairs, Engineering Department, Police, municipal owned utilities etc., to see if they are working on any projects that might be considered innovative.

What to Submit

- Evidence that project was completed and information regarding the impact it has had on the community. This can include executed contracts, articles, minutes from public meetings, pictures, analyses, etc.
- Examples of information shared with the community about the project. This could include information posted on a website, published articles, pictures of signage posted at the project site explaining the project to the public, etc.

[View Action](#)

Natural Resources

Environmental Commission & Site Plan Review

10 to 20
Points

10 points for establishing an Environmental Commission (EC) by ordinance, and 10 points for ECs that review site plan and subdivision development applications to elevate the potential environmental impacts and to advise the Planning & Zoning Boards.

Who to contact: Environmental Commission, municipal clerk to determine the location of the ordinance establishing the EC, Association of New Jersey Environmental Commissions

Environmental Commission & Site Plan Review

Environmental Commission (10 Points): What to Submit

- Signed ordinance adopted by the municipal government establishing an EC, or provide a link to the online codes directory.
- Environmental Commissions' Annual Accomplishment report with list of members (remove personal contact information)

Environmental Commission Site Plan Review (10 Points): What to Submit

- Report listing all development applications sent to the Environmental Commission for review during current or previous year, and the action taken by the Environmental Commission (i.e. Findings of Fact and Recommendations or No Findings.)
- Environmental Commission's Findings of Fact and Recommendations report for one project reviewed.

Natural Resource Protection Ordinances

10 to 40
Points

10 Points

- Clustering Ordinance

10 Points

- Environmental Assessment Ordinance

10 Points

- Habitat Conservation Ordinance

10 Points

- Tree Protection Ordinance*

** Most likely to have*

Natural Resource Protection Ordinances

Who to contact: Municipal clerk to see if an ordinance has been passed, Environmental Commission, Planning Board, or other relevant commissions such as the Shade Tree Commission for the Tree Protection Ordinance

What to Submit

- Check to make sure ordinance passed meets action requirements.
- Copy of the ordinance or link to ordinance in the web-based codes, or certified copy of resolution adopting ordinance.
- Description of the standards that relate to those listed in section II (Ordinance Structure) of the “What to Do” section if not included in Description of Implementation.

Community Forestry Management Plan & NJUCF Accreditation

10 or 20
Points

10 points to municipalities that have a newly approved Community Forestry Management Plan (CFMP) and meet the Core training requirements. New Jersey Urban & Community Forestry accredited municipalities will earn 20 points.

Who to contact: Shade Tree Commission and Committee, Environmental Commission, Public Works Department, Parks and Recreation Commission. Check the [NJUCF website](#) to see if your municipality is accredited.

Community Forestry Management Plan & NJUCF Accreditation

This action is a prerequisite for the Tree Hazard Inventory, Tree Maintenance Programs, and Tree Planting Programs actions.

What to Submit - NEW Community Forestry Management Plan approved in year applying for certification (10 Points)

- Community Forestry Management Plan (CFMP) and documentation that it's approved by the Community Forestry Program (NJUCF), such as a [sample letter from NJUCF](#).
- Documentation municipality meets Core Training requirements. See [action](#) for details.


[View Action](#)

Community Forestry Management Plan & NJUCF Accreditation

What to Submit - NJUCF Accredited (20 Points)

- Approved Community Forestry Management Plan
- Municipality's **prior year** Accreditation Status Report showing that the municipality is NJUCF Accredited – look for “Yes” in upper right hand corner. Visit [NJUCF website](#) to view reports.

Updated: 6/21/2023



2022 ACCREDITATION STATUS

NJUCF Accredited: Yes

Municipality: Monroe Township-Middlesex **County:** Middlesex

To receive and maintain accreditation, the local government must stay up to date with the following requirements:

1. COMMUNITY FORESTRY MANAGEMENT PLAN

Round	Plan Status	Year Plan Approved	Most Recent Plan Expires Dec 31 of 2026
1	Approved	1999	
2	Approved	2005	
3	Approved	2010	
4	Approved	2017	

2. EDUCATION AND TRAINING

a: CORE Trained Community Representatives

Name	Type of Representative	Name	Type of Representative	Name	Type of Representative
Anthony Costa	Volunteer	Charles Dipierro	Volunteer	Darren Kutz	Volunteer
Joe Slomian	Municipal Employee	Karen LaFata	Volunteer	Lorraine Sarhage	Volunteer
Phil Levy	Volunteer	Renee Haider	Volunteer	Rick Siemon	Municipal Employee
Shaun Hluchy	Volunteer	Stanley Geltzeller	Volunteer	Stanley Geltzeller	Volunteer
Vincent LaFata	Volunteer				

b: Continuing Education Units (CEUs)

Course Participant	Course Title	CEU Credits	Course Participant	Course Title	CEU Credits
Anthony Costa	Monroe Twp DPW Chainsaw Safety	6	Lorraine Sarhage	NJSTF Conference 2022- SFI part 1	1
Lorraine Sarhage	NJSTF Conference 2022- Water Literate Planting Des	1	Lorraine Sarhage	NJSTF Conference 2022- Soil Remediation	1

Contact: NJ Urban and Community Forestry
Communityforestry@dep.nj.gov

Operations & Maintenance

Recycled Copy Paper

**5 to 15
Points**

Variable point action that allows municipalities to earn 5, 10 or 15 points for purchasing 30% Post-Consumer Recycled Content Copy Paper.

5 Points

- 30% Post-consumer Recycled Content copy paper purchases represent **50-74% of the total copy paper purchases.**

10 Points

- 30% Post-consumer Recycled Content copy paper purchases represent **75-99% of the total copy paper purchases.**

15 Points

- 30% Post-consumer Recycled Content copy paper purchases represent **100% of the total copy paper purchases.**

Recycled Copy Paper

Who to Contact: business administrator and purchasing agent have the main responsibility for securing the goods and services needed in towns. Members of the Green Team, operations and maintenance staff, as well as municipal departments with direct purchasing authority could also assist in setting up and implementing a recycled copy paper purchasing program.

What to submit: [Recycled Copy Paper Tracking Spreadsheet](#) or alternative tracking template that documents your 30% Post-consumer Recycled Content Copy Paper purchases by the municipality in the past year or for the previous 12 months for which data is available.

[View Action](#)

Public Information & Engagement

Digitizing Public Information

10 Points

This action awards towns points for digitizing and posting public information.

Who to contact: reach out to the public information officer or municipal staff responsible for communications. The municipal clerk or administrator would be a good point of contact too.

What to submit: [Submission Checklist](#) – identifies the items that need to be posted for points.

[View Action](#)

Waste Management

Household Hazardous Waste

5 to 15
Points

This action awards points to municipalities that create permanent household hazardous waste (HHW) collection programs for two or more materials. Participation only in county collection programs will not qualify.

5 points awarded for the collection of two materials, and an additional 5 points each can be earned for up to two other materials. A list of household hazardous waste materials can be found in the [action description](#).

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Check municipal website to see if HHW material is collected.

Household Hazardous Waste

What to Submit:

- Describe the program and HHW materials collected.
- Examples of promotional materials used to inform residents about the HHW collection program. [Documentation from current or previous year.](#)
- Annual Recycling Tonnage Report submitted to the New Jersey Department of Environmental Protection for the previous calendar year that includes entries for the specific HHW materials for which credit is being sought. More information about tonnage reports is available on the [NJDEP website](#).

[View Action](#)

Non-Mandated Materials Recycling

5 to 60
Points

This action recognizes municipalities for implementing recycling initiatives that target materials that are not designated as mandatory recyclable items as per state law, or the applicable county recycling plan.

Eligible materials:

- Bulky rigid plastics (10 points)
- Carpet and foam padding (10 points)
- Shrink wrap (5 points)
- Plastics listed #3-7 (10 Points)
- Ceiling tiles (5 points)
- Textiles (5 points)
- Cooking Oil (5 points)
- Other (5-10 points): An additional five points for recycling of up to two additional materials not mandated for recycling by state law or the applicable county recycling plan.

Ineligible materials include:

- Those listed in the [NJDEP Designated Recyclables by County Document](#)
- Household Hazardous Waste
- Leaves

[View Action](#)

Non-Mandated Materials Recycling

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Municipal staff and volunteers, county recycling coordinator. Check municipal website to see what materials are collected.

What to Submit:

- Identify the actions credit is sought. It is **highly recommended to complete the [action submission checklist](#)**.
- Promotional materials used to advertise the program to residents. If submitting for the collection of textiles, provide a written agreement with a textile collection company to host a collection bin at the recycling depot, or have a written agreement with a textile collection company to offer bins throughout the municipality. **Documentation from current or previous year.**
- Annual Recycling Tonnage Report submitted to the New Jersey Department of Environmental Protection for the previous calendar year that includes entries for the specific non-mandated materials for which credit is being sought. More information about tonnage reports is available on the [NJDEP website](#).

Recycling Depot

10 Points

Municipality operates a recycling depot that is operational for at least one day a week and collects multiple materials.

Who to contact: Municipal recycling coordinator or other appropriate municipal staff involved in waste management. Find your municipal recycling coordinator [here](#). Department of Public Works.

What to Submit:

- Informational material that advertises the depot, including location, hours of operation and list of materials collected.
- At least one picture of the recycling depot that includes a sign that proves it is located in your community and additional pictures of containers and associated signs.

[View Action](#)



Common Questions & Answers

Common Questions

Q: How can I find out when our certification expired? How can I view previous certification reports and see what I earned credit for?

A: In your application, under details and history, there is an Applicant Reports section which lists your certification history and links to your certification report. Certification expiration and report information can also be found on the [Participants Map](#) under Applicant Profile.

Application – Details & History

Applicant Reports	CERTIFIED FEBRUARY 28, 2022 - DECEMBER 31, 2024 CERTIFIED DECEMBER 10, 2021 - DECEMBER 31, 2024 CERTIFIED JANUARY 26, 2021 - DECEMBER 31, 2023 CERTIFIED DECEMBER 8, 2020 - DECEMBER 31, 2023 CERTIFIED DECEMBER 10, 2019 - DECEMBER 31, 2022
--------------------------	---

Participants Map



Common Questions

Q: My municipality is currently certified and not expiring in 2023. What happens if I submit for recertification and do not earn recertification?

A: If you are planning to recertify **BEFORE** your certification expires, and you do not attain recertification this year, your previous certification will NOT be impacted and you will still appear as a certified community.

Q: Can I add new actions to my application in the final round?

A: **Yes**. New actions that were not submitted in prior rounds can be added.

Common Questions

Q: What is the difference between planned, completed and approved actions?

A: *Planned* – indicates action will be/has been worked on.

- *Completed* - indicates action submission is finished including the uploading of supporting documentation OR changed to completed in order for Submit button to turn yellow. **Only completed actions are reviewed.**
- *Approved* – points currently included in application. Expiration dates may be applicable.

Q: Do I need to make any modifications to approved actions?

A: **No.** Approved actions that do not expire before your municipality applies for certification will contribute toward your 2023 approved point totals. No update is required for these actions. Check the expiration dates in your application.

Utilizing Your Creative Assets

20 Points

• THIS ACTION HAS VARIABLE POINTS: 10, 20, 30 • EXPIRES ON 12/31/23 • LAST UPDATED 12/06/22

Common Questions

Q: I marked actions completed. Do I need to submit the application?

A: **Yes**. Completed actions are only reviewed after the full certification application is submitted.

Q: How do I know if our certification application has been submitted?

A: A confirmation email will be sent to all users on the account once the application is submitted. You can also check the top of your application to see the current status – once submitted the status will say “Submitted”. Reach out to us at info@sustainablejersey.com with questions.

Q: When will I know if my municipality achieved certification this year?

A: Certification notifications will be sent out mid-September.

Why Doesn't the Submit Button Turn Yellow?

Ensure you meet **all** the certification criteria. Some actions may be marked planned but need to be changed to **COMPLETED**

Certification Criteria		
Required	1	1
Priority	2	3
Points	150	350
Categories	6	8

Show requirements for:

BRONZE SILVER

Action Totals (Completed, Approved)	
Required	0/1
Priority	2/13
Total Points	155/2320
Categories	7/18
Total Actions	10/159

Submit Application for Review

Action Totals (Completed, Approved)	
Required	1/1
Priority	2/13
Total Points	165/2320
Categories	7/18
Total Actions	11/159

If all completed action submissions are approved, this application will qualify for BRONZE certification.

To achieve SILVER certification, see certification criteria above.

Submit Application for Review



Submission Tips

Submission Tips

- ❖ Draft the description of implementation (DOI) in a word document, then copy and paste that information into your DOI.
- **Remove sensitive information** – once certified approved actions and supporting documentation are publicly available in your certification report on our website.
 - Ex. Green team/Environmental Commission member email & mailing addresses, phone numbers, etc. should be removed

Submission Tips

- Remove old documentation that is no longer needed for your submission. Reviewers check to make sure that all documentation is current in relation to action requirements.
- ❖ Make sure documentation uploaded aligns with your description of implementation.
- ❖ Consider submitting one additional priority action than needed for the certification level you apply for. If applying for bronze certification, submit for 3 priority actions instead of the required two.

Reviewer Feedback

While under review, the status of actions will change but you will **not be able to view comments** associated with the actions until the end of the review period.

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

- Make sure all relevant contacts are added to the account as either an owner or contributor.

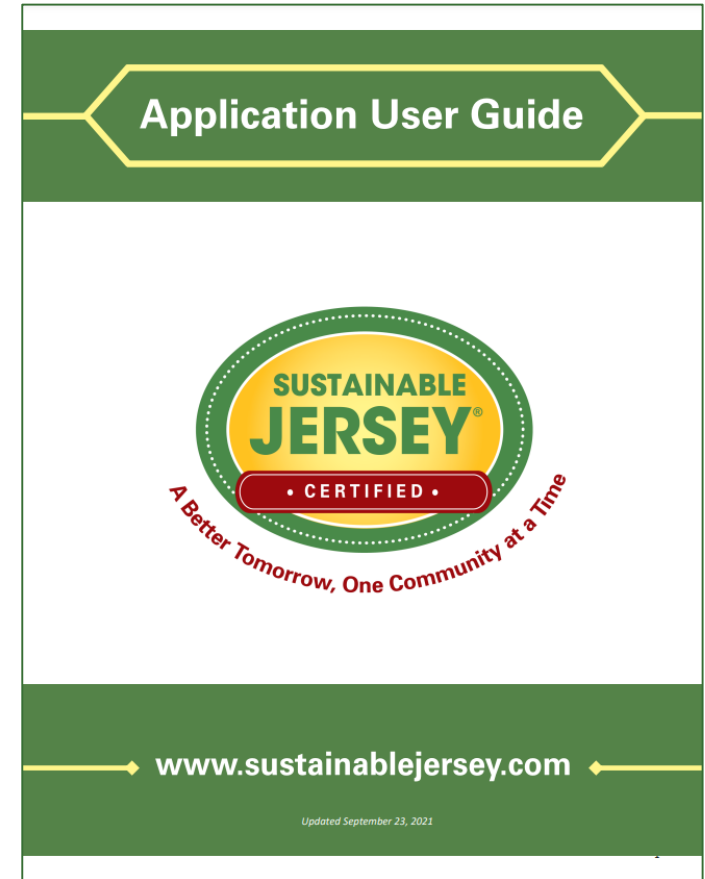
Automatic
Email

Approved or
Not Approved

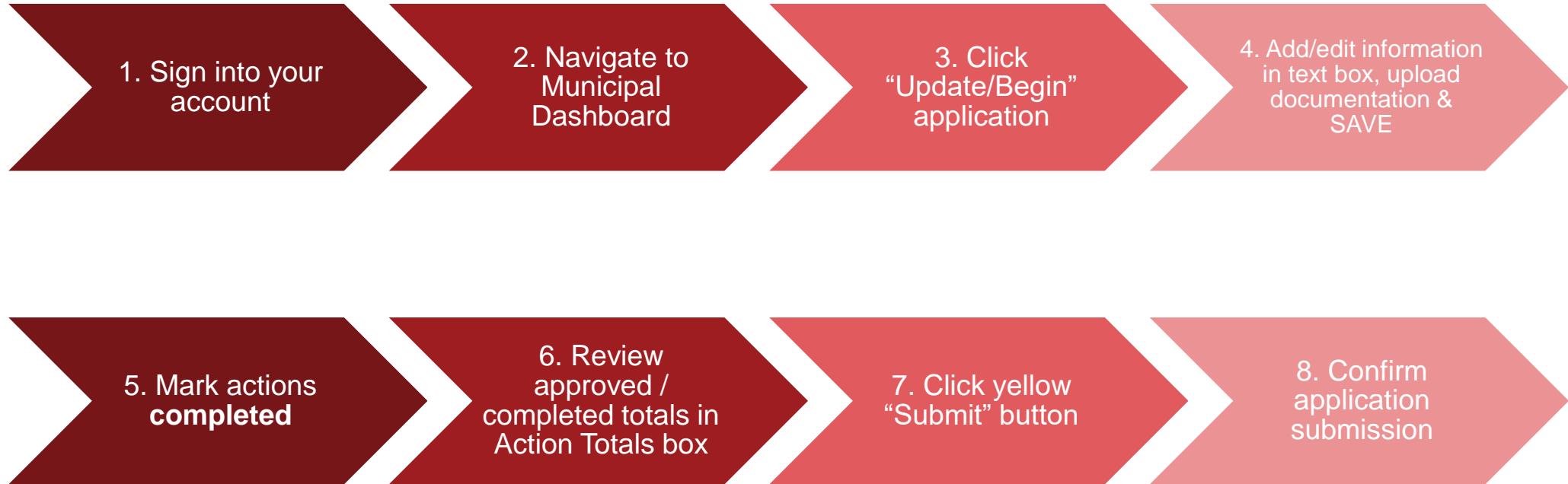
Archived
Comments

Confirm Contacts on Municipal Dashboard

- Check the primary and secondary contact information is correct.
- ❖ Make sure all members that should receive the automatic emails through the system regarding application status updates are added as owners/contributors.
- ❖ Review [Application User Guide](#) for instructions on making these updates.



Process to Submit





Grants & Technical Assistance

Certification

Actions

Grants

Events

Resources

Get Involved

Sustainable Jersey Events

Sustainable Jersey and its program partners regularly host trainings and events that support progress toward Sustainable Jersey certification. In general, events posted on the calendar are FREE or of minimal cost.

Post an Event

You can post FREE events that are open to the general public that would be of interest to the Sustainable Jersey community. Sustainable Jersey staff review all event submissions and will follow up if more information is needed.

Post Event

NOTE: You must have a Sustainable Jersey website account and be signed into the website to post an event. [Sign-in or sign up here.](#)

Filter Events by:

Location

All Locations

Range

Upcoming Events

Category

All Categories

Type

All Types

Trees for Schools Grant – Application Deadline July 13

The New Jersey Department of Environmental Protection is providing \$2.5 million in grants to public school districts, colleges, and universities to support planting and maintaining trees on campuses across the state. Administered by the Sustainability Institute at The College of New Jersey in collaboration with Sustainable Jersey, the program will award grants of \$10,000 to \$500,000. Learn more [here](#).

Free Energy Technical Assistance for Municipalities in Elizabethtown Gas, New Jersey Natural Gas, and South Jersey Gas Territories

Participating municipalities will work with the Sustainable Jersey energy team to identify and apply for incentives for energy efficiency audits and facility upgrades, which save energy and money. Learn more [here](#).

Questions & Support



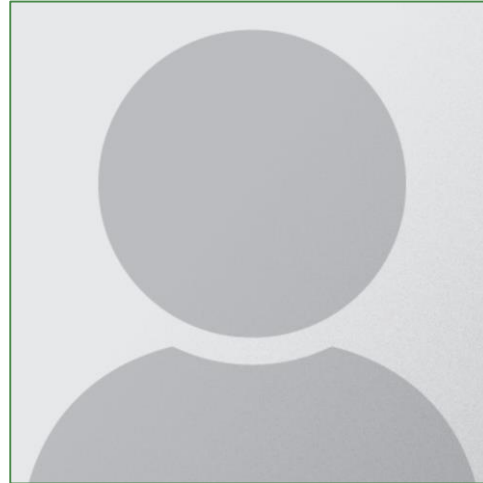
General Inquiries

Maureen Jones
Program Coordinator
info@sustainablejersey.com
609-771-2938



Regional Hubs & Health Gold

Lauren Skowronski
Assistant Director
skowronl@tcnj.edu
609-771-3129



Energy Actions & Energy Gold

Nancy Quirk
Energy Senior Program Manager
quirkn@tcnj.edu
609-771-2902



Water Gold

Anne Heasley
Program Manager, Policy &
Planning
heaslya@tcnj.edu
609-771-2865



Waste Actions

Samantha A. McGraw
Senior Department Administrator
mcgraws@tcnj.edu
609-771-2855