

<u>Action</u>	<u>Abbreviated Submission Requirements</u>	<u>Resubmission Requirements</u>	<u>Possible Points</u>	<u>Due Date</u>	<u>Action Owner</u>	<u>Status</u>		
COMMUNITY PARTNERSHIP & OUTREACH								
Create Green Team (MANDATORY)	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. A dated municipal government Resolution or Ordinance that formally established the Green Team -OR- Municipalities may also choose to ad 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation of active Green Team from within 12 months of the June submission deadline. 3. Updated list of Green Team members and affiliations. 4. Procl 	10		PG	Complete		

Community Education & Outreach	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Outreach materials (flyers, media reports, newsletter articles, etc.) indicative of an active program with proof of at least two events 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation of action taking place from within 18 months of the June submission deadline. 	10		DF		
EMERGENCY MANAGEMENT & RESILIENCY							
Emergency Communications Planning	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Completed submission checklist 3. (OPTIONAL): Copy of emergency communications plan. 4. (OPTIONAL): Promotional materials. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within one year of the June submission deadline. 	15		PG		
ENERGY	*						
Municipal Energy Initiatives							

Energy Tracking & Management (PRIORITY)	<p>In your certification application, upload:</p> <p>Base 10 points:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Summary of budget portfolio 3. Summary of prior 12 month energy baseline for all buildings in the portfolio, OR share th 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline. 	<p>10 to 20</p>		<p>DW</p>		
Transportation Initiatives							
Fleet Inventory (PRIORITY) <i>(Pre-Requisite for Driver Training, Purchase Alt. Vehicles, Vehicle Conversions & Meet Target for Green Fleets)</i>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Excel inventory spreadsheet available in action on website. 3. Summary of current fleet composition maintenance, driver training practi 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline. 	<p>10</p>		<p>DD</p>		
HEALTH & WELLNESS							

<p>Safe Routes to School</p>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. NJ SRTS Silver Level recognition if obtained. If you have this, there is no need to upload further documentation for this action. If y 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation that meets each items requirements/shelf life from submission deadline. 	<p>10</p>		<p>JH</p>		
<p>INNOVATION & DEMONSTRATION PROJECTS</p>							

Innovative Community Project 1	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so, including dates and how practice advances sustainability. 2. Documentation that may include project scopes, core principles, adopted polici 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation that the project is still providing benefits to the community. 3. Verify that the project was completed from within 5.5 years of the June sub 	10		JF		
Smart Workplaces	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Documentation showing recognition at the Gold level. 3. Documentation showing recognition at the Platinum level. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Documentation that the municipality has maintained NJSW recognition at the Gold or Platinum level from within 18 months of the June submission deadline. 	5 to 10		ROBIN	complete	
LOCAL ECONOMIES							
Buy Local Programs							

Support Local Businesses (EDAC)	In your certification application, upload: <ol style="list-style-type: none"> 1. Narrative Summary of municipal efforts to purchase from, promote, or initiate local businesses. 2. Qualitative Assessment, available in the action on our website. 3. Documentation of activity's support of e 	In your certification application, upload: <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline. 	10		JF	complete	
NATURAL RESOURCES							
Environmental Commission <i>(Pre-Requisite for Environmental Commission Site Plan Review)</i>	In your certification application, upload: <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Either one of the following options: <ol style="list-style-type: none"> a. Signed adopted ordinance establishing an Environmental Commission b. Online link to 	In your certification application, upload: <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Environmental Commissions' Annual Accomplishment report from within 12 months of the June submission deadline. If new, additionally provide members' name 	10		DW / Ann		

Water Conservation Education Program	In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. EACH of the following: a. Completed worksheet or documentation of the effectiveness of program, water conservation tracking, and	In your certification application, upload: 1. Updated narrative to reflect current activities. 2. Full documentation from within 3.5 years of the June submission deadline.	10		N/A		
Tree & Woodlands Management							
Community Forestry Plan and Tree Cover Goal <i>(Pre-Requisite for ALL Tree & Woodlands Management Actions)</i>	In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Municipality's Mid-Year Status Report for the year in which you are applying for certification or a copy of the End Year Status Report I	In your certification application, upload: 1. Updated narrative to reflect current activities. 2. Full documentation from within 12 months of the June submission deadline.	20		DD		

Tree Maintenance Programs	<p>Prerequisite: Community Forestry Plan and Tree Cover Goal (refer to the action's requirements)</p> <p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Project report of Tree Maintenance Prog 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 2.5 years of the June submission deadline. 	10		DD		
Tree Planting Programs	<p>Prerequisite: Community Forestry Plan and Tree Cover Goal (refer to the action's requirements)</p> <p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Tree Planting Project Report, including 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 3.5 years of the June submission deadline. 	10		DD		
OPERATIONS & MAINTENANCE							
Green Purchasing Program							

Online Municipal Public Service Systems	In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so and how the planning/zoning board expanded citizen participation.2. Website information on non-emergency municipal services, process to re	In your certification application, upload:1. Updated narrative to reflect current activities. 2. Full documentation from for the year in which you are applying for certification.	10		PG	complete	
Access to Public Information							
SUSTAINABILITY & CLIMATE PLANNING							
WASTE MANAGEMENT							
Prescription Drug Safety and Disposal (PRIORITY)	In your certification application, upload: Option 1: Develop and Conduct Two Collection Days per Year 1. Narrative Summary of what was accomplished & steps taken to do so. This includes a description and dates of collection program, copies of educatio	In your certification application, upload: 1. Updated narrative to reflect current activities. Option 1: Full documentation from within 18 months of the June submission deadline. Option 2: Full documentation from within 18 months of the June submis	10		AK	complete	

<p>Recycling and Waste Reduction Education and Compliance (PRIORITY)</p> <p><i>Replaces Recycling Education & Enforcement</i></p>	<p>In your certification application, upload:</p> <p>15 Points:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & impact it has/will have on community. 2. Recycling and Waste Reduction Education and Compliance Strategy. 3. Municipal recycling ordinance. 4. Repor 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation for items 4 to 9 within 12 months of the June submission deadline. 	<p>15 to 20</p>		<p>DF</p>		
<p>Recycling</p>							
<p>Commercial and Institutional Recycling</p>	<p>In your certification application, upload:</p> <p>Option 1: Ordinance in Place</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. Current Commercial & Institutional Recycling Ordinance. 3. Promotional materials (articles, flyers, etc.). 	<p>In your certification application, upload:</p> <p>Option 1: NO UPDATE NEEDED.</p> <p>Option 2: Updated narrative to reflect current activities. Implementation Plan Milestones and schedules, and county tonnage reports from within 18 of the June submission deadline.</p>	<p>10</p>				

<p>Community Paper Shredding Day</p>	<p>In your certification application, upload: 1. Narrative Summary of what was accomplished & steps taken to do so, including dates of events and logistics.2. Promotional materials (articles, flyers, etc.).3. Estimated number of participants and tons r</p>	<p>In your certification application, upload:1. Updated narrative to reflect current activities. 2. Full documentation from within 18 of the June submission deadline.</p>	<p>5</p>		<p>DF</p>	<p>complete</p>	
<p>Construction and Demolition Waste Recycling</p> <p><i>Combines Construction Waste Recycling from Green Design category</i></p>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished and the impact on the community. 2. 5 Points: Copy of municipal construction and demolition waste recycling policy for municipal facilities and sample documents t 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. 5 Points: summary of municipal construction and demolition projects completed and the amounth of construction debris recycled within the last 2 years. 3. 10 	<p>5 to 15</p>		<p>DF</p>		

Household Hazardous Waste	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of describin the HHW collection program and HHW materials collected. 2. Promotional materials. 3. Municipality's annual Recycling Tonnage Report submitted to NJDEP from the previous year. 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June submission deadline. 	<p>5 to 15</p>				
Non-Mandated Materials Recycling <i>Combines Bulky Rigid Plastics, Carpet & Foam Padding & Shrink Wrap</i>	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so along with a clear identification of the materials applied for. 2. Promotional materials (articles, flyers, etc.) 3. Recycling Tonnage Repor 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June certification application deadline. 	<p>5 to 60</p>		<p>DF</p>		
Recycling Depot	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so, including hours of operation. 2. List of materials collected from within 18 months of the June submission deadline. 3. Promotional materi 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June submission deadline. 	<p>10</p>		<p>DF</p>	<p>complete</p>	
Waste Reduction							

Reusable Bag Education Program	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so. 2. REQUIRED: Outreach & educational materials that meet the requirements outlined in the "What to do" section of the action. 3. REQUIRED: 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Full documentation from within 18 months of the June submission deadline. If submitting a resolution, it must also be from within 18 months of the June sub 	5		PG	complete	
Community Gardens	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of support provided from the municipal government. 2. Qualitative Assessment found in the action on our website. 3. Samples of the community or school garden program materials, assembled 		10		CM		

Waste Audit of Municipal Buildings Schools	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Narrative Summary of what was accomplished & steps taken to do so, including the building(s) where the waste audit was performed, an explanation of why this building was selected, and information about the 	<p>In your certification application, upload:</p> <ol style="list-style-type: none"> 1. Updated narrative to reflect current activities. 2. Waste audit report, conducted or updated from within 5.5 years of the June submission deadline. 3. Report on implementation progress from within 12 months o 	<p>10</p>		<p>DD?</p>		
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