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MARYLAND
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**HELPING COMMUNITIES INVEST TODAY FOR A MORE LIVABLE TOMORROW**
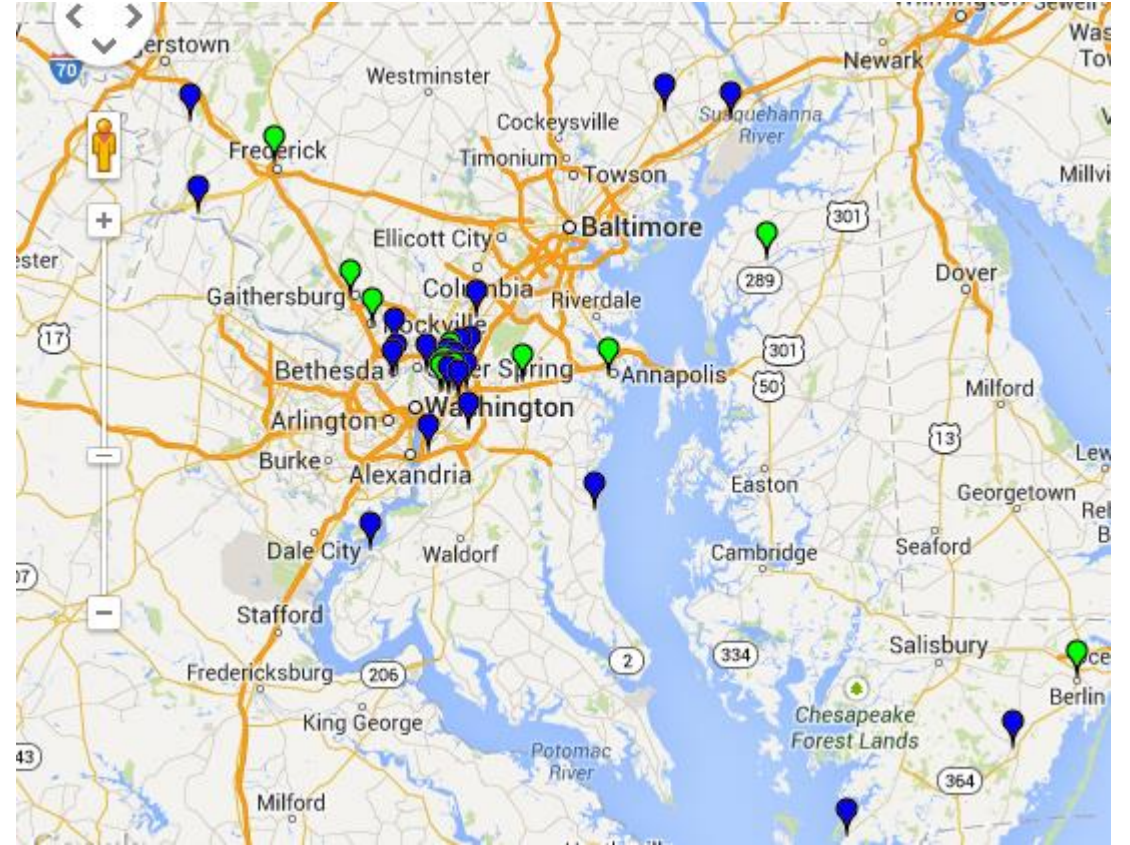
# Sustainable Maryland

## Preparing for the June Application Deadline:

Certification Requirements, Tracking Actions, and Submitting Documentation for Review

Presented by Mike Hunninghake & Brandy Espinola

# Webinar Agenda

- Sustainable Maryland at a Glance
- 2014 Certification Cycle
- Certification Overview
- Steps Toward Certification
- Applying for Certification
- Why Actions are Not Approved
- Final Reminders



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# Sustainable Maryland

- Sustainable Maryland is a certification program for municipalities who want to go green, control costs, save money, and take steps to sustain their quality of life.

- Certification will:
  - Keep Green Team and municipalities focused on making progress
  - Afford municipalities access to Sustainable Maryland training and events
  - Provide access to the SMC Peer-to-Peer network
  - Connect municipalities with partner organizations
  - Provide continued recognition for sustainability initiatives

## 12 CERTIFIED TO DATE

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# 2014 Certification Cycle

- June 30 - Application Deadline
  - Submit all documentation including narratives for each action completed for credit
- Early July - Internal Review
  - Request for more information and clarification from SMC staff
- Mid-July - External Review
  - Actions are sent to partner subject matter experts; further documentation may be requested
- Mid-August - Final Review and Executive Committee sign off
  - Final Decision on Pending Applications and communities notified of certification
- September 8-11 – MML Fall Conference Recognition
  - Green Team Leaders, Elected Officials, and Municipal Staff will be recognized in front of their peers

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# Certification Overview

## Requirements

- Total of at least **150 points**
- Two Mandatory Actions
  - Create a Green Team
  - Green Team Action Plan
- Two of Six Priority Actions
  - Community Gardens
  - Municipal Energy Audits
  - Municipal Carbon Footprint
  - Green Purchasing Policy
  - Create a Watershed Plan
  - Stormwater Management Program

## Suggested Start Up Actions

- Community Education & Outreach
- Energy Audits
- Farmers Markets
- Green Purchasing Policy
- Maryland Green Schools
- Innovative Demonstration Projects

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# Steps Towards Certification

1. Register your municipality
2. Get your Green Team organized
3. Identify the Actions your community plans to pursue
4. Review documentation requirements for each Action
5. Develop a list of tasks, assign leads, and set target dates for completion
6. Assemble Action documentation and draft summary narratives
7. Track progress and adjust plan as needed
8. Upload Action documentation by June 30th

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# Applying for Certification

- Log on to SMC Website to access your community's application
- Click on "Review Action Items and Submit Documentation for Completed Actions" on your application profile page
- For each action, upload documentation and narrative to verify action was completed
  - Maximum of 3 files per action
  - Individual file size max is 8 MB
  - Save files as PDF
- Mark Action as "complete"
- Save Application

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# Accessing Application

## Log In



## Review Action Items

# Submitting Actions

### Add/Edit Actions



| GREENHOUSE GAS | Funding | Points | Planned | Training Needed | Docs | Last Updated | Complete |
|---|---|---|---|---|---|---|---|
| Municipal Carbon Footprint Certified(P) | | 15 | | | Add/ Edit | 2013-07-22 12:28 PM | ☑ |
| Community Carbon Footprint | | 15 | ☐ | ☐ | Add/ Edit | 2013-07-22 12:29 PM | ☑ |

### Upload Documents & Enter Narrative



**Submission Requirement**

Use the text box and file upload functions below to submit the required documentation for this action. Click on the upload icon to browse for files on your computer. Enter a descriptive title and click submit to upload the file. If you need to make revisions to your upload, click on the replace icon and then find a different file to upload or change the description. Click submit again to save your changes. When you have completed your text submission and uploads, click on the submit button to close this window and save the documentation to your profile.

**ENTER SUMMARY OF ACTION TAKEN**

**FILE UPLOAD**

| File 1 : | Browse | Link Only |
| File 1 : | Browse | Link Only |
| File 3 : | Browse | Link Only |

Submit   [x] Close

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# Submitting Your Application

Mark Completed Actions

Save Application

# Why Actions Are Not Approved

| Pitfall | How to Overcome |
|---|---|
| Action Implemented Expired/ Too Old | Review Submission, Requirements; Update Action as necessary |
| Proper documentation not submitted | Double-check Action submission requirements and documentation uploaded |
| Misinterpretation of Action Goals | Be sure to closely read the **"What to Do"** and **"What to Submit"** portion of the Action to verify that what you plan on submitting is in line with the intent of the Action |
| Seeking credit for same activity under two different Actions | One activity may only be given credit under one Action; Designate someone to oversee entire application |
| Not conducting outreach/education component required for many Actions | Read the submission **"What to Do"** and **"What to Submit"** sections closely |
| Not completing the prerequisite Action | Be sure to read the Introduction to each Action and the **"What to Submit"** section to make sure the Action does not have a prerequisite or that it has been completed. |

# Final Reminders

- Make sure to update your municipal profile with the most recent contact information

- Collaborate! Work with neighboring towns & other organizations

- Submit all documentation by Monday, June 30

# Sustainable Maryland Support

- Additional Support Needed? Contact SMC ASAP
- Contact:
  ◦ Mike Hunninghake, SMC Program Manager: mikeh75@umd.edu (301) 405-7956
  ◦ Brandy Espinola, SMC Program Assistant: brandyesp@gmail.com (786) 458-0534
- Join the Sustainable Maryland Mailing List
- Follow Sustainable Maryland on Facebook