



Municipal Partner Guidance

Many actions in Sustainable CT can be implemented in partnership with other stakeholders. We strongly encourage this! Below is some clarifying guidance and a checklist to help your municipality receive potential certification points for actions pursued in partnership.

For every action your municipality submits, you must complete the “Partners” box as part of your application.

- 1. Collaboration with other municipalities.** When working with other municipalities, each municipality participating in a collaborative to implement a specific Sustainable CT action is eligible to receive points for implementing that action. Each municipality must submit the appropriate documentation for that action when submitting for certification. In addition, municipalities that have mentoring relationships with other municipalities (mentor and mentee) may apply for additional points under the Sustainable CT Action 8.5 ([Engage in a Sustainable CT Mentorship with Other Municipalities](#)); municipalities taking a leadership role collaborating on regional initiatives may apply for additional points under the Sustainable CT Action 8.6 ([Collaborate with Other Municipalities on Sustainability Actions](#)). Note: Action 8.6 requires leadership, beyond a mentoring relationship or collaboration. Please see the action page for more details.
- 2. Collaboration with other stakeholders.** Some Sustainable CT actions may be implemented by other stakeholders. Your municipality may have a relationship with such stakeholders, but not control or authority over them. Such non-municipal stakeholders include but are not limited to:
 - Schools
 - Health districts
 - Councils of governments
 - Public utilities (e.g., regional water companies, etc.)
 - State agencies
 - Nonprofit organizations
 - Academic institutions
 - Businesses
 - Sustainable CT Community Match Fund Project Leaders

If your municipality requests points for an action completed with a non-municipal stakeholder, ***you must articulate the role of the municipality in action implementation in your submission. See the checklist below for possible municipal roles.***

3. **Checklist.** To receive points, your municipality must demonstrate some meaningful role in action implementation; it is insufficient to rely solely on the work of a partner. This checklist is not exhaustive, but below are examples of municipal activity that, if documented in your application submission, would qualify your municipality for points.

Education and Outreach. *Example:* A nonprofit organization runs a textile collection program in your municipality. Your municipality conducts education and outreach to promote the program (e.g., information about the program is on the municipal website and is distributed at municipally sponsored events).

Municipal Staff Time. *Example:* An academic institution coordinates a local or regional Food Policy Council. A representative from your municipality regularly attends meetings.

Use of Municipal Land. *Example:* A consortium of local businesses holds a sustainable business fair. Your municipality hosts the fair at town hall.

Funding or Other In-Kind Support. *Example:* A health district conducts a health impact assessment. Your municipality partially funds the effort and prints hard copies of the reports in-house.

Active Use and Education of a Partner-Created Plan or Product. *Example:* Your council of governments creates a regional watershed management plan. You actively use the plan and have integrated aspects of it into your municipal Plan of Conservation and Development.

Participation in Process or Production. *Example:* A school in your municipality develops and implements a food waste reduction campaign. Municipal staff actively participated in the process of developing and refining the campaign concept and materials.

Communication with the Project Leader. *Example:* A resident in your municipality creates a community garden. Municipal staff connected with the resident to provide permitting information, discuss available town resources, and suggest other groups with whom the project leader could collaborate.

Designating Partner Organization as Implementation Entity in an Adopted Municipal Plan. *Example:* The officially adopted municipal open space plan outlines certain program implementation steps that the local land trust will oversee. Land

trust staff and/or volunteers take a leadership role in carrying out these steps, while coordinating with the municipality.

❑ **Designating Partner Organization as Implementation Entity in a Signed Letter or Memorandum of Understanding.** *Example:* A local organization manages the operations of the municipality’s community garden, with support from the municipality. The details of the arrangement and shared responsibilities are outlined in a letter signed by both the organization and the municipality.

4. **What to Submit.** Please provide a short description of the partnership in the action submission text box (required). Supporting documentation that makes the partnership clear—such as event flyers, agendas, and other documents that demonstrate your municipality’s participation—is also welcome. If a partner organization is responsible for implementing portions of a municipal plan, please submit a screenshot of or hyperlink to the relevant page of the plan that mentions the group’s role.

Submission Example in “Partners” box:

- 5.4.1 (climate vulnerability assessment): The Nature Conservancy completed a climate vulnerability assessment for our Town. Our role was to convene a community resilience building workshop.
- 8.1.1 (sustainability event): None

If you have any questions, please contact info@sustainablect.org.