

Sustainable CT Action Flashcards

How to Print

If using Adobe Acrobat (Highly Recommended):

1. Download the Adobe PDF.
2. Open the PDF and click **File – Print** on the top left corner.
3. On the printer options page, click “**Print on both sides of paper**”. (Note: Be sure to select your “Printer” as this option may not appear.)
4. Select “**Flip on Long Edge**”.
5. Make sure orientation is either “**Auto portrait/landscape**” or “**Portrait**”.
6. You can now print your flashcards.

If using Browser Printing:

1. Click **Print** on the top right corner of webpage.
2. On the printer options page, click “**Properties**”. (Note: Printer options layout may differ from browser to browser.)
3. Make sure page layout / orientation is “**Portrait**”.
4. Select the “**Finishing**” tab and select “**2-sided Printing**” under Print Style.
5. Binding location should be “**Long Edge**”. You can now print your flashcards.

How to Use the Sustainable CT Action Flashcards

Suggested Sustainable CT Planning Activity

This activity can help familiarize your community with the Sustainable CT actions, as well as help you get a sense of what actions you might already be working on or have completed.

1. Gather your Sustainability Team and/or municipal department representatives and sit around a table.
2. Label five areas on the table: “Completed,” “Planned,” “Ongoing,” “Not Interested,” and “Follow Up Needed.”
3. Distribute cards randomly and evenly to all participants.
4. Give participants a few minutes to read through their cards.
5. Go around the table with each participant reading/describing each action in his/her hand and collectively assign a location in one of the five labeled areas.
6. Place each card in its respective pile.
7. Work together until all the cards are on the table.
8. Check out your results!

Action Flashcards

2019 EDITION

Sustainable CT
Local Actions. Statewide Impact.



1. THRIVING LOCAL ECONOMIES

Action 1.1

Support Redevelopment of Brownfield Sites

5-90 POINTS



1. THRIVING LOCAL ECONOMIES

Action 1.2

Implement Sustainable Purchasing

10-30 POINTS



1. THRIVING LOCAL ECONOMIES

Action 1.3

Inventory and Promote Local Retail Options

5-30 POINTS



Complete at least one of the following sub-actions.

- 1.1.1** Create a municipal or regional brownfields inventory. Inventories containing fewer than 5 sites may earn 5 points, those with 5-10 sites may earn 10 points, and those with more than 10 sites may earn 15 points.
- 1.1.2** Create a map of the brownfield sites within your community.
- 1.1.3** For communities with at least 10 brownfield sites, engage the community to prioritize brownfield sites for redevelopment.
- 1.1.4** Prepare a grant proposal for site assessment or clean-up.
- 1.1.5** Collect additional information for one or more priority sites. Have a licensed environmental professional conduct a Phase I or Phase II environmental assessment, create a remedial action plan, market analysis report, land use analysis or study, end usage report and/or a remediation report.
- 1.1.6** Hold a process of public engagement to identify potential reuse options that are connected to broader community vision and revitalization priorities.
- 1.1.7** Communicate and actively market brownfield redevelopment opportunities.
- 1.1.8** Remediate a brownfield site and redevelop the site for housing, recreation, commercial development, government or other productive uses.

Complete at least one of the following sub-actions:

- 1.3.1** Select a target sector and develop an inventory of local retail options for that sector.
- 1.3.2** Develop, implement and maintain an ongoing "buy local" campaign.

2019 CERTIFICATION REQUIREMENTS



Bronze Certification

Complete actions totaling 200 or more points.
Complete 1 Equity Toolkit in action 9.1.
Complete at least 1 action in each of categories 1-9.



Silver Certification

Complete actions totaling 400 or more points.
Complete 3 Equity Toolkits in action 9.1.
Complete at least 1 action in each of categories 1-9.

ACTION BENEFITS



Environmental Impacts

Cleaner air and water; enhanced preservation of natural resources.



Greenhouse Gas Reductions

Reduced greenhouse gas emissions.



Health and Wellness

Optimal health and wellness for all residents.



Cost Savings

Cost savings to your municipal budget and operations.



Economic Well-Being

Stability and growth for local businesses; job retention and creation.



Climate Resilience

Improved ability to anticipate and adapt in the face of disruption.



Community Building

Enhanced connection of your residents to your local community.



Equity

Improved relationships between different members of your community.

For a full description of each action and action submission requirements, visit sustainablect.org.

Complete at least one of the following sub-actions:

- 1.2.1** Adopt a sustainable purchasing policy and distribute it to all municipal departments.
- 1.2.2** Develop and maintain an up-to-date vendor list.

1. THRIVING LOCAL ECONOMIES

Action 1.4

Provide Resources and Supports to Local Businesses

5-20 POINTS



1. THRIVING LOCAL ECONOMIES

Action 1.5

Promote Sustainable Workforce Development

5-25 POINTS



1. THRIVING LOCAL ECONOMIES

Action 1.6

Participate in and Promote C-Pace Program

5-15 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.1

Provide Watershed Education

5-20 POINTS



Complete at least one of the following sub-actions:

- 1.5.1** Conduct a sustainable jobs and workforce capacity assessment for the municipality or region.
- 1.5.2** Establish or support a sustainable job training partnership.
- 1.5.3** Create networking opportunities for local job seekers to meet individuals working in or operating sustainable businesses.

Complete at least one of the following sub-actions:

- 1.4.1** Host one or more business roundtables with municipal officials and staff to support dialogue on topics including but not limited to the needs and opportunities to build and expand business development in the community.
- 1.4.2** Create or support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development Districts, or other comparable entities.
- 1.4.3** Invite businesses to participate in at least three events to build community recognition, provide access to potential customers, and connect the businesses to civic and community organizations.
- 1.4.4** Identify or create and disseminate, a toolkit for pre-disaster business preparedness and for post-disaster conditions.

Complete at least one sub-action in the Education OR Citizen Science category.

CITIZEN & BUSINESS OWNER EDUCATION

- 2.1.1** Sponsor or host a program to educate citizens and business owners in your community about the value of watersheds.
- 2.1.1** Implement and maintain a signage program that highlights key watershed issues.
- 2.1.1** Promote and encourage citizens and business owners to take a watershed health pledge.

CITIZEN SCIENCE

- 2.1.2** Institute a local monitoring program related to watershed functions or health to be conducted by citizen groups such as local nonprofits or K-12 students.

Complete at least one of the following sub-actions:

- 1.6.1** Pass a municipal resolution to opt-in to C-PACE, sign a legal agreement with C-PACE and post a link to information about C-PACE on your municipality's website.
- 1.6.2** Encourage local building owners to access C-PACE financing by organizing an educational event, conducting educational outreach to individual property owners, or working with the CT Green Bank on a marketing partnership initiative.
- 1.6.3** Earn credit for C-PACE projects approved by the Green Bank for commercial and industrial buildings undertaking clean energy improvements.

2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.2

Create a Watershed Management Plan

10-30 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.3

Engage in Watershed Protection and Restoration

15-45 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.4

Develop an Open Space Plan

5-40 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.5

Create a Natural Resource and Wildlife Inventory

10-15 POINTS



Complete at least one of the following sub-actions.

- 2.3.1** Complete an Action Plan Project.
- 2.3.2** Adopt Source Water/Riparian Corridor Protection.

Complete at least one of the following sub-actions.

- 2.2.1** Conduct a Natural Resources Inventory for a watershed.
- 2.2.2** Regulation Review and Alignment with Watershed Protection Goals.
- 2.2.3** Develop a list of priority actions and projects, including restoration projects, for reaching watershed protection goals, identifying project need, anticipated project costs, timeline and work plan.

Complete at least one of the following sub-actions.

- 2.5.1** Develop a natural resources and wildlife (NRW) inventory. Inventories must be town wide and can be completed with help from regional or local partners. Detailed wildlife inventories are not required, but encouraged.
- 2.5.2** Integrate your NRW inventory into municipal planning documents and/or decision-making processes.

Complete at least one of the following sub-actions.

- 2.4.1** Complete an open space inventory. If you have completed an inventory prior to 2019 and it still falls within the action lookback period, you may submit it for 5 points. You may complete the attached inventory template for 10 points, and you must complete the new template if you are performing an inventory 2019 onward.
- 2.4.2** Prioritize resources for protection.
- 2.4.3** Develop an open space plan.

PROTECT OPEN SPACE

- 2.4.4** If not completed in your inventory perform a legal review for municipally owned properties to ensure that they are protected in perpetuity.
- 2.4.4** **OR** Increase preserved open space in your community.

2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.6

Manage for Drought and Municipal Water Use

5-15 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.7

Provide Education on Water Conservation

5 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.8

Implement Low Impact Development

5-50 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.9

Manage Woodlands and Forests

10 POINTS



Complete all sub-actions for at least one category.

REDUCE MUNICIPAL WATER USE & CREATE A DROUGHT COMMUNICATIONS PLAN

2.6.1 Establish a formal or informal policy to 1.) utilize WaterSense labeled toilets, urinals, bathroom faucets, showerheads, and pre-rinse sprayers in all new municipal construction and 2.) replace all toilets, urinals, bathroom faucets, showerheads, and pre-rinse spray valves in municipal buildings with WaterSense labeled equivalents upon their scheduled or unscheduled replacement.

PASS A DROUGHT RESTRICTION ORDINANCE

2.6.1 In consultation with your local water utility (if applicable) develop and pass a drought restriction ordinance that integrates your water utility drought plans with the state drought plan.

Complete all sub-actions to receive credit.

2.7.1 Sponsor or host a water conservation education workshop that targets local businesses and residents in your community.

2.7.2 Identify and disseminate water conservation educational materials to businesses and residents through multiple communications channels.

2.6.2 Develop a drought communications plan to inform residents about voluntary and mandatory drought restrictions. Update your municipal website with links to information about water conservation, drought information and status.

Complete at least one of the following sub-actions.

EDUCATION PROJECTS

2.8.1 Develop/distribute educational materials on LID practices through the town website or other means.

2.8.2 Host an educational event on stormwater issues and LID.

2.8.3 Develop/distribute educational materials on LID practices for developers and contractors to be distributed at the outset of the permitting process.

IMPLEMENTATION PROJECTS

2.8.1 Develop and implement a LID demonstration project with signage in a high-visibility location.

2.8.2 Develop a long-term maintenance plan for LID installations on municipal property.

2.8.3 Demonstrate that you have an active LID implementation plan or strategy.

2.8.4 Establish a program to incentivize homeowners to implement low impact development (LID) practices on private property.

Complete all sub-actions to receive credit.

2.9.1 Establish a Forestry Advisory Committee.

2.9.2 The Forestry Advisory Committee must complete at least one activity, i.e. assessing tree cover, establishing a tree planting program, etc.

PLANNING, REGULATION & POLICY PROJECTS

2.8.1 Include a sections on the importance of stormwater management and support of LID solutions in your POCD.

2.8.2 Encourage and promote Low Impact Development in your regulations (such as, zoning, subdivision and road ordinances).

2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.10

Facilitate Invasive Species Education and Management

5-20 POINTS



2. WELL-STEWARDED LAND AND NATURAL RESOURCES

Action 2.11

Implement Green Grounds and Maintenance Program

5-25 POINTS



3. VIBRANT AND CREATIVE CULTURAL ECOSYSTEMS

Action 3.1

Map Tourism and Cultural Assets

5-15 POINTS



3. VIBRANT AND CREATIVE CULTURAL ECOSYSTEMS

Action 3.2

Support Arts and Creative Culture

10-25 POINTS



Complete at least one of the following sub-actions.

- 2.11.1** Complete the hyperlinked inventory for properties maintained by your municipality.
- 2.11.1** Ground Treatment BMP: Utilize an Integrated Pest Management Standard **OR** Utilize an Organic Lawn Care Standard.
- 2.11.2** Irrigation BMP: Assess Annual Irrigation Patterns and Reduce Where Possible.
- 2.11.3** Runoff BMP: Pervious Pavement **OR** Disconnect Impervious Surface.
- 2.11.4** Land Use Practices BMP: Native Planting and Pruning Policy **OR** Education Program.

Complete at least 3 sub-actions to receive credit.

- 3.2.1** Establish a Poet Laureate.
- 3.2.2** Include arts and culture in publicly available municipal marketing (printed or web-based).
- 3.2.3** Commit dedicated funding to the arts (during the twelve-months prior to application submission). Funding may be directed at an Arts Office, as part of the municipal budget, through grants, or to outside services. Funding cannot be directed towards another Sustainable CT action, nor can it be directed at Subpart #5, listed below (though it may be a part of this office/department/council budget for projects or events).
- 3.2.4** Establish a percent for art/public art program (at least 1% of project cost must be spent on art, municipality can adjust the % requirement in excess of 1%).
- 3.2.5** Establish a Cultural Office or Arts and Culture Department/Council.

Complete all sub-actions for at least one category.

MUNICIPAL MANAGEMENT OF INVASIVE SPECIES

- 2.10.1** Examine regulations to ensure that your municipality is not unintentionally supporting the use of non-native species; eliminate all invasive species from lists of acceptable plants.
- 2.10.2** Embed invasive species management practices into your grounds maintenance practices. Practices should be environmentally sound as opposed to widespread application of herbicides and pesticides.
- 2.10.3** Educate municipal grounds keeping staff on invasive species management practices utilized by your municipality.

MUNICIPAL REMOVAL OF INVASIVE SPECIES

- 2.10.1** Engage in invasive species management practices on municipal properties.

RESIDENTIAL EDUCATION

- 2.10.1** On your municipal website post invasive species education resources. Provide links to sources (may be external) outlining invasive species identification and removal techniques.
- 2.10.2** Host or sponsor an educational workshop for residents about invasive species and removal processes.

Complete all sub-actions for at least one category.

CREATE A TOURISM & CULTURAL ASSET MAP

- 3.1.1** Identify potential tourism and cultural assets, including notable people, institutions, locations, programs, and organizations in your community. You may work regionally to complete any or all of the map.

UPDATE CTVISIT PROFILE

- 3.1.1** Update and maintain the municipal profile on the CTVisit website. Upload seasonal images to reflect the current season and social media platforms for your community. Please Note: Your CTVisit site may not be utilized to satisfy your cultural asset map.
- 3.1.2** Maintain the content, images, and functioning links periodically.

3.1.2 Identify the following information for each potential tourism and cultural asset: contact information, a general description of the asset, location of asset and website, a detailed description of the venue, and type of asset.

- 3.1.3** Create a useable and public online resource that enables the community to search, learn and use the information generated on the assets.

- 3.1.4** Create a maintenance plan for updating the dynamic tourism and cultural asset web resource defining how often the map will be updated (for instance, seasonally).

- 3.2.1.1** Support artists. 5 additional points will be added to your total score if you support artists that identify as marginalized or underserved (for example, young and emerging, veterans, seniors).

3. VIBRANT AND CREATIVE CULTURAL ECOSYSTEMS

Action 3.3

Develop a Creative Placemaking Plan

10-15 POINTS



3. VIBRANT AND CREATIVE CULTURAL ECOSYSTEMS

Action 3.4

Provide an Arts and Culture Program for Youth

15-20 POINTS



4. DYNAMIC AND RESILIENT PLANNING

Action 4.1

Integrate Sustainability into Plan of Consentration and Development and Zoning

5-90 POINTS



4. DYNAMIC AND RESILIENT PLANNING

Action 4.2

Adapt Permitting Process to Promote Sustainable Development

5-20 POINTS



Complete all sub-actions to receive credit.

- | | | | |
|--------------|--|-------------------------|--|
| 3.4.1 | Inventory what is currently offered in the school system and after school and what has been done historically (go as far back as is appropriate for your community). | 3.4.4 | Describe the budget and funding source to implement the program. |
| 3.4.2 | Convene a diverse selection of community representatives for a round table discussion about connecting to the town's use. Develop a list of recommended steps. | 3.4.5 | Implement elements of the program as identified in the recommended actions. |
| 3.4.3 | Using the inventory, create an education program that includes the recommended steps developed in the stakeholder meeting. Identify which entity will implement each recommended step. | 3.4.6 (Optional) | If the arts and culture program is undertaken, have at least one staff person from the lead organization attend a professional development session prior to implementing the program. The training may be identified by the entity, and may be a webinar or in-person event. The training MUST relate to arts and youth. |

Complete all sub-actions for at least one category.

- | | |
|---|--|
| DEVELOP A CREATIVE PLACEMAKING PLAN | INTEGRATE THE PLACEMAKING PLAN |
| 3.3.1 | 3.3.1 |
| To develop your Creative Placemaking Plan try to engage diverse culture bearers, artists of all kinds and members from the arts and culture field in the creation of your Creative Placemaking Plan. Your plan may be for a neighborhood or selected area of your community, or for your entire municipality. | Integrate the Placemaking Plan into the Plan of Conservation and Development (POCD). |
| 3.3.2 | |
| Develop your community's Creative Placemaking Plan. Creative Placemaking is "the use of arts and culture by diverse partners to strategically shape the physical and social character of a place in order to spur economic development, promote enduring social change and improve the physical environment." | |

Complete at least one of the following sub-actions.

- 4.2.1** Develop sustainability checklists for zoning and building applicants that identify sustainable site plan design elements.
- 4.2.2** Identify applications where expedited permitting is viable and amend zoning regulations to provide an as-of-right (Site Plan) approval process for projects that meet sustainable design standards.
- 4.2.3** Establish or amend municipal policy for pre-application review.
- 4.2.4** Review town processes for permitting and create a Development Review Manual.

Complete at least one of the following sub-actions.

- 4.1.1** Include at least four Hazard Mitigation Plan goals into your most recent Plan of Conservation and Development (POCD).
- 4.1.2** Incorporate three sustainability concepts into POCD
- 4.1.3** Create an implementation guidance document for your POCD that integrates the sustainability concepts included.
- 4.1.4** Incorporate at least three sustainability concepts (listed below) in your land use and zoning regulations.

4. DYNAMIC AND RESILIENT PLANNING

Action 4.3

Develop Agricultural-Friendly Practices

5-25 POINTS



4. DYNAMIC AND RESILIENT PLANNING

Action 4.4

Assess Climate Vulnerability

5-25 POINTS



4. DYNAMIC AND RESILIENT PLANNING

Action 4.5

Inventory and Assess Historic Resources

5-45 POINTS



4. DYNAMIC AND RESILIENT PLANNING

Action 4.6

Streamline Solar Permitting for Small Solar Installations

10-20 POINTS



Complete at least one of the following sub-actions.

- 4.4.1** Conduct a Climate Vulnerability Assessment. Identify unique aspects or areas as outlined in the POCD that may be vulnerable to climate change. Create a list of primary vulnerabilities.
- 4.4.2** Identify how the secondary impacts of climate change will likely affect the community.
- 4.4.3** Demonstrate that special consideration has been given to low-income residents and their particular vulnerability to extreme weather events.

Complete at least sub-actions 1-5 to receive credit.

- 4.6.1** Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo.
- 4.6.2** Create and make available an online checklist detailing the required permit(s), submittals, and steps of your community's solar permitting process.
- 4.6.3** Require no more than one application form for a rooftop PV project.
- 4.6.4** Train buildings inspectors, permitting, and inspection staff on solar PV and/or solar and storage systems technologies and best practices for permitting/inspecting. Training must have occurred in the past five years.
- 4.6.5** Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred within the past five years.

Complete at least one of the following sub-actions.

- 4.3.1** Adopt land use policies and regulations that allow and support active agricultural uses.
- 4.3.2** Allow active agricultural use of municipal land or provide outreach on CT FarmLink (linking available municipal or private land to farmers looking for land to farm).
- 4.3.3** Develop a Transfer or Purchase of Development Rights program.
- 4.3.4** Hold a farmer forum to identify critical needs or issues for agriculture in municipality.
- 4.3.5** Establish an open space and/or farmland acquisition fund.
- 4.3.6** Develop and promote community garden spaces for residents on municipal land.

Complete at least one of the following sub-actions.

- 4.5.1** Identify priority historic assets within your community, and actions required to sustain their long-term viability. Actions should be specific to each asset listed. Please include a short description of each location and note if the location is privately or municipally owned.
- 4.5.2** Assess Viability of Assets. For one historic asset included in your priority list, assess its viability and long-term health. Include in the assessment the sustainability of each building present, possibility of energy retrofits, vulnerability to natural hazards and climate change, etc. You may assess the viability for up to three different assets.
- 4.5.3** Education. Sponsor or host an educational workshop or program to educate owners of historic homes on how to manage their historic building(s) sustainably.
- 4.5.4** Achieve Recognition. Achieve "Certified Local Government" status.

5. CLEAN AND DIVERSE TRANSPORTATION SYSTEMS AND CHOICES

Action 5.1

Implement Complete Streets

5-110 POINTS



5. CLEAN AND DIVERSE TRANSPORTATION SYSTEMS AND CHOICES

Action 5.2

Promote Effective Parking Management

10-45 POINTS



5. CLEAN AND DIVERSE TRANSPORTATION SYSTEMS AND CHOICES

Action 5.3

Encourage Smart Commuting

10 POINTS



5. CLEAN AND DIVERSE TRANSPORTATION SYSTEMS AND CHOICES

Action 5.4

Support Zero Emission Vehicle Deployment

5-20 POINTS



Complete at least one of the following sub-actions.

- 5.1.1** Build a Complete Streets Team that reflects the demographics of your town.
 - 5.1.2** Have municipal elected officials and/or staff members participate in a Complete Streets training.
 - 5.1.3** By municipal resolution or ordinance, adopt a Complete Streets Policy that states an intent to plan, design, build and maintain all roads to meet the needs of all users.
 - 5.1.4** Inventory and review planning and design documents and conduct an audit of existing plans, policies and other guidance documents to ensure consistency with Complete Streets Team meeting and workshop discussion outcomes.
 - 5.1.5** Achieve at least bronze-level status in the League of American Bicyclist, Bicycle Friendly Community
 - 5.1.6** Implement, repair and maintain specific projects that expand safe, connected active transportation networks across all neighborhoods.
- Complete at least one of the following sub-actions.**
- 5.2.1** Conduct a parking needs assessment.
 - 5.2.2** Implement non-regulatory parking management strategies.
 - 5.2.3** Implement regulatory parking management strategies.

Complete at least one of the following sub-actions.

- 5.4.1** Clarify the status of zero emission vehicle (ZEV) infrastructure within municipal regulations and host an educational workshop.
- 5.4.2** Replace at least 5% of non-emergency passenger vehicles with ZEVs.
- 5.4.3** Conduct an assessment of where ZEV charging infrastructure is needed in the community.
- 5.4.4** Host at least one electric vehicle charging station for public use on municipal property.

Complete the sub-action to receive credit.

- 5.3.1** Achieve silver, gold, or platinum status in the Crides Transportation Leaders Program. Alternatively, provide at least six incentives or amenities from the checklist provided in the action.

5. CLEAN AND DIVERSE TRANSPORTATION SYSTEMS AND CHOICES

Action 5.5

Promote Public Transit and Other Mobility Strategies

5-55 POINTS



6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.1

Benchmark and Track Energy Use

5-10 POINTS



6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.2

Reduce Energy Use Across All Municipal Buildings

10-100 POINTS



6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.3

Achieve High Energy Performance for Individual Buildings

5-140 POINTS



Complete all sub-actions for at least one category.

TRACK ENERGY USE IN MUNICIPAL AND BOARD OF EDUCATION BUILDINGS

6.1.1 Maintain current data in ENERGYSTAR Portfolio Manager account, or equivalent third-party energy tracking management program, for all of the municipal and Board of Education buildings listed in the action as defined by ENERGY STAR. You must have at least one full year of benchmarking data and it must be current through June 30th, 2018 (fiscal year 2018) for electricity and other fuels.

TRACK ENERGY USE OF WASTEWATER TREATMENT PLANTS

6.1.1 Track Energy Use of Wastewater Treatment Plants: Maintain current data in your ENERGYSTAR Portfolio Manager account, or equivalent third-party energy tracking management program, for energy use by your municipality's water or wastewater treatment plants. You must have at least one full year of benchmarking data and it must be current through June 30, 2018.

Complete at least one of the following sub-actions.

- 6.3.1** Achieve a score of 75 or above for at least one municipal/Board of Education building in ENERGYSTAR Portfolio Manager and achieve Energy Star certification by the US EPA.
- 6.3.2** Achieve LEED Silver (or higher) certification for at least one municipal/Board of Education building.
- 6.3.3** Achieve LEED Zero status for at least one municipal/Board of Education building, demonstrating one or more any or one of the following: net zero carbon emissions, net zero energy use, net zero water use, or net zero waste.

Complete at least one of the following sub-actions.

5.5.1 Educate residents about alternative routes and transportation methods.

5.5.2 Conduct a bicycle education program that teaches participants how to safely operate their bicycles in varied settings and improve bicycle riding and handling skills. The program should convene for a minimum of 4 hours total, which can be held over multiple sessions.

5.5.3 Conduct a bicycle and/or pedestrian audit. The audit should include an inventory and analysis of the availability of sidewalks, curb ramps, crosswalks, off-road bicycle and pedestrian paths, bicycle lanes, shared use lanes, bicycle parking, pedestrian traffic signals, and any other additional components your municipality wishes to include.

5.5.4 Create and formally adopt a bicycle and/or pedestrian plan that includes a vision statement, goals and objectives; an existing conditions analysis; recommendations on policy changes; and an implementation strategy.

5.5.5 Conduct a community mobility needs assessment.

5.5.6 Support shared mobility services with a bicycle-share service or an electric car-share service.

Complete all sub-actions for at least one category.

ACHIEVE AN ENERGY EFFICIENCY TARGET IN MUNICIPAL BUILDINGS

6.2.1 Complete the Sustainable CT action: Benchmark and Track Energy Use.

6.2.2 Choose an energy baseline year that is consistent for all municipal buildings included in your benchmarking portfolio.

6.2.3 Achieve an overall weighted energy use intensity reductions of at least 10% of for the municipal buildings included in your benchmarking portfolio (see list under Action 6.1, Benchmark and Track Energy Use) as compared to the baseline year. Additional points will be awarded: 10 points for each additional 10% interval reduction (maximum 50 points).

ACHIEVE AN ENERGY EFFICIENCY TARGET IN WASTEWATER TREATMENT PLANTS

6.2.1 Complete the Sustainable CT action: Benchmark and Track Energy Use for Waste Water Treatment Plants. Achieve measurable reductions in energy use for water treatment or wastewater treatment facilities. Earn 10 points for each 10% energy use reduction in water treatment or wastewater treatment facilities, as measured by MMBtu (million British Thermal Units) per million gallons throughput, against a baseline year (maximum 50 points). You may select a baseline year within the past five years of the year seeking Sustainable CT certification.

6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.4

Increase Use of Renewable Energy in Municipal Buildings

10-50 POINTS

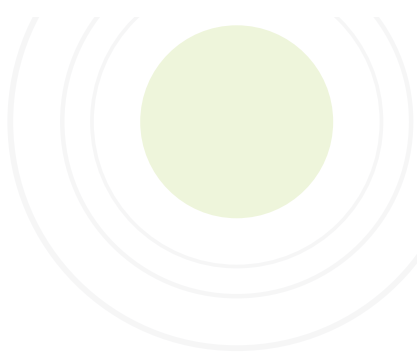


6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.5

Develop a Municipal Energy Plan

10-20 POINTS



6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.6

Manage Municipal Fleets

10 POINTS



6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.7

Install Efficient Street Lights

5-20 POINTS



Complete all the sub-actions of at least one Energy Plan.

MUNICIPAL ENERGY PLAN

RESIDENTIAL BUSINESS ENERGY PLAN

6.5.1 Develop a plan that includes energy tracking and management, energy reduction goals and actions, clean energy production goals and actions, and peak demand reduction goals and actions.

6.5.1 Complete and adopt your Municipal Energy Plan.

6.5.2 Identify how your municipality will track residential and business sector energy use.

6.5.3 Calculate current residential and business sector energy use and renewable energy.

6.5.4 Adopt a target for energy use reduction in the residential and business sectors of your community (minimum 10%).

6.5.5 Formally adopt the Residential and Business Energy Plan.

6.4.1 Purchase or install Class I clean energy sources to power municipal buildings (including Board of Education).

Complete the sub-action to receive credit.

Complete at least one of the following sub-actions.

Complete all sub-actions to receive credit.

6.7.1 If a utility company owns the street lights, initiate the conversion process with the utility.

6.7.1 If the municipality owns the streetlights, create a streetlight plan, inventory and needs assessment.

6.6.1 Inventory the existing fleet, including the total quantity of automobiles (cars, carts, trucks, tractors, buses, construction equipment). Itemize the number of vehicles that have different fuel sources.

6.6.2 Complete and adopt a Municipal Fleet Improvement Strategy.

6. EFFICIENT PHYSICAL INFRASTRUCTURE AND OPERATIONS

Action 6.8

Implement a Community Energy Campaign

10 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.1

Hold a Sustainability Event

5-25 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.2

Provide Effective Community Communications

15 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.3

Train Municipal Commissions

5 POINTS



Complete all sub-actions to receive credit.

- 7.1.1** Hold a sustainability event.
- 7.1.2** Provide municipal support for the event. Municipal support can include one of the following: financial support, use of a municipal building to hold the event, municipal staff support, or meaningful public outreach provided by the municipality.
- 7.1.3** Track the number of event attendees.
- 7.1.1** **AND/OR** Incorporate sustainability into an existing event and educate event attendees about the sustainability initiatives incorporated into the event.

Complete all sub-actions to receive credit.

- 6.8.1** Identify a target audience on which to focus your energy/campaign.
- 6.8.2** Select or design a campaign to educate your audience about available programs that encourage implementation of energy efficiency measures designed for that audience.
- 6.8.3** Carry out the campaign.

Complete the sub-action to receive credit.

- 7.3.1** Send at least one commissioner from both your Inland Wetlands and Planning and Zoning Commissions as well as two commissioners from other active commissions (or committees) of your choice, to an equity training session or another training session that is relevant to their commission. Activities that are used to earn points toward this action may not be used to earn points toward any other Sustainable CT Action. Commissioners serving as Alternates are eligible to attend a training under this action. In total, four different commissions or committees from your community should have a member receive training.

Complete all sub-actions to receive credit.

- 7.2.1** Inventory existing communication channels and assess their effectiveness.
- 7.2.2** Engage community stakeholders in process of developing a communications strategy to target audiences across community.
- 7.2.3** Implement communications strategy.

7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.4

Encourage Healthy and Sustainable Food Networks

10-35 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.5

Report Materials Management Data and Reduce Waste

5-55 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.6

Implement Save Money and Reduce Trash (SMART) Program

5-35 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.7

Recycle Additional Materials and Compost Organics

10-40 POINTS



Complete at least one of the following sub-actions.

- 7.5.1** Identify the town's staff member(s) responsible for collecting data on municipal solid waste and recycling and reporting that data to the CT DEEP. Make annual data publically available.
- 7.5.2** Reduce residential solid waste generation per capita by at least 10% compared to a baseline year within the past 5 years.

Complete the sub-action to receive credit.

- 7.7.1** Develop, implement and educate residents about targeted recycling initiatives for materials that CT law has not designated as mandatory recyclable items. Source separated organics may be recycled at a permitted food waste composting facility or at an on-site composting program at a municipal facility.

Complete at least one of the following sub-actions.

- 7.4.1** Form a local or regional Food Policy Council.
- 7.4.2** Conduct a scan of at least 10 food access indicators and compile it into a Community Food Indicators Report.
- 7.4.3** Distribute the Community Food Indicators Report to all municipal departments and make a presentation on the report to elected officials.
- 7.4.4** Including resident and stakeholder participation, create a community food action plan to ensure that all community members can access sustainable, healthy food.

Complete at least one of the following sub-actions.

- 7.6.1** Build a SMART Task Force or use your Sustainability Team to facilitate the completion of steps needed for the ultimate SMART program implementation.
- 7.6.2** Conduct research, an analysis and a process of community engagement, and education regarding SMART program adoption.
- 7.6.3** Organize at least two meetings to educate community members on the SMART program, identify potential barriers to SMART program adoption, and provide a forum for community discussion and collaboration about opportunities and barriers associated with SMART program adoption, and document community feedback.
- 7.6.4** By municipal resolution, ordinance or other implementation method, adopt a SMART program.

7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.8

Develop a Food Waste Reduction Campaign

5-15 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.9

Conduct Health Impact Assessments

5-25 POINTS



7. STRATEGIC AND INCLUSIVE PUBLIC SERVICES

Action 7.10

Improve Air Quality in Public Spaces

10-45 POINTS



8. HEALTHY, EFFICIENT AND DIVERSE HOUSING

Action 8.1

Design and Implement a Housing Needs Assessment

10-35 POINTS



Complete at least one of the following sub-actions.

- 7.9.1** Identify and have your elected officials and/or staff members participate in training on performing health impact assessments. Then have them give a presentation at a public meeting to your municipality's elected officials about health impact assessments and how your community can conduct one.
- 7.9.2** Conduct a health impact assessment on a proposed project, initiative, or policy in the community.

Complete at least one of the following sub-actions.

- 8.1.1** Create, expand or maintain your community's housing data profile. Analyze the data and describe the implications of the data for your community's housing future. Present the housing data profile at a regular meeting of your municipality's legislative body or other public meeting.
- 8.1.2** With community engagement and education, conduct a municipal and regional housing needs assessment.
- 8.1.3** Distribute the completed housing needs assessment to relevant municipal departments and relevant regional organizations. Conduct a presentation of the housing needs assessment to your local elected official(s), governing body(ies), and other town leaders.

Complete at least one of the following sub-actions.

- 7.8.1** Choose a target sector and implement or maintain an ongoing food waste prevention campaign in those sectors.
- 7.8.2** Choose one or more target sectors in which to implement a food scraps recovery program. Partner your municipal or district health department in implementation to balance food scrap recovery goals with public health concerns.

Complete at least one of the following sub-actions.

- 7.10.1** Gather local and regional data on tobacco use in the community and research effective educational and policy strategies to reduce smoking and tobacco use in the community.
- 7.10.2** Implement or maintain a smoking and tobacco use reduction campaign.
- 7.10.3** Adopt one or more policies designed to reduce tobacco use in the municipality.
- 7.10.4** Implement or maintain a strategic campaign to prevent excessive idling of motor vehicles.

8. HEALTHY, EFFICIENT AND DIVERSE HOUSING

Action 8.2

Grow Sustainable and Affordable Housing Options

10-50 POINTS



8. HEALTHY, EFFICIENT AND DIVERSE HOUSING

Action 8.3

Benchmark Energy and Water Use for Multifamily Housing

5-15 POINTS



9. INCLUSIVE AND EQUITABLE COMMUNITY IMPACTS

Action 9.1

Optimize for Equity

10-50 POINTS



10. INNOVATION ACTION

Action 10.1

Implement Your Own Sustainability Action

5-20 POINTS



Complete at least one of the following sub-actions.

8.3.1 Develop and implement an educational campaign for owners of multifamily properties.

8.3.2 Track multifamily buildings that have had their energy and water use benchmarked.

Complete at least one of the following sub-actions.

8.2.1 Identify the current percentage of affordable housing in the community.

8.2.2 Increase the municipality's affordable housing, as compared to a baseline year within the past 5 years.

Complete the sub-action to receive credit.

10.1.1 Implement a sustainability action not listed on the Sustainable CT actions list. You may submit up to two Innovation actions per certification cycle.

Complete the sub-action to receive credit.

9.1.1 Complete the Sustainable CT Equity Toolkit in its entirety for any Sustainable CT action of your choice.