Timeframe for Credit Guidance

1. New vs. Rolling Action Credit

Sustainable CT has simplified its "credit for past action" framework. Actions can either be "New" or considered for "Rolling Credit."

- ***New Action Credit***. Any action completed within the past three years (from January 1 of the year seeking certification) is eligible to earn potential certification points.
  - For 2023 certification, this means any action completed on or after January 1, 2020.
  - If you are applying for recertification *in your year of expiration* (i.e., you have been certified for three years), you may not claim *New Action Credit* for items that previously received credit.
- ***Rolling Credit***. For any action older than three years (from January 1 of the year seeking certification), you must demonstrate ongoing, currently relevant, and meaningful impact in your community to be considered for certification points.
  - For 2023 certification, this means any action completed on or before December 31, 2019.
  - If you are applying for recertification in your year of expiration (i.e., you have been certified for three years), you must apply for Rolling Action Credit for any item that previously received credit, even if it was completed within the past three years.

2. Examples: When to Apply for New vs. Rolling

- *Example 1*: You completed an equity toolkit in 2020, it was approved, and your municipality achieved bronze-level certification in 2020. You *may not* seek **New Action Credit** for submitting the same toolkit in pursuing recertification in 2023, since this is the year your certification expires (certification lasts three years).
- *Example 2*: You completed an equity toolkit in 2021, it was approved, and your municipality achieved bronze-level certification in 2021. You *may* seek **New Action Credit** for submitting the same toolkit in pursuing silver-level certification in 2023, since this is *not* the year your certification expires.
- *Example 3*: You created an inventory in 2020, it was approved, and your municipality achieved bronze-level certification in 2020. You *must* seeking **Rolling Credit** for submitting the inventory in 2023, even though it was completed within the past three years, because you are applying for recertification in your year of expiration and you previously received credit for the inventory.

3. Completing the "Timeframe for Credit" box

For every action your municipality submits, you **must** complete the "Timeframe for Credit" box on your Municipal Dashboard as part of your application. *For each submission, indicate whether you are applying for New or Rolling action credit.*

- 2.2.1, New Action Credit, Participate in sustainable procurement training, 11/19/22
- 3.5.1, Rolling Credit, Create a natural resources inventory, inventory reviewed 11/1/22 by NAME (Town Planner), original 5/6/15 inventory updated 12/7/22 (original inventory plus supplemental updates submitted under "supporting documentation")
- 6.1.3, Rolling Credit, Implement a complete streets policy, policy reviewed 1/11/22 by Complete Street Team, original policy adopted 6/13/18, no updates needed (policy still current and relevant)

4. What to Submit

Information on what to submit in the "Timeframe for Credit" box on your application is provided below. Each Sustainable CT action is labeled by action type and as being eligible for either **New Action Credit** and **Rolling Credit**, or for **New Action Credit** only.

Action Types	What to Submit: *New Action Credit** (Completed within the Past Three Years)	What to Submit: *Rolling Credit*** (Completed More than Three Years Ago)
Events, Meetings, Trainings	Date occurred	Not eligible for Rolling Credit
Implementation Projects	Date created/ completed	Not eligible for Rolling Credit
Data Tracking/Benchmarking and Meeting Performance Metrics	Data/metrics according to the specific action write-up	Not eligible for Rolling Credit
Outreach, Education, Programs, Campaigns, Funding, and Recognition/Designation in External Program	Date occurred	Date and description of new activities within the past 3 years, or for recognition/designation in an external program, proof of current recognition/ designation within the past 3 years
Websites, Maps, Inventories, Checklists, Assessment, Plans, Ordinances, Policies, Regulations and Resolutions	Date created/ completed	Date of review of the materials, name(s) and title(s) of individual(s) or group who performed it, and if no updates are being submitted, a statement that the information is still current and relevant
Committee/Task Force/Position Creation	Date created	Dates meeting occurred (minimum once per year over each of past 3 years) or position occupied within the past 3 years

If you are applying for recertification in your year of expiration (i.e., you have been certified for three years), even if an item was completed within the past three years (from January 1 of the year seeking certification):

*You may not claim *New Action Credit* for items that previously received credit.
**You must claim *Rolling Credit* for items that previously received credit in a certification cycle, even if they were completed less 3 years ago.
Where multiple dates are relevant, at a minimum, please submit the most recent date.

5. New Action Credit Only

The actions listed below are eligible for **New Action Credit only** and must have been completed within the past 3 years (from January 1 of the year seeking certification). If you are applying for recertification in your year of expiration, you may **not** claim *New Action Credit* for items that received credit in a previous certification cycle (see 1. New vs. Rolling Action Credit above for examples). However, your municipality may receive points again under the same Sustainable CT action for new work (e.g., you previously received points for installing on electric vehicle charging station but have now installed another within the past three years).

1.1 Optimize for Equity: Complete the Sustainable CT Equity Toolkit.
1.2 Participate in Equity Training:
- 1.2.1: Attend Sustainable CT-provided training series on equity.
- 1.2.2: Attend an equity training provided by another organization
2.1 Support Redevelopment of Brownfield Sites:
- 2.1.3: Engage community and prioritize brownfield sites for redevelopment.
- 2.1.4: Prepare a grant proposal for site assessment or clean-up.
- 2.1.5: Collection additional information for one or more priority sites.
- 2.1.6: Engage community and identify potential reuse options.
- 2.1.8: Remediate and redevelop a brownfield site.
2.2 Implement Sustainable Purchasing
- 2.2.1: Have municipal officials/staff participate in a sustainable procurement training.
2.4 Provide Resources and Supports to Local Businesses
- 2.4.1: Host business roundtables with municipal officials/staff.
- 2.4.3: Invite businesses to participate in events to build community recognition.
- 2.4.5: Support food-based entrepreneurship.
3.1 Provide Watershed Education
- 3.1.1b: Implement a signage program that highlights key watershed issues.
3.3 Engage in Watershed Protection and Restoration
- 3.3.1: Complete a priority project as outlined in your Watershed Action Plan.
3.7 Provide Education on Responsible Water Usage
- 3.7.1a: Sponsor or host a responsible water usage education workshop.
3.8 Implement Low Impact Development
- 3.8.1b: Host an educational event on stormwater issues and LID.
- 3.8.3a: Develop and implement a LID demonstration project.
- 3.8.3d: Reduce directly connected impervious area compared to a baseline year.
3.10 Facilitate Invasive Species Education and Management
- 3.10.3b: Host a workshop for residents about invasive species and management processes.
3.12 Enhance Pollinator Pathways
- 3.12.2: Create pollinator gardens and educate residents about pollinators.
3.14 Implement Sustainable Snow Management

- 13.14.1 a: Have at least one snow removal or winter operations staff member participate in a Connecticut Training & Technical Assistance Center (T2 Center) training on sustainable snow management practices.
- 13.14.1 b: Host an event or workshop to educate residents and/or businesses on how to reduce salt usage.

4.2 Support Arts and Creative Culture
- 4.2.11c: Develop workshops or professional artist networks with peer sharing and discussion opportunities for artists, art administrators, and arts presenters/curators.

4.4 Provide an Arts and Culture Program for Youth
- 4.4.1b: Convene a roundtable discussion to create an arts and culture program for youth.
- 4.4.2: Have staff attend a professional development session.

5.3 Develop Agriculture-Friendly Practices
- 5.3.4: Hold a farmer forum to identify critical needs or issues for agriculture.

5.6 Streamline Solar Permitting for Small Solar Installations
- 5.6.1 d: Train building inspectors, permitting, and inspection staff on solar PV and/or solar and storage systems technologies and best practices for permitting/inspecting.
- 5.6.1 e: Train planning staff on best practices in planning and zoning for solar PV. Training must have occurred within the past five years.

5.8 Promote Cool Roofs
- 5.8.2 - Retrofit one or more municipal or Board of Education buildings with a cool roof, or install a cool roof on one or more newly constructed municipal or Board of Education building.

6.1 Implement Complete Streets
- 6.1.2: Have municipal officials/staff participate in a Complete Streets training.
- 6.1.6: Implement projects that expand safe and active transportation networks.

6.4 Support Zero Emission Vehicle Deployment
- 6.4.1: Host a ZEV event/workshop with a community partner or third party.
- 6.4.2: Have municipal officials/staff participate in a vehicle electrification training.
- 6.4.3: Replace municipal fleet vehicles to reduce emissions
- 6.4.5: Install electric vehicle charging stations for public use in at least one location.

7.1 Benchmark and Track Energy Use
- 7.1.1: Maintain data in ENERGY STAR Portfolio Manager for building energy use.
- 7.1.2: Maintain data in ENERGY STAR Portfolio Manager for water treatment energy use.

7.2 Reduce Energy Across All Municipal Buildings
- 7.2.1a: Complete Sustainable CT action 7.1.1.
- 7.2.1b: Achieve energy use intensity reductions for buildings in your benchmarking portfolio.
- 7.2.2a: Complete Sustainable CT action 7.1.2.

7.4 Increase Use of Renewable Energy in Municipal Buildings
- 7.4.1 a: Successfully complete Sustainable CT Action 7.1.1, Benchmark and Track Energy Use.
- 7.4.1 b: Power municipal buildings (including Board of Education) with electricity produced by on-site solar installation and/or via virtual net metering.

7.6 Install Efficient Exterior Lighting
- 7.6.2a: If a utility owns your streetlights, initiate the conversion process with the utility.
- 7.6.2b: If you own your own streetlights, replace lights with the most efficient bulbs.
- 7.6.3: Convert municipal exterior decorative lighting and exterior park lighting to LEDs.

7.8 Complete Energy Audits of Municipal Buildings

- 7.8.1 a: Successfully complete Sustainable CT Action 7.1.1, Benchmark and Track Energy Use.
- 7.8.1 b: Complete an ASHRAE (American Society of Heating, Refrigerating, and Air Conditioning Engineers) level 2 or level 3 energy audit of a municipal building to identify and prioritize energy savings opportunities.

7.9 Participate in and Promote C-PACE Program
- 7.9.1: Pass a municipal resolution to opt-in to C-PACE.
- 7.9.3: Earn credit for C-PACE projects undertaking clean energy improvements.

8.1 Hold a Sustainability Event
- 8.1.1a: Hold a sustainability event.
- 8.1.1b: Provide municipal support for the event.
- 8.1.1c: Track the number of event attendees and identify highlights and next steps.

8.3 Train Municipal Representatives
- 8.3.1 a: Send at least half of the total membership (including alternates) of either your municipal planning commission, zoning commission, combined planning and zoning commission, or zoning board of appeals to trainings focused on topics from OPM's environment, agriculture, and historic resources list.
- 8.3.1 b: During a regularly scheduled, public meeting of the commission, hold a discussion of what commissioners learned in their training and how the content of the training can be incorporated into the commission's work and responsibilities.
- 8.3.2 a: Send at least half of the total membership (including alternates) of your Inlands Wetlands Commission to CT DEEP's Training for Municipal Inland Wetlands Agencies and/or trainings focused on topics from OPM's environment, agriculture, and historic resources list.
- 8.3.1 b: During a regularly scheduled, public meeting of the commission, hold a discussion of what commissioners learned in their training and how the content of the training can be incorporated into the commission's work and responsibilities.

8.4 Support Community Match Fund (CMF) Project and Civic Engagement
- 8.4.1: Complete/support a Community Match Fund project in your municipality.

8.6 Collaborate with Other Municipalities on Sustainability
- 8.6.1: Lead new initiatives that result in implementation of Sustainable CT actions regionally or in collaboration with other municipalities.

8. 7 Engage with Youth on Community Sustainability
- 8.7.1: Support youth-led sustainability projects in your community.

9.1 Report Materials Management Data and Reduce Waste
- 9.1.1: Review materials management data.
- 9.1.2: Reduce residential solid waste generation per capita.

10.4 Encourage an Equitable and Just Food System
- 10.1.4: Hold a community food forum to discuss building a more equitable food system in your municipality or region.

10.2 Conduct Health Impact Assessments
- 10.2.1: Have officials/staff participate in training on performing health impact assessments.

10. 5 Support Equitable Food Access and Local Farmers
- 10.5.1: Host a farmers' market in your municipality, or in partnership with neighboring municipalities.
- 10.5.2: Encourage and support farmstands and farmers' markets to accept Farmer Market Nutrition Program (FMNP) vouchers and the Connecticut Electronic Benefit Transfer (EBT) card, which is the payment method for Supplemental Nutrition Assistance Program (SNAP) benefits.
- 10.5.3: Improve the accessibility of farmers markets.

11.1 Implement an Affordable Housing Plan
- 11.1.2: Create, expand or maintain your community's housing data profile.
- 11.1.3: Implement strategies identified in the Affordable Housing Plan adopted by your municipality and submitted to the CT Office of Policy and Management.

11.2 Grow Sustainable and Affordable Housing options
- 11.2.1: Identify the current percentage of affordable housing in the community.
- 11.2.2: Increase affordable housing as compared to a baseline year.

12.1 Strengthen Municipal Workforce Capacity to Address Homelessness
- 12.1.1b: Have designated municipal liaison participate in at least three trainings.

12.2 Increase Public Awareness and Support Efforts to End Homelessness
- 12.2.3: Organize one or more community conversations or forums annually with a broad group of stakeholders to discuss homelessness in your community or region.

13.1 Innovative Strategies and Practices
- 13.1.1: Implement a sustainability action not listed on the Sustainable CT actions list.