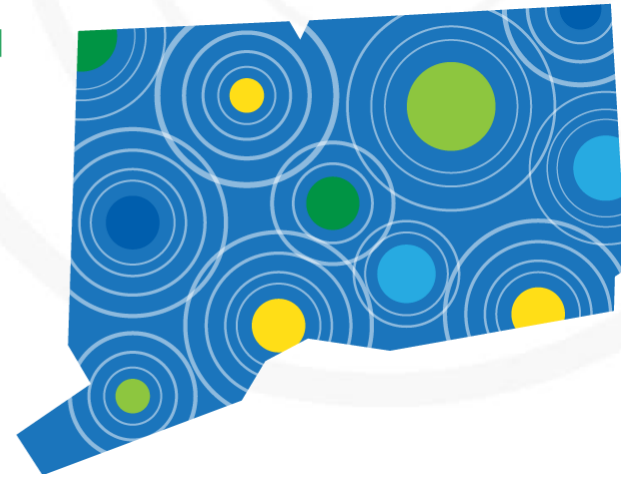


# Sustainable CT

Local Actions. Statewide Impact.



***Strengthening Your Sustainable CT Application:  
Lessons from Pre-Application Reviews***

**June 4, 2019**

# You are Leaders in Sustainability

## Certification Program Statistics

83

TOTAL REGISTERED



22

CERTIFIED



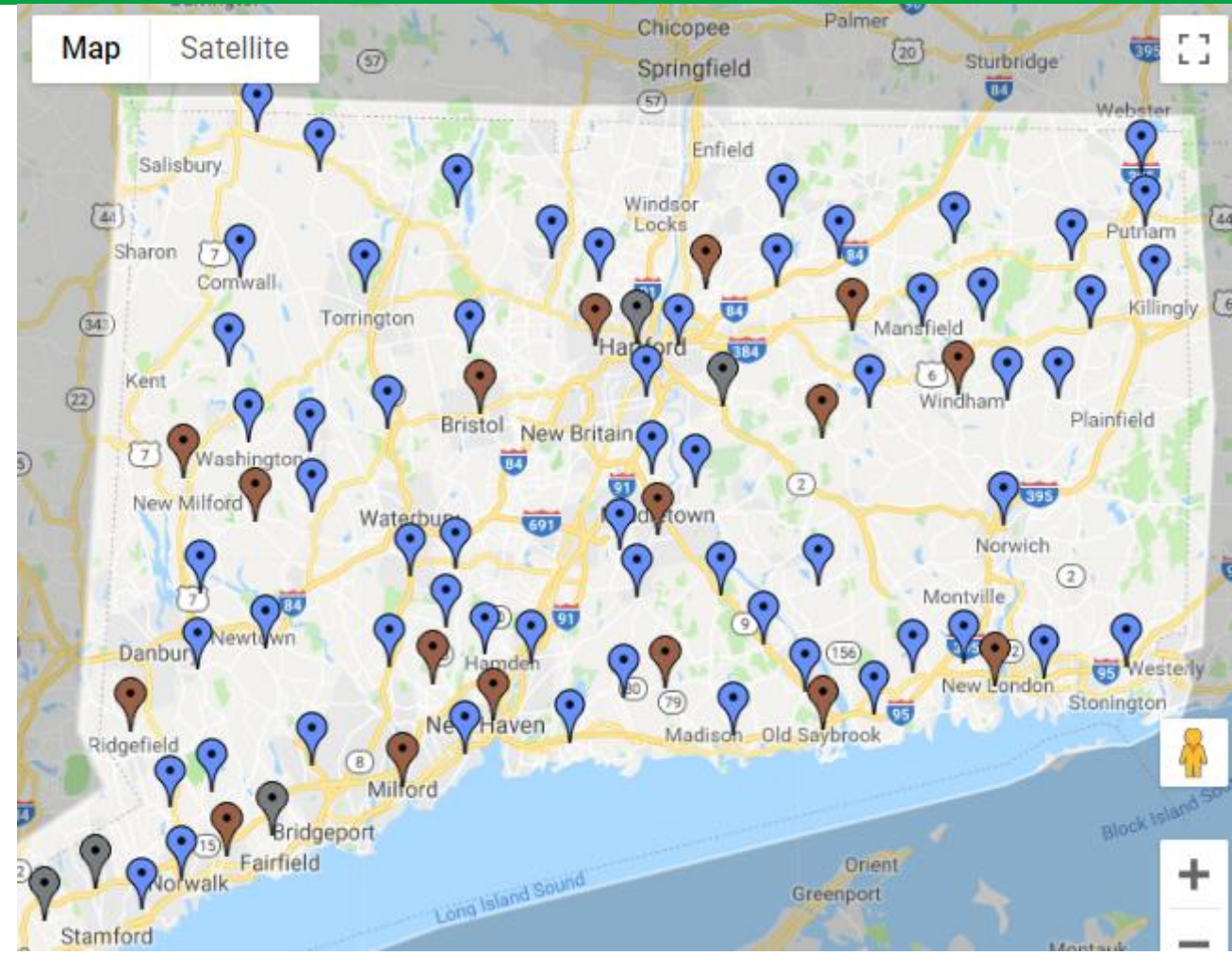
17

BRONZE CERTIFIED



5

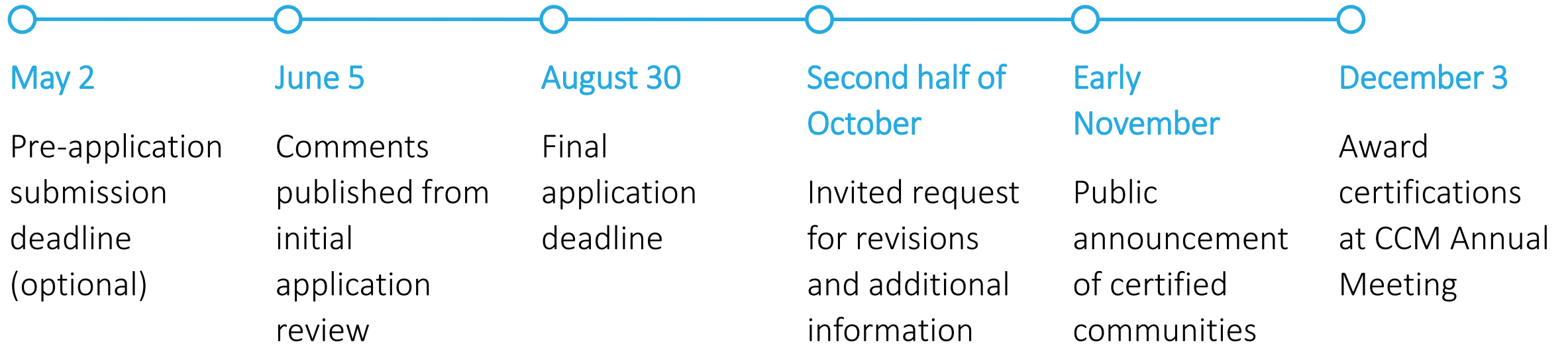
SILVER CERTIFIED



# Visualize Success!



# 2019 Certification Cycle Overview



# Certification Review Team

- 50 trained, volunteer expert reviewers representing 30 organizations
- Every action submission read twice
  - Quality control review by Sustainable CT staff
  - Reviewers will receive feedback on their reviews
- Action improvement and refinement for 2020 embedded in process
- No action revisions for 2019




# Pre-Application Information

- Actions marked “completed” as of pre-application submission deadline were reviewed
- By close of business tomorrow (June 5): applications unlocked and comments released

1. Thriving Local Economies


1.1 Support Redevelopment of Brownfield Sites

5 Points 

COMPLETED ▼

THIS ACTION HAS VARIABLE POINTS: 5 – 90 • LAST UPDATED 05/02/19

1.2 Implement Sustainable Purchasing


30 Points 

PLANNED ▼

THIS ACTION HAS VARIABLE POINTS: 10, 20, 30 • LAST UPDATED 05/02/19

# Pre-Application Information

- “Approved” if points received, even if fewer than requested
- Action status set to “approved” or “must revise”
- E-mail [info@sustainablect.org](mailto:info@sustainablect.org) to unlock “approved” actions for editing

<b>5.1 Implement Complete Streets</b> <b>5 – 110 Points</b> 	
<b>Status</b> Current action submission status: <b>Approved</b>	APPROVED ▼
<b>Requested Points</b> The number of points the applicant is aiming for.	80
<b>Approved Points</b> The number of points the reviewer has determined this action submission will earn if approved.	55 ▼

# Pre-Application Statistics

- 39 municipalities participated in pre-application review
  - Population over 25,000: 12
  - Population 10,000-24,999: 13
  - Population below 10,000: 14
- Average approval rate: 46%
- Average number of categories approved: 3 of 9
- Number of equity toolkits approved: 0
- Stronger pre-application statistics than 2018

# Optimize for Equity



ACTION 9.1 OPTIMIZE FOR EQUITY

## Equity Toolkit



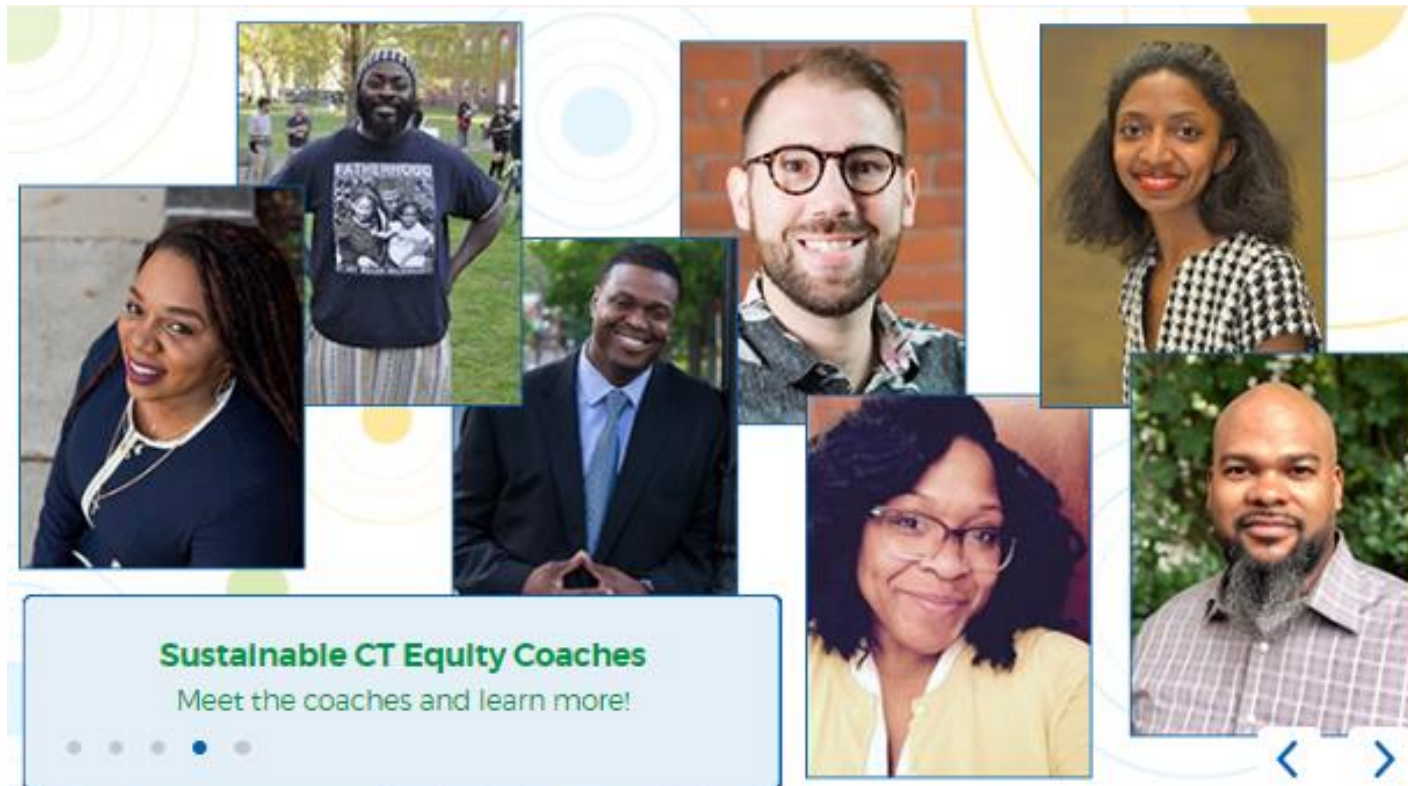
Apply the Equity Toolkit to  
1 other Sustainable CT action  
for Bronze Certification



Apply the Equity Toolkit to  
3 other Sustainable CT actions  
for Silver Certification

- Building an inclusive process
- Apply to a new Sustainable CT action (initiated on or after August 1, 2018)
- Two separate action submissions
  - Optimize for Equity
  - Action it was applied to
- Requirement for certification
- More information coming soon on equity workshops this summer

# Supports: Sustainable CT Equity Coaches



- No-cost consultative support to complete “Optimize for Equity” action
- Contact Jess LeClair at [leclairj@easternct.edu](mailto:leclairj@easternct.edu)
- Requests accepted on first-come, first-serve basis until July 1, 2019

# Supports: Sustainable CT Fellows

- 15 Sustainable CT Fellows to support you in your application process
- Contact your council of government to connect



# Supports: COG Question and Answer Sessions



- Register (<https://tinyurl.com/y4gbegby>) for your date and location; we'll contact you to schedule a 1-hour, one-on-one appointment
- Attend any session that's most convenient
- Open to all; priority to applicants for 2019 certification
- Informal review of select actions for near-complete applications

# Feedback Available on Municipal Dashboard

## Test Town 2 Certification Application

Status: IN PROGRESS

Reviewer Feedback: [2 comments](#)



[DETAILS AND HISTORY](#)

[HELP](#)

### Search Actions

Type in a word(s) to identify all actions with that word(s) in the title

☐ Planned ☐ Completed ☐ Must Revise ☐ Not Approved ☐ Approved ☐ Expired

### Filter by Action Benefit



To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

[SEARCH ACTIONS](#)

[CLEAR SEARCH](#)

# How to Access Archived Comments

## Test Town Application Feedback

[← BACK TO APPLICATION](#)

### Feedback for "1.1 Support Redevelopment of Brownfield Sites"

POSTED: 3/5/2018 10:23 AM

SUBJECT

Missing Attachments for "Brownfields" action

BODY

Hello Test Town,

The application submitted for Support Redevelopment of Brownfield Sites is missing the supporting documentation for a map of the Brownfield sites listed on the inventory. Only 40 points were awarded based on this. The municipality can re-submit for full points by attaching the documentation needed in the action on their municipality dashboard. We encourage you to do this, as the inventory map may already exist inside your inventory or in the planning/ zoning committee records.

[This comment has been archived.](#)

[^ HIDE ARCHIVED COMMENTS](#)

- Access town application
- Click “Details and History”
- Then click “Archived Comments”

# Strengthening for Final Submission: Example

## Submission Information:

1.1: Overview of all actions related to Town of Vernon Brownfields

1.1.1: Town of Vernon Brownfield Inventory (15 points), updated 3/27/2019

1.1.2: Town of Vernon Map of Brownfield Sites (5 points), updated 1/10/2019

1.1.3: Town of Vernon Priority Brownfield Sites (10 points), updated 1/10/2019

1.1.4: Town of Vernon Grant Proposal - Daniel's Mill (10 points), updated 3/29/2019. The grant was submitted to DECD on 10/31/2018. Attached is email verification of receipt of submission, and a copy of the grant application. The Town was not awarded funding for this project.

1.1.5: Town of Vernon Narrative and LEP Remediation Report(10 points), updated 4/29/2019

1.1.6: Town of Vernon Brownfield sites Reuse Options (5 points) updated 4/2/2019

1.1.8: Town of Vernon Remediation of Brownfield Site - Talcott Brothers Mill (15 points)

- Describes components applying for, how many points and date of work
- Date of activity/implementation/update, not date of upload

# Strengthening for Final Submission: Example

## Supporting Documentation

TYPE	TITLE	UPLOADED ON
pdf	<a href="#">1.1.2 - Town of Vernon - Map of Brownfield Sites</a>	1/10/2019 at 09:46 AM
pdf	<a href="#">1.1.3 - Town of Vernon - Priority Sites and Community Planning Meetings</a>	1/10/2019 at 09:46 AM
pdf	<a href="#">1.1.6 - Town of Vernon Public Engagement in Identifying Priority Brownfield Sites</a>	4/2/2019 at 04:24 PM
pdf	<a href="#">1.1.1 - Town of Vernon Brownfield Inventory</a>	3/29/2019 at 11:04 AM
pdf	<a href="#">1.1.5 - Town of Vernon Narrative and LEP Remediation Report - Amerbelle Mill</a>	4/29/2019 at 05:16 PM
pdf	<a href="#">1.1.4 - Town of Vernon - Email Verification of Grant application submission</a>	3/29/2019 at 11:49 AM
pdf	<a href="#">1.1.4 - Town of Vernon Brownfield Grant Submission to DECD</a>	3/29/2019 at 11:44 AM
pdf	<a href="#">1.1.8 - Town of Vernon Remediation of Brownfield Site - Talcott Brothers Mill</a>	4/30/2019 at 05:08 PM
pdf	<a href="#">1.1 - Overview - Support of Redevelopment of Brownfield Sites</a>	4/30/2019 at 05:28 PM

# Strengthening for Final Submission: Example



## TOWN OF VERNON

### OFFICE OF THE MAYOR

14 Park Place • Vernon, CT 06066

Tel: (860) 870-3600 • Fax: (860) 870-3580

[www.Vernon-CT.gov](http://www.Vernon-CT.gov)

**Daniel A. Champagne**  
*Mayor*

**Michael J. Purcaro**  
*Town Administrator*

**Dawn R. Maselek**  
*Assistant Town Administrator*

### 1.1 SUPPORT REDEVELOPMENT OF BROWNFIELD SITES Activities Overview

**Sec. 1.1.1** – Over the years, Vernon has maintained an **Inventory of Brownfield sites**. This inventory is updated regularly by Shaun Gately, Economic Development and Leslie Campolongo, Project Coordinator, and was most recently updated on 3-27-19.

**Sec. 1.1.2** - A **map of Vernon's key Brownfield sites**, was created on 12-14-18.

**Sec. 1.1.3** - The Town of Vernon has been working towards redeveloping its Brownfields for many years. As part of this action item, a **list of priority sites and dates of community planning sessions** was developed with the assistance of Vernon's Economic and Development Commission. This document was updated on 1-7-19.

**Sec. 1.1.4** - The Town of Vernon has submitted numerous **grant proposals** for the assessment and remediation of its Brownfield sites. The most recent submittal was for the remediation of **Daniel's Mill as part of the greater Amerbelle Mill Complex** submitted to CT Dept. of Economic and Community Development on 10-31-18. Attached is email verification of receipt of submission, and a copy of the grant application.

# Strengthening for Final Submission: Example

## Documentation Details:

All documents are simplified marked appropriately and contain highlighted key words or phrases to direct reviewers attention to specific requirements.

Gina Chiarella, CEO  
Take 2 Inc.  
122 Avenue of Industry  
Waterbury, CT 06705

**Re: Contract Award 2A18-110 Electronics Waste Recycling**

Dear Ms. Chiarella,

I am pleased to inform you that the City of Bristol has made award to your firm for electronics waste recycling as outlined in Invitation to Bid 2A18-110, and per the rate schedules provided in your submission, for the period through December 31, 2021, with option to renew for two (2) additional one year periods.

Upon receipt of an insurance certificate as outlined in Section II of the Standard Bid and Contract Terms and Conditions, services will be commenced with your firm, providing authorization for you to perform services under this agreement.

# Strengthening for Final Submission: Examples

## Documentation Details:

The Town of Woodbury Board of Selectmen passed a Resolution adopting a Sustainable Purchasing Policy on February 28, 2019. The Policy was provided to all Department Heads on March 4, 2019 via email and was published on the Town website. (see attached documents).

Pages two and three of the policy identify key areas for immediate consideration such as source reduction, recycled content (office supplies), energy and water savings, green buildings, landscaping, renewable energy, purchasing cooperatives, and toxins and pollution.

# Strengthening for Final Submission: Examples

## Partners:

### PARTNERS:

CT State Department of  
Department of Energy  
Economic Development

## Additional Information

No description has been provided

### Get Involved

#### Sustainability Team Guidance

Municipality

Individual

Non-Profit

Business

College & University

Support Us

### Communities, Partners, Impact

#### Funding

### Resources, News, Events

## Sustainability Team Guidance

Your Sustainability Team will help your community navigate the Sustainable CT program and implement actions to achieve points toward certification.

**Watch:** [An Introduction to Sustainable CT](#)

*Production facilities provided by Simsbury Community Television, Inc. Volunteer videography service provided by Cheri Calnan.*

### Resources for your Team

[Sustainable CT Master Action List](#)

[Sustainable CT Resolution](#)

[Sustainable CT Equity Toolkit](#)

[Sustainable CT Introduction](#)

[Sustainable CT 2018 Guide](#)

[Sustainable CT Brochure](#)

[Municipal Partner Guidance](#)

[Sustainable CT Action Flash Cards](#)

# Collaborating with Partners on Actions



- When collaborating with other municipalities, each municipality submits documents and earns points
- When collaborating with other stakeholders, describe the municipality's role in implementation
- Examples of partners: schools, health districts, COGs, public utilities, state agencies, nonprofits, academic institutions, businesses

# Credit for Past Action

## **Credit for Past Action**

---

- With the exception of Steps 7 and 8 see below, the look-back period for each step in this action is up to three years prior to application submission.
- For step 7, screenshot must have been taken within 1 year of submission, and printed materials must have been developed or revised 3 years prior to application submission.
- For step 8, redevelopment must have been completed within ten years of application submission.

Count back from August 1, 2019

# Submission Clean-up: Example Needing Improvement

## Submission Information:

No submission information has been provided by the applicant.

## Supporting Documentation

TYPE	TITLE	UPLOADED ON
pdf	<a href="#">4.1.1_SustainablePOCD_OPM_Notice_POCD_20140801</a>	8/23/2018 at 03:46 PM
pdf	<a href="#">4.1.1_SustainablePOCD_TownPLANsections_ClimateChangeReview</a>	8/23/2018 at 03:46 PM
pdf	<a href="#">4.1.2&amp;3_SustainablePOCD_NeighborhoodDesign</a>	8/23/2018 at 03:47 PM
pdf	<a href="#">4.1.3_SustainablePOCD_ExtraSustainabilityPoints</a>	8/23/2018 at 03:47 PM
pdf	<a href="#">4.1.4_SustainablePOCD_SustainableCTImplementationTable_2018</a>	8/23/2018 at 03:47 PM
excel	<a href="#">4.1.1_SustainablePOCD_OSPlanImplementationTable_20180823</a>	8/23/2018 at 03:55 PM

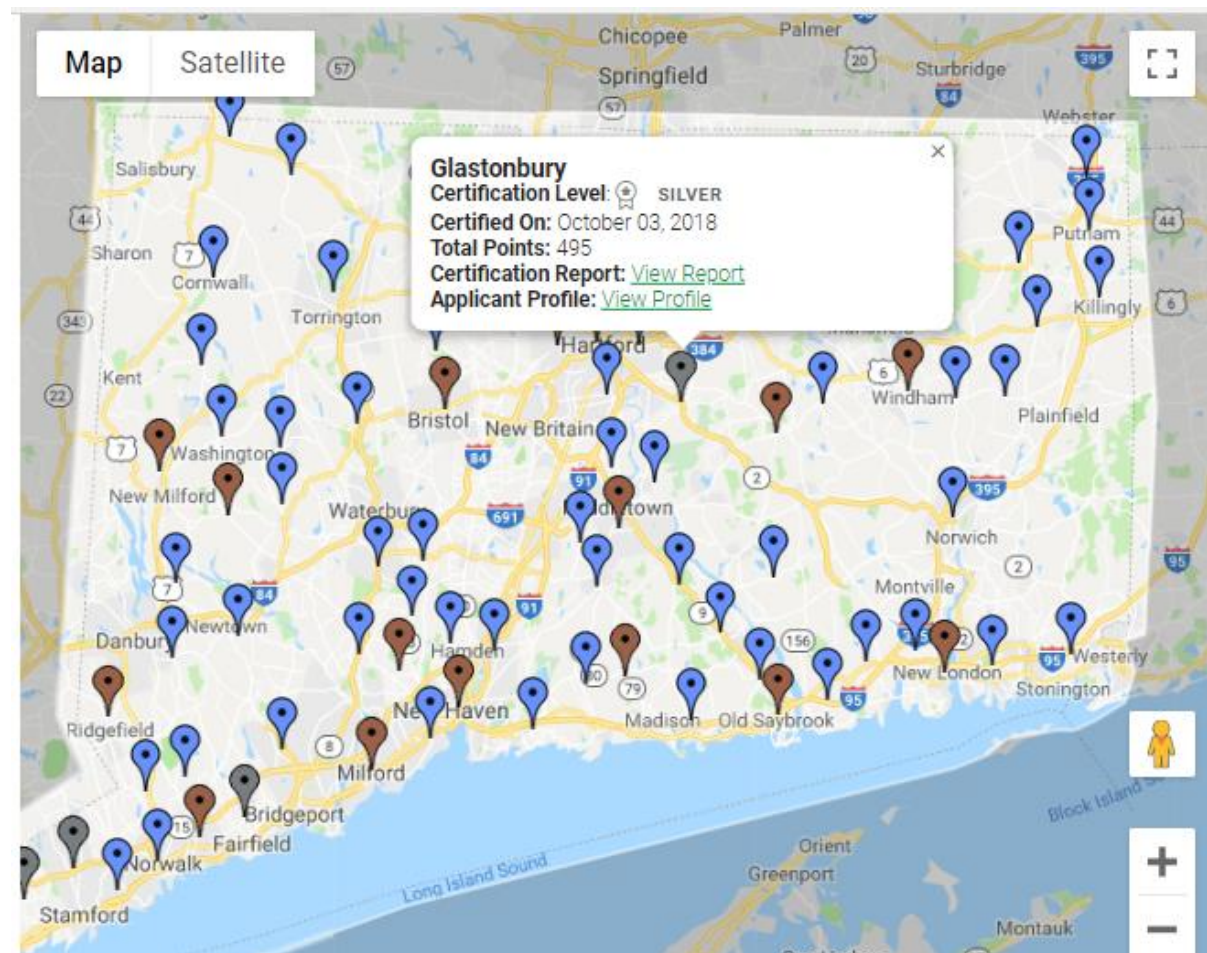
## Documentation Details:

No documentation details have been provided by the applicant.

## Partners:

No information on partners has been provided by the applicant.

# Website as Peer Learning Tool



# 2019 Certification Requirements



- **Bronze Certification**

- Complete at least 1 action in each of **categories 1-9**
- Complete **1 Equity Toolkit** in action 9.1 Optimize for Equity
- Successfully complete actions totaling **200 or more points**



- **Silver Certification**

- Complete at least 1 action in each of **categories 1-9**
- Complete **3 Equity Toolkits** in action 9.1 Optimize for Equity
- Successfully complete actions totaling **400 or more points**

# Important Tips

- No double-counting (i.e., no points for same activity under different actions)
- Apply for a point total beyond the required thresholds to allow for some “not approved” marking
- Strong focus on equity needed for application success
- Strong attention to actions where only one in the category completed
- Be realistic: aim for the right certification level & apply in the year right for you

Point Approval Rate	One approved per category?	Number of equity toolkits approved?
✓	✓	✓

# Coming Soon: Sustainable CT Community Match Fund



- Extensive training, support and funding for great projects
- Must align with Sustainable CT actions
- Launch announcement and training sessions forthcoming

# Questions?



**Lynn Stoddard**

**Executive Director**  
[stoddardl@easternct.edu](mailto:stoddardl@easternct.edu)  
860-465-2813



**Jessica LeClair**

**Program Manager, Community  
Engagement & Outreach**  
[leclairj@easternct.edu](mailto:leclairj@easternct.edu)  
860-465-0258



**Alyssa Norwood**

**Program Manager, Certification &  
Innovation**  
[norwooda@easternct.edu](mailto:norwooda@easternct.edu)  
860-465-0297



**Mark Allegrini**

**Partnership & Strategy  
Consultant**  
[allegrinima@easternct.edu](mailto:allegrinima@easternct.edu)  
860-465-0254



**Jenna LaFleur**

**Program Assistant, Administration**  
[lafleurj@easternct.edu](mailto:lafleurj@easternct.edu)  
860-465-0766



**Zac Stygar**

**Program Assistant, Website Support**  
[stygarz@easternct.edu](mailto:stygarz@easternct.edu)  
860-465-0765