

Brooklyn
5/13/2019



2019 Master Action List

The Sustainable CT Master Action List may serve as a helpful resource as you track your progress towards certification. *Please visit sustainablect.org for full action write-ups and defer to online versions if there are discrepancies with this Master Action List.* Actions for 2019 are broken down by the different ways you can achieve points in each action. Submission requirements and the length of time an action qualifies for eligibility (the "lookback period") are also noted. For lookback periods, count back from August 1, 2019.

Actions	Sub-Actions	Submission Requirements	Date	Notes	Lookback Period	Points	Status
1. Thriving Local Economies							
1.1 Support Redevelopment of Brownfield Sites	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.	<ul style="list-style-type: none"> The brownfield inventory in the format provided in template 			Up to 3 years prior to application submission.	5 sites = 5 points; 5-10 sites = 10 points; +10 sites =15 points	
1.1 Support Redevelopment of Brownfield Sites	1.1.2 - Create a map of the brownfield sites within your community.	<ul style="list-style-type: none"> A map of brownfield sites listed in the inventory. For maps available online, please provide the electronic file or a screenshot. Not a website link. 			Up to 3 years prior to application submission.	5	
1.1 Support Redevelopment of Brownfield Sites	1.1.3 - For communities with at least 10 brownfield sites, engage the community to prioritize brownfield sites for redevelopment.	<ul style="list-style-type: none"> A list of priority sites. The dates of the community planning meeting(s) or workshop(s) held. 			Up to 3 years prior to application submission.	10	
1.1 Support Redevelopment of Brownfield Sites	1.1.4 - Prepare a grant proposal for site assessment or clean-up	<ul style="list-style-type: none"> A copy of the verification of submission of the grant proposal, and where possible, a copy of the grant proposal. 			Up to 3 years prior to application submission.	10	
1.1 Support Redevelopment of Brownfield Sites	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.	<ul style="list-style-type: none"> A list of reuse options, which may be general to any brownfield site or specific to one or more brownfield sites. The dates of any community planning events. 			Up to 3 years prior to application submission.	10 points per site; 20 points maximum	
1.1 Support Redevelopment of Brownfield Sites	1.1.6 - Hold a process of public engagement to identify potential reuse options that are connected to broader community vision and revitalization priorities.	<ul style="list-style-type: none"> A list of reuse options, which may be general to any brownfield site or specific to one or more brownfield sites Dates of any community planning events. 			Up to 3 years prior to application submission.	5	
1.1 Support Redevelopment of Brownfield Sites	1.1.7 - Communicate and actively market brownfield redevelopment opportunities.	<ul style="list-style-type: none"> Screenshots of any redevelopment opportunities for your municipality's brownfield site(s) posted online. Any printed materials used to market those sites. 			Screenshots must have been taken within 1 year of submission, and printed materials must have been developed or revised 3 years prior to application submission.	10	
1.1 Support Redevelopment of Brownfield Sites	1.1.8 - Remediate a brownfield site and redevelop the site for housing, recreation, commercial development, government or other productive uses	<ul style="list-style-type: none"> A brief summary of the redevelopment project. A discussion of your municipality's role in actualizing the redevelopment. At least one photograph of the redeveloped site. 			Redevelopment must have been completed within ten years of application submission.	15	
1.2 Implement Sustainable Purchasing	1.2.1 - Adopt a sustainable purchasing policy and distribute it to all municipal departments.	<ul style="list-style-type: none"> The sustainable purchasing policy that the governing body has adopted by resolution or ordinance. Evidence that adopted policy has been distributed to all municipal departments. 			The sustainable purchasing policy must have been adopted or updated within 5 years prior to application submission and still be in place.	20	
1.2 Implement Sustainable Purchasing	1.2.2 - Develop and maintain an up-to-date vendor list.	<ul style="list-style-type: none"> The vendor list, including an explanation of the special designations incorporated into the list. For regional vendor lists, each participating municipality will receive points. 			Vendor lists must have been created or updated within 1 year prior to application submission.	10	
1.3 Inventory and Promote Local Retail Options	1.3.1 - Select a target sector and develop an inventory of local retail options for that sector.	<ul style="list-style-type: none"> A copy of each sector-specific inventory (in list and map form). 			Inventories must have been created or updated within 1 year prior to application submission.	5 points per sector-specific inventory, up to 10 points	
1.3 Inventory and Promote Local Retail Options	1.3.2 - Develop, implement and maintain an ongoing "buy local" campaign.	<ul style="list-style-type: none"> Your completed "buy local" campaign discussion worksheet and at least one example from among materials disseminated which could include flyers, newsletters, website links, etc. 			"Buy local" campaign materials, events or meetings should have been distributed or occurred within 1 year prior to application submission.	10	

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	<ul style="list-style-type: none"> A list of any business roundtables or other events and the dates that they were held. At least one additional piece of documentation related to the roundtable (promotional flyer, event schedule, agenda, minutes, etc.). Contact information of the person(s) responsible for disseminating the toolkit and evaluating when identifying or creating an updated toolkit is necessary. 	The events must have occurred within 1 year prior to application submission.	5
1.4.2 - Create or support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development Districts, or other comparable entities.	<ul style="list-style-type: none"> A partnership letter, memorandum of understanding, or comparable document outlining the organization(s) you're supporting, and the resources you're supporting them with (i.e. a specific description of the municipal leadership, staff (time, funding and/or other resources and support). 	Entities may have been created at any time, so long as support has been ongoing and has occurred within 1 year prior to application submission.	5
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.	<ul style="list-style-type: none"> For each event, a flyer or other document related to the event, such as a promotional flyer, event schedule, agenda, minutes, presentations, sign-in sheets, photographs or a list of businesses that participated in the event. 	The events must have occurred within 1 year prior to application submission.	5
1.4.4 - Identify, or create and disseminate, a toolkit for disaster business preparedness and for post-disaster conditions.	<ul style="list-style-type: none"> A copy of the toolkit. Evidence of its dissemination among businesses. Contact information of the person(s) responsible for disseminating the toolkit and evaluating when identifying or creating an updated toolkit is necessary. 	Toolkits must have been created or updated and disseminated within 1 year prior to application submission.	5
1.5.1 - Conduct a sustainable jobs and workforce capacity assessment for the municipality or region.	<ul style="list-style-type: none"> The sustainable jobs and workforce capacity assessment. A list of any roundtable events and the dates they occurred. 	The assessment must have been completed or updated within 4 years and the stakeholder meetings must have occurred within 1 year prior to application submission.	10
1.5.2 - Establish or support a sustainable job training partnership.	<ul style="list-style-type: none"> A link to a website or hard copy materials describing the nature of the sustainable job training partnership. 	The job training program must have been in place within 1 year prior to application submission.	10
1.5.3 - Create networking opportunities for local job seekers to meet individuals working in or operating sustainable businesses.	<ul style="list-style-type: none"> A list of any networking events to foster sustainable development opportunities and the dates that they occurred. 	The networking meeting must have occurred within 1 year prior to application submission.	5
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.	<ul style="list-style-type: none"> A certified, signed copy of your municipality's resolution opting-in to C-PACE. A certified copy of your municipality's legal agreement with C-PACE. A screenshot of a link to https://www.pace.com/building-owner on your municipality's website. 	Points will be earned for resolutions and legal agreements, regardless of when they were adopted or executed prior to application submission.	5
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.	<ul style="list-style-type: none"> A list of the names of any educational events and the dates they were held. Or any other documentation that verifies your municipality's efforts to access C-PACE financing. 	C-PACE specific educational efforts must have been conducted within 1 year prior to application submission.	5
1.6.3 - Earn credit for C-PACE projects approved by the Green Bank for commercial and industrial buildings undertaking clean energy improvements.	<ul style="list-style-type: none"> A list of buildings approved for and closed on C-PACE financing. The list may be obtained by contacting the Connecticut Green Bank, could be a screenshot of listed projects from their website, or otherwise providing a list of buildings. 	Buildings should only be included that received C-PACE approval within 3 years prior to application submission.	5
2. Well-Steward Land and Natural Resources			
2.1.1 - Sponsor or host a program to educate citizens and business owners in your community about the value of watersheds	<ul style="list-style-type: none"> An overview of your education program (5 sentences maximum), including target populations (if any); and at least one example from among materials disseminated. 	Action must be completed within 12 months prior to application submission.	5
2.1.1 - Implement and maintain a signage program that highlights key watershed issues.	<ul style="list-style-type: none"> Maps, promotional materials, or photos of educational signage. 	Action must be completed within 12 months prior to application submission	5
2.1.1 - Promote and encourage citizens and business owners to take a watershed health pledge.	<ul style="list-style-type: none"> Examples of pledges taken (first remove contact information of residents and business owners). 	Action must be completed within 12 months prior to application submission	5
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.	<ul style="list-style-type: none"> A description of monitoring program and photos of monitoring in progress. 	Action must be completed within 12 months prior to application submission	5
2.2.1 - Conduct a Natural Resources Inventory for a watershed.	<ul style="list-style-type: none"> A completed natural resources inventory. A map depicting all aquifers, riparian corridors, wetlands, vernal pools and headwaters. A map depicting land uses and possible locations where pollutant loads may enter watershed. 	Action must have been completed within 10 years prior to application submission.	10

2.2 Create a Watershed Management Plan	2.2.2 - Regulation Review and Alignment with Watershed Protection Goals.	<ul style="list-style-type: none"> * A summary of regulation review, including a description of how it aligns (or doesn't) with watershed protection goals. * Copies of all complementary regulations edited or enacted to promote watershed protection goals. 		Action must have been completed within 10 years prior to application submission.	10	
2.2 Create a Watershed Management Plan	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.	<ul style="list-style-type: none"> * A copy of the action plan. (Please note, successful completion 2.2.1 and 2.2.2 are required before you can get credit for 2.2.4). 		Action must have been completed within 10 years prior to application submission.	10	
2.3 Engage in Watershed Protection and Restoration	2.3.1 - Complete an Action Plan Project.	<ul style="list-style-type: none"> * Documentation of the completed action plan project (including justification if not part of your Watershed Action Plan). You may submit up to two watershed projects. 		Action must have been completed within 10 years prior to application submission.	15 points per project, up to 50 points	
2.3 Engage in Watershed Protection and Restoration	2.3.2 - Adopt Source Water/Regional Corridor Protection.	<ul style="list-style-type: none"> * A description of the regulation, noting the specific watershed resource they protect and/or threat that they address. Provide a hyperlink to any materials that can be found online, as well as a PDF of any web-based materials. 		Action must have been completed within 10 years prior to application submission.	15	
2.4 Develop an Open Space Plan	2.4.1 - Complete an open space inventory. If you have completed an inventory prior to 2019 and it still falls within the action bookend 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.	<ul style="list-style-type: none"> * A copy of your completed inventory. You may also submit a map layer with the attached template included as an attribute table. For inventories completed in or after 2019 you must use the inventory template created for Sustainable CT. You may also use the geodatabase created for Sustainable CT to depict your map layer. You may receive this geodatabase by emailing Info@sustainable-ct.org. 		Must include proof of update for documents completed up to 10 years prior to application submission.	5-10	
2.4 Develop an Open Space Plan	2.4.2 - Prioritize resources for protection.	<ul style="list-style-type: none"> * A list of resources prioritized for protection, including criteria used and a description of your long-term acquisition plan. Please submit list as a Standalone Document. 		Must include proof of update for documents completed up to 10 years prior to application submission.	5	
2.4 Develop an Open Space Plan	2.4.3 - Develop an open space plan.	<ul style="list-style-type: none"> * A copy of the open space preservation plan (formally adopted by your local governing body (Inclusion in your Plan of Conservation and Development is acceptable)). * Include in a separate document, how your plan will prioritize future acquisitions, enhance your local ecosystem, connect open space parcels, offer recreational benefits, and ensure long-term viability of your open space. 		Must include proof of update for documents completed up to 10 years prior to application submission.	10	
2.4 Develop an Open Space Plan	2.4.4 - Increase preserved open space in your community.	<ul style="list-style-type: none"> * Documentation of an active open space acquisition program (you may work with partners). Documentation might include, a list of property acquisitions/dates purchased, meeting minutes, etc. 	See below:	Must include proof of update for documents completed up to 10 years prior to application submission.	Up to 15	
2.4 Develop an Open Space Plan	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.	<ul style="list-style-type: none"> * If not in your inventory, include the legal review. Ensure that all listed municipally owned properties are legally protected. If a property cannot be protected please indicate why. 		Must include proof of update for documents completed up to 10 years prior to application submission.	10	
2.4 Develop an Open Space Plan	2.4.4 - Increase preserved open space in your community.	<ul style="list-style-type: none"> * Documentation of an active open space acquisition program (you may work with partners). Documentation might include, a list of property acquisitions/dates purchased, meeting minutes, etc. 		Must include proof of update for documents completed up to 10 years prior to application submission.	5	
2.5 Create a Natural Resource and Wildlife Inventory	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.	<ul style="list-style-type: none"> * A copy of the NRW inventory. Include all mapping and provide a description of what your inventory includes. If your map is online, you may include web addresses in addition to a PDF. 		Must include proof of update for the NRW inventory within the past 10 years prior to application submission.	10	
2.5 Create a Natural Resource and Wildlife Inventory	2.5.2 - Integrate your NRW inventory into municipal planning documents and/or decision-making processes.	<ul style="list-style-type: none"> * A description of the process of integrating natural resources and wildlife inventory into planning documents and decision making processes. 		Must include proof of update for the NRW inventory within the past 10 years prior to application submission.	5	
2.6 Manage for Drought and Municipal Water Use	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 sprayer valves in municipal buildings with Watersense labeled equivalents upon their scheduled or unscheduled replacement.	<ul style="list-style-type: none"> * A copy of your formal policy or documentation to prove that your municipality uses Watersense labeled products (e.g., procurement contract, a list of installations). 		Your formal policy will not expire. If dated, informal policy documentation must be dated within 5 years prior to application submission.	10	
2.6 Manage for Drought and Municipal Water Use	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.	<ul style="list-style-type: none"> * A copy of your Drought Communications Plan * Links on municipal website with utility and state drought information 		The Communications Plan must be reviewed and updated as needed every 3 years prior to application submission.		
2.6 Manage for Drought and Municipal Water Use	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	<ul style="list-style-type: none"> * A copy of your Drought Restriction Ordinance 		The Communications Plan must be reviewed and updated as needed every 3 years prior to applications submission.	5	

2.7 Provide Education on Water Conservation	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.	<ul style="list-style-type: none"> A description of the water conservation education workshop. An overview of your outreach strategy (5 sentences maximum), including target populations (if any) and at least one example from among the materials disseminated. 			The action must be completed no more than 12 months prior to application submission.	5
2.8 Implement Low Impact Development	Education Projects	See below:			Action must have been completed within 12 months of application submission.	Up to 15
2.8 Implement Low Impact Development	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.	<ul style="list-style-type: none"> The event notice/poster 			Action must have been completed within 12 months of application submission.	5
2.8 Implement Low Impact Development	2.8.3 - Develop/distribute educational materials on LID practices for developers and contractors to be distributed at the outset of the permitting process	Copies of the educational materials developed. Describe the distribution plan.			Action must have been completed within 12 months of application submission.	5
2.8 Implement Low Impact Development	Planning, Regulation and Policy Projects	See below:			Actions completed in 2012 and onward may be considered. Regulation review and revision may be considered prior to 2012.	Up to 10
2.8 Implement Low Impact Development	2.8.1 - Include a section on the importance of stormwater management and support of LID solutions in your POCD	A copy of your officially adopted POCD, please note the relevant section(s)	Page 78		Actions completed in 2012 and onward may be considered. Regulation review and revision may be considered prior to 2012.	5
2.8 Implement Low Impact Development	2.8.2 - Encourage and promote Low Impact Development in your regulations (such as zoning, subdivision and road ordinances)	A copy of the regulation(s) formally adopted by your governing body that encourage or promote Low Impact Development. Please note the relevant section(s) of each regulation included.	Subdivision- page 25 Zoning- page 118		Actions completed in 2012 and onward may be considered. Regulation review and revision may be considered prior to 2012.	5
2.8 Implement Low Impact Development	Implementation Projects	See below:			Actions completed in 2012 and onward may be considered.	Up to 25
2.8 Implement Low Impact Development	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.	<ul style="list-style-type: none"> Photos and a brief description of the demonstration project with accompanying signage. The maintenance plan and evidence of adoption by the Department of Public Works or appropriate town body. 	Rain barrel installed at town hall (?) - ECCD		Actions completed in 2012 and onward may be considered.	5
2.8 Implement Low Impact Development	2.8.3 - Demonstrate that you have an active LID implementation plan or strategy.	Describe the strategy. Implementation process, and goals.			Actions completed in 2012 and onward may be considered.	5
2.8 Implement Low Impact Development	2.8.4 - Establish a program to incentivize homeowners to implement low impact development (LID) practices on private property	A copy of the program announcement and program description and website, if applicable. Additionally, you must include the number of LID practices installed.			Actions completed in 2012 and onward may be considered.	10
2.9 Manage Woodlands and Forests	2.9.1 - Establish a Forestry Advisory Committee.	A list of members of the Forestry Advisory Committee and the date of the most recent meeting.			This action does not expire, but the Forestry Advisory Committee must be active within the 12 months prior to application submission.	5
2.9 Manage Woodlands and Forests	2.9.2 - The Forestry Advisory Committee must complete at least one activity, i.e. assessing tree cover, establishing a tree planting program, etc.	Documentation of the activities performed by the Forestry Advisory Committee.			This action does not expire, but the Forestry Advisory Committee must be active within the 12 months prior to application submission.	10
2.10 Facilitate Invasive Species Education and Management	Municipal Management of Invasive Species	See below: All items must be completed to receive credit			Regulation review and maintenance procedures must be current to application submission.	
2.10 Facilitate Invasive Species Education and Management	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.	A description of regulation review process, including which regulations were reviewed and amended and how you amended them (if applicable).			Regulation review and maintenance procedures must be current to application submission.	
2.10 Facilitate Invasive Species Education and Management	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	Your community's plan for invasive species treatment and include a description of how you embedded invasive species management into your grounds maintenance practices			Regulation review and maintenance procedures must be current to application submission.	10
2.10 Facilitate Invasive Species Education and Management	2.10.3 - Educate municipal grounds keeping staff on invasive species management practices utilized by your municipality.	A description, including dates provided, of the education provided to municipal grounds keeping staff.			Regulation review and maintenance procedures must be current to application submission.	
2.10 Facilitate Invasive Species Education and Management	Municipal Removal of Invasive Species	See below:			Invasive species removal must have been completed within 12 months prior to application submission	

2.10 Facilitate Invasive Species Education and Management	2.10.1 - Engage in invasive species management practices on municipal properties	* A description of the invasive species management practices now being employed. Include before and after photos (if possible), as well as detailed information about the area treated, when and how it was treated	Invasive species removal must have been completed within 12 months prior to application submission	5	
2.10 Facilitate Invasive Species Education and Management	<i>Residential Education</i>	See below: All items must be completed to receive credit	Education must be done within 12 months prior to application submission.	5	
2.10 Facilitate Invasive Species Education and Management	2.10.1 - On your municipal website post invasive species education resources. Provide link to sources (may be external) outlining invasive species identification and removal techniques.	* A link to the invasive species education resources on your municipal website.	Education must be done within 12 months prior to application submission.	5	
2.10 Facilitate Invasive Species Education and Management	2.10.2 - Host or sponsor an educational workshop for residents about invasive species and removal processes.	* Title, date of workshop, and where possible, a description of what was covered.	Education must be done within 12 months prior to application submission.	5	
2.11 Implement Green Grounds and Maintenance Program	2.11.1 - Complete the hypothesized inventory for properties maintained by your municipality.	* A copy of the completed inventory.	Must be up-to-date at time of application submission.	10	
2.11 Implement Green Grounds and Maintenance Program	2.11.1 - Ground Treatment BMP: Utilize an Integrated Pest Management Standard OR Utilize an Organic Lawn Care Standard.	* A copy of the IPM standard utilized with a description of how it is implemented	Must be up-to-date at time of application submission.	5	
2.11 Implement Green Grounds and Maintenance Program	2.11.2 - Irrigation BMP: Assess Annual Irrigation Patterns and Reduce Where Possible.	* A copy of your irrigation assessment with a description of the efficient irrigation practices implemented and amount by which this plan reduced irrigation (if available).	Must be up-to-date at time of application submission.	5	
2.11 Implement Green Grounds and Maintenance Program	2.11.3 - Runoff BMP: Perious Pavement OR Disconnect Impervious Surface.	* A copy of your new pervious pavement policy OR a description of how you support the disconnection of impervious areas and rooftops from the stormwater system.	Must be up-to-date at time of application submission.	5	
2.11 Implement Green Grounds and Maintenance Program	2.11.4 - Land Use Practices BMP: Native Planting and Pruning Policy OR Education Program.	* A copy of your native planting and pruning policy, OR a description and supporting materials of the education program and the details the program was held.	Must be up-to-date at time of application submission.	5	
3. Vibrant and Creative Cultural Ecosystems					
3.1 Map Tourism and Cultural Assets	<i>Create a Tourism and Cultural Asset Map</i>	See below:	Tourism and cultural asset map must have been published within the past 5 years prior to application submission and must be updated for each year seeking certification.		
3.1 Map Tourism and Cultural Assets	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.	* A list of assets with the relevant referenced information included	Tourism and cultural asset map must have been published within the past 5 years prior to application submission and must be updated for each year seeking certification.	10	
3.1 Map Tourism and Cultural Assets	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.	* A list of assets with the relevant referenced information included	Tourism and cultural asset map must have been published within the past 5 years prior to application submission and must be updated for each year seeking certification.	10	
3.1 Map Tourism and Cultural Assets	3.1.3 - Create a usable and public online resource that enable the community to search, learn and use the information generated on the assets.	* Hyperlink to the finished web-based resource.	Tourism and cultural asset map must have been published within the past 5 years prior to application submission and must be updated for each year seeking certification.	10	
3.1 Map Tourism and Cultural 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).	* A copy of the plan for maintaining and updating the tourism and cultural asset resource.	Tourism and cultural asset map must have been published within the past 5 years prior to application submission and must be updated for each year seeking certification.	10	
3.1 Map Tourism and Cultural Assets	<i>Update CVIAst Profile</i>	See below:	CVIAst account must be updated for the year seeking certification.		
3.1 Map Tourism and Cultural Assets	3.1.1 - Update and maintain the municipal profile on the CVIAst website. Upload seasonal images to reflect the current season and social media platforms for your community. Please Note: Your CVIAst site may not be utilized to satisfy your cultural asset map.	* The hyperlink to the municipal profile on CVIAst.	CVIAst account must be updated for the year seeking certification.	5	
3.1 Map Tourism and Cultural Assets	3.1.2 - Maintain the content, images, and functioning links periodically.	* The hyperlink to the municipal profile on CVIAst.	CVIAst account must be updated for the year seeking certification.	5	
3.2 Support Arts and Creative Culture	<i>Implement three of the eleven activities that support arts, outlined below:</i>	* Submit required materials for at least 3 of the 11 activities outlined below:	Proof of current status for all actions is required prior to application submission.		

3.3 Develop a Creative Placemaking Plan	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	* A copy of the Creative Placemaking Plan		The Creative Placemaking Plan must be published within the past 10 years prior to application submission.	10
3.3 Develop a Creative Placemaking Plan	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."	* A copy of the Creative Placemaking Plan. Please note in your submission where the specifically requested elements may be found in your plan if it is not clear.		The Creative Placemaking Plan must be published within the past 10 years prior to application submission.	5
3.3 Develop a Creative Placemaking Plan	3.3.1 - Integrate the Placemaking Plan into the Plan of Conservation and Development (POCD).	* A copy of the updated, adopted POCD that integrates the Creative Placemaking Plan.	* Completed inventory.	The Creative Placemaking Plan must be published within the past 10 years prior to application submission.	5
3.4 Provide an Arts and Culture Program for Youth	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).	* Date of the stakeholder meeting, and the list of recommended steps developed.	* Description of the educational program including a description of why it was relevant, proof of attendance.	The arts program must be completed in the 12 months prior to application submission.	15
3.4 Provide an Arts and Culture Program for Youth	3.4.2 - Convene a diverse selection of community representatives for a round table discussion about connecting to the town's youth.	* Copy of the budget and proof of funding source.	* Documentation of completion of actions recommended in the program.	The arts program must be completed in the 12 months prior to application submission.	5
3.4 Provide an Arts and Culture Program for Youth	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.		* Name of lead organization, description of training session, including a description of why it was relevant	The arts program must be completed in the 12 months prior to application submission.	5
3.4 Provide an Arts and Culture Program for Youth	3.4.4 - Describe the budget and funding source to implement the program.			The arts program must be completed in the 12 months prior to application submission.	5
3.4 Provide an Arts and Culture Program for Youth	3.4.5 - Implement elements of the program as identified in the recommended actions.				
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					
4. Dynamic and Resilient Planning					
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	4.1.1 - Include at least four Hazard Mitigation Plan goals into your most recent Plan of Conservation and Development (POCD).	* A copy of the adopted, amended POCD and a completed Action 4.1 Worksheet A		The action must be completed within 10 years prior to application submission.	5
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	4.1.2 - Incorporate three sustainability concepts into POCD	* A copy of your adopted POCD and a completed Action 4.1 Worksheet B		The action must be completed within 10 years prior to application submission.	5
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	4.1.3 - Create an implementation guidance document for your POCD that integrates the sustainability concepts included.	* A copy of your adopted POCD that includes your implementation guidance document and a completed Action 4.1 Worksheet B. NOTE: You must complete 4.1.2 (above) to receive credit for this section.		The action must be completed within 10 years prior to application submission.	5
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	Land Use and Zoning Regulations	See below:		The action must be completed within 10 years prior to application submission.	
4.1 Integrate Sustainability into Plan of Conservation and Development and Zoning	4.1.4 - Incorporate at least three sustainability concepts listed below in your land use and zoning regulations.	* A copy of your zoning regulations and a completed Action 4.1 Worksheet C		The action must be completed within 10 years prior to application submission.	20 points for first three concepts, 40 point maximum

4.2 Adapt Permitting Process to Promote Sustainable Development	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.	<ul style="list-style-type: none"> A copy of the sustainability checklists. A copy of amended zoning regulations, noting where revisions were made to allow as-of-right uses that meet sustainable design standards. A copy of the written policy describing the pre-application review process. 	Actions must have been completed within 3 years prior to application submission.	5
4.2 Adapt Permitting Process to Promote Sustainable Development	4.2.4 - Review town processes for permitting and create a Development Review Manual.	<ul style="list-style-type: none"> A copy of the Development Review Manual. 	Actions must have been completed within 3 years prior to application submission.	5
4.3 Develop Agricultural-Friendly Practices	Complete one of the nine activities that support agriculture, outlined below:	<ul style="list-style-type: none"> Required materials for any of the six activities chosen: 	Actions must have been completed within 3 years prior to application submission.	5
4.3 Develop Agricultural-Friendly Practices	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)	<ul style="list-style-type: none"> A copy of the policy formally adopted by your governing body or a copy of the relevant action(s) of your zoning regulations. Documentation showing active agricultural use of at least one municipal parcel (such documentation may include a lease or other written agreement between the municipality and a farmer, specifying the parcel location and the type of agricultural use), or documentation of outreach provided on CT FarmLink. 	Proof of current status for all actions is required prior to application submission.	5-10 points per activity Up to a maximum of 25 points
4.3 Develop Agricultural-Friendly Practices	4.3.3 - Develop a Transfer or Purchase of Development Rights program.	<ul style="list-style-type: none"> A description of your Transfer or Purchase of Development Rights program; Hyperlink if available. 	Proof of current status for all actions is required prior to application submission.	10
4.3 Develop Agricultural-Friendly Practices	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	<ul style="list-style-type: none"> The date of the farmer forum and at least one additional piece of documentation related to the forum, such as a promotional flyer, an agenda, minutes, presentations, sign in sheets or photographs. Documentation establishing the fund, noting the dollar amount available in fund. 	Proof of current status for all actions is required prior to application submission.	5
4.3 Develop Agricultural-Friendly Practices	4.3.6 - Develop and promote community garden spaces for residents on municipal land.	<ul style="list-style-type: none"> A photo of each community garden space on municipal land; upload outreach and promotion materials. 	Proof of current status for all actions is required prior to application submission.	10
4.4 Assess Climate Vulnerability	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	<ul style="list-style-type: none"> A completed copy of the Climate Vulnerability Assessment including a list of priority vulnerabilities. 	This action must be completed within 5 years prior to application submission.	10
4.4 Assess Climate Vulnerability	4.4.2 - Identify how the secondary impacts of climate change will likely affect the community.	<ul style="list-style-type: none"> An assessment of how the secondary impacts of climate change will impact your community 	This action must be completed within 5 years prior to application submission.	5
4.4 Assess Climate Vulnerability	4.4.3 - Demonstrate that special consideration has been given to low-income residents and their particular vulnerability to extreme weather events. 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.	<ul style="list-style-type: none"> Indicate where in your assessment(s) special consideration has been made A list of priority historic resources and the list of actions required to sustain their long-term viability. 	This action must be completed within 5 years prior to application submission.	5 points each, 10 point maximum
4.5 Inventory and Assess Historic Resources	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	<ul style="list-style-type: none"> A copy of the condition assessments, feasibility studies, and/or long-term maintenance plans for all historic resources. 	Your list of priority historic assets does not expire. Assessments must have been completed within 10 years, with proof of update prior to application submission.	5
4.5 Inventory and Assess Historic Resources	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.	<ul style="list-style-type: none"> A description of outreach (5 sentences maximum); and at least one example from among materials disseminated. Number of historic buildings in municipality and estimated number of property owners reached through education program. 	Your list of priority historic assets does not expire. Assessments must have been completed within 10 years, with proof of update prior to application submission.	10 points per asset, max. 3 assets for 30 points
4.5 Inventory and Assess Historic Resources			Educational workshops must have occurred within the most recent complete year prior to application submission.	5

4.5 Inventory and Assess Historic Resources	4.5.4 - Achieve Recognition, Achieve "Certified Local Government" status.	*Proof of recognition from the National Park Service regarding attainment of Certified Local Government status.				Certified Local Government status may be included each time certification is sought.	5	
4.6 Streamline Solar Permitting for Small Solar Installations	Make the solar permitting process simple and transparent.	See below:				This action does not expire and can be completed at any time to receive credit.		
4.6 Streamline Solar Permitting for Small Solar Installations	4.6.1 - Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo.	* A copy of the memo.				This action does not expire and can be completed at any time to receive credit.		
4.6 Streamline Solar Permitting for Small Solar Installations	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.	* A link to your online permitting checklist (which applies to at least the permit process for solar).				This action does not expire and can be completed at any time to receive credit.		
4.6 Streamline Solar Permitting for Small Solar Installations	4.6.3 - Require no more than one application form for a rooftop PV project.	* A link to your residential solar PV permitting process and permit application form required by your municipality.				This action does not expire and can be completed at any time to receive credit.	10	
4.6 Streamline Solar Permitting for Small Solar Installations	4.6.4 - Train building inspectors, permitting, and inspection staff on solar PV and/or solar and storage system technologies and best practices for permitting/inspecting. Training must have occurred in the past five years.	* A short description of topics covered during the training and, if available, training materials or a link to the training requirements attendees received.				This action does not expire and can be completed at any time to receive credit.		
4.6 Streamline Solar Permitting for Small Solar Installations	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.	* Training name, host/sponsor organization, and date of training. Include the name and title of the municipal staff person who attended. Submit a short description of topics covered during the training and, if available, training materials or a link to the training.				This action does not expire and can be completed at any time to receive credit.		
4.6 Streamline Solar Permitting for Small Solar Installations	4.6.6 - (Optional) Review the permitting process for efficiency improvements. Reduce processing time to 30 days or fewer (or 10 days or fewer, if you want to receive SolarSmart certification).	* A document that tracks the state of permit application submissions and decision dates, or documentation from a local solar installation company indicating the average permit turnaround time, or a memo stating that the typical permitting process is 30 days or less.				This action does not expire and can be completed at any time to receive credit.	5	
4.6 Streamline Solar Permitting for Small Solar Installations	4.6.7 - (Optional) Include quantifiable metrics and/or specific actions for solar PV development in the most current version of relevant plans.	* The link to relevant plans that incorporate solar PV goals or metrics. Please indicate relevant sections.				This action does not expire and can be completed at any time to receive credit.	5	
4.6 Streamline Solar Permitting for Small Solar Installations	4.6.1 - OR Achieve at least Bronze status in the national SolarSmart community designation program.	* OR A copy of your final prerequisite summary and credit summary.				This action does not expire and can be completed at any time to receive credit.	10	
5. Clean and Diverse Transportation Systems and Choices:								
5.1 Implement Complete Streets	5.1.1 - Build a Complete Streets Team that reflects the demographics of your town.	* A list of members of the Complete Streets Team. * The date of the most recent Complete Streets Team meeting held. * The dates of the Complete Streets stakeholder meetings or workshops. * At least one additional piece of documentation related to the meetings or workshops, such as a promotional flyer, an agenda, minutes, presentations, sign in sheets or photographs.				Regardless of implementation, a Complete Streets Team will receive points as long as its most recent meeting or stakeholder meeting occurred within 1 year prior to application submission.	5	
5.1 Implement Complete Streets	5.1.2 - Have municipal elected officials and/or staff members participate in a Complete Streets training.	* The names and contact information of the individuals who attended the training. * The name of the training, the date it occurred and the organization that provided the training. * Your officially adopted Complete Streets Policy. * Evidence that the adopted policy was distributed to all municipal departments.				The Complete Streets training must have occurred within 3 years prior to application submission.	5	
5.1 Implement Complete Streets	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.	* The inventory of planning and design documents that require update to incorporate Complete Streets program objectives. * A checklist of changes that need to be made to each document listed in the inventory. * Planning or design documents that have been updated as a result of the inventory and review process.				The policy will be considered for points as long as it meets the requirements and distribution occurred within 5 years prior to application submission.	20	
5.1 Implement Complete Streets	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.	* A photo of each completed project and where possible, a "before" photo * A 1-2 sentence description of the project implemented				Inventories and reviews must have occurred within 5 years prior to application submission.	10	
5.1 Implement Complete Streets	5.1.5 - Achieve at least Bronze-level status in the League of American Bicyclists, Bicycle Friendly Community	* A pdf of your most recent Bicycle Friendly Community report card				Bicycle Friendly Community status must have been conferred within 5 years of application submission.	10	
5.1 Implement Complete Streets	5.1.6 - Implement, repair and maintain specific projects that expand safe, connected active transportation networks across all neighborhoods.					Eligible implementation projects must have been completed within 3 years prior to application submission and can include projects that are currently in the design phase.	15-60	
5.1 Implement Complete Streets						Each eligible project will be awarded 15 points with a maximum of 4 projects and 60 points		

5.2 Promote Effective Parking Management	5.2.1 - Conduct a parking needs assessment.	<ul style="list-style-type: none"> The parking needs assessment. Evidence that the assessment was distributed to all municipal departments. The date of the publicly advertised meeting at which the parking needs assessment was presented. 	Any parking needs assessment completed within 3 years prior to application submission will be considered for points.	10
5.2 Promote Effective Parking Management	5.2.2 - Implement non-regulatory parking management strategies.	<ul style="list-style-type: none"> Documentation showing the implementation of the selected parking management strategies. If possible, submit before and after photographs that show a visible reduction in parking demands. 	Any parking management strategy will be considered for points regardless of adoption as long as the ongoing impact and efficacy can be demonstrated within 1 year prior to application submission.	15 points each up to 35 points maximum
5.2 Promote Effective Parking Management	5.2.3 - Implement regulatory parking management strategies.	<ul style="list-style-type: none"> Documentation showing the implementation of the selected parking management strategies. If possible, submit before and after photographs that show a visible reduction in parking demands. 	Any parking management strategy will be considered for points regardless of adoption as long as the ongoing impact and efficacy can be demonstrated within 1 year prior to application submission.	20
5.3 Encourage Smart Commuting	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.	<ul style="list-style-type: none"> Documentation of silver, gold, or platinum status recognition in the Crides Transportation Leaders Program OR submit checklist of steps taken; and worksheet to report the estimated annual data on the percentage of employees impacted/affected by/participating in each strategy 	Recognition in the Transportation Leaders Program must have occurred within the past year. Alternatively, steps taken to fulfill this action will count if they are active within 1 year prior to application submission.	10
5.4 Support Zero Emission Vehicle Deployment	5.4.1 - Clarify the status of zero emission vehicle (ZEV) infrastructure within municipal regulations and host an educational workshop.	<ul style="list-style-type: none"> Ordinance(s) or regulation(s) referencing inclusion or treatment of electric vehicle charging stations. The title, date and short description of the workshop. 	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5
5.4 Support Zero Emission Vehicle Deployment	5.4.2 - Replace at least 5% of non-emergency passenger vehicles with ZEVs.	<ul style="list-style-type: none"> Purchase receipts for zero emission fleet vehicles. The number of total non-emergency fleet vehicles in municipality. 	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5
5.4 Support Zero Emission Vehicle Deployment	5.4.3 - Conduct an assessment of where ZEV charging infrastructure is needed in the community.	<ul style="list-style-type: none"> A copy of the assessment. 	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5
5.4 Support Zero Emission Vehicle Deployment	5.4.4 - Host at least one electric vehicle charging station for public use on municipal property.	<ul style="list-style-type: none"> Proof of an operational electric vehicle charging station on a municipal property. 	Electric vehicle charging station installations do not expire. All other elements require a proof of update prior to application submission.	5
5.5 Promote Public Transit and Other Mobility Strategies	5.5.1 - Educate residents about alternative routes and transportation methods.	<ul style="list-style-type: none"> A description of outreach (5 sentences maximum), and examples of your outreach and educational materials, such as flyers, articles, letters and website links. 	Hard copy materials should include dissemination dates that occurred within 1 year prior to application submission.	5
5.5 Promote Public Transit and Other Mobility Strategies	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.	<ul style="list-style-type: none"> The name of the program, the dates during which it was held, the number of participants, and a list of the learning objectives for the program. 	Your bicycle education program should have been completed within 1 year of application submission.	5
5.5 Promote Public Transit and Other Mobility Strategies	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.	<ul style="list-style-type: none"> Your bicycle and/or pedestrian audit, inclusive of all the components listed above. 	Your bicycle and/or pedestrian audit should have been completed within 1 year of application submission.	10
5.5 Promote Public Transit and Other Mobility Strategies	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.	<ul style="list-style-type: none"> Your officially adopted Bicycle and/or Pedestrian Plan, inclusive of the required components listed above. 	Your bicycle and/or pedestrian plan must have been adopted within with 10 years prior to application submission.	10
5.5 Promote Public Transit and Other Mobility Strategies	5.5.5 - Conduct a community mobility needs assessment.	<ul style="list-style-type: none"> The transportation needs assessment; plus evidence that the assessment was distributed to relevant municipal departments. 	Your transportation needs assessment should have been completed within 5 years and the assessment must have been distributed within 1 year prior to application submission.	10

5.5 Promote Public Transit and Other Mobility Strategies	5.5.6 - Support shared mobility services with a bicycle share service or an electric car-share service.	A photo of each completed project, and where possible a "before" photo, as well as a 1-2 sentence description of the project implemented. Specific projects on state roads or other non-municipal roads may receive credit if the municipality's role in actualizing the project can be documented in a letter from the municipality.		The document must be dated within 3 years prior to application submission.	15
6. Efficient Physical Infrastructure and Operations					
6.1 Benchmark and Track Energy Use	6.1.1 - <i>Track Energy Use in Municipal and Board of Education Buildings:</i> 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.	If you are using ENERGY STAR Portfolio Manager, respond to the SCT Portfolio Manager data requests and follow the instructions within the data request on how to submit for points under this action. * Note: If you are using a tracking management program other than ENERGYSTAR, it must have benchmarking capability; submit the name and description of the energy tracking management program used and proof of at least one year of data, current to at least June 30, 2018		Action must be completed within 6 months prior to application submission.	5
6.1 Benchmark and Track Energy Use	6.1.1 - <i>Track Energy Use of Wastewater Treatment Plants:</i> 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	* If you are using ENERGY STAR Portfolio Manager, respond to the SCT Portfolio Manager data requests and follow the instructions within the data request on how to submit for points under this action. * Note: If you are using a tracking management program other than ENERGYSTAR, it must have benchmarking capability; submit the name and description of the energy tracking management program used and proof of at least one year of data, current to at least June 30, 2018		Action must be completed within 6 months prior to application submission.	5
6.2 Reduce Energy Use Across All Municipal Buildings	6.2.1 - <i>Achieve an Energy Efficiency Target in Municipal Buildings:</i> Complete the Sustainable CT action: Benchmark and Track Energy Use.	* Proof of completion of the Benchmark and Track Energy Use action, which can be achieved by responding to the SCT Portfolio Manager data request.			
6.2 Reduce Energy Use Across All Municipal Buildings	6.2.2 - Choose an energy baseline year that is consistent for all municipal buildings included in your benchmarking portfolio.	* Identify your baseline year and respond to the SCT Portfolio Manager data request and follow the instructions on how to submit for points under this action. If using a different energy benchmarking platform, please provide benchmarked data for your baseline year.			
6.2 Reduce Energy Use Across All Municipal Buildings	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).	* Respond to the SCT Portfolio Manager data request and follow the instructions on how to submit for points under this action. If using a different energy benchmarking platform, please provide documentation that shows your energy reduction below your baseline.	Proof of energy use reduction must be demonstrated for the most recent, complete year for each time certification is sought.		Up to 50 points-- 10 points will be given for every 10% reduction of energy use
6.2 Reduce Energy Use Across All Municipal Buildings	6.2.1 - <i>Achieve an Energy Efficiency Target in Wastewater Treatment Plants:</i> Complete the Sustainable CT action: Benchmark and Track Energy Use for Wastewater 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.	* Submit the SCT Portfolio Manager data request or equivalent documentation showing energy use data compared to your baseline year.		Proof of energy use reduction must be demonstrated for the most recent, complete year for each time certification is sought.	Up to 50 points-- 10 points will be given for every 10% reduction of energy use
6.3 Achieve High Energy Performance for Individual Buildings	Achieve an Energy Efficiency or High Performance Target in Buildings	See below:		See below:	

6.3 Achieve High Energy Performance for Individual Buildings	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.	<ul style="list-style-type: none"> • Proof of certification by EPA for each building included by uploading one of the following: <ul style="list-style-type: none"> • The SCT Portfolio Manager data request • Documentation from a Licensed Professional confirming Energy Star building certification for each building • A link to the URL for your building on ENERGY STAR labeled buildings and plants webpage <p>Note: Buildings certified under EnergyStar Program must be current within 3 years to the year seeking certification.</p> <ul style="list-style-type: none"> • OR Proof of LEED Silver (or higher) status by uploading one of the following: <ul style="list-style-type: none"> • Documentation from the US Green Building Council confirming LEED Silver (or higher) status • A link to the URL for your building on the US Green Building Council Projects website • Equivalent documentation 	Buildings certified under EnergyStar Program must be current within 3 years prior to application submission.	5 points per building/ maximum of 50 points
6.3 Achieve High Energy Performance for Individual Buildings	6.3.2 - OR Achieve LEED Silver (or higher) certification for at least one municipal/Board of Education building.	<ul style="list-style-type: none"> • Proof of LEED Zero status by uploading one of the following: <ul style="list-style-type: none"> • Documentation from the US Green Building Council confirming LEED Zero status • A link to the URL for your building on the US Green Building Council Projects website • Equivalent documentation • A completed calculator outlining renewable energy generation and/or procurement. 	Water/wastewater reduction data must be updated and calculated to the more recent, complete year prior to application submission.	20 points per building/ maximum of 40 points
6.3 Achieve High Energy Performance for Individual Buildings	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.	<ul style="list-style-type: none"> • A completed calculator outlining renewable energy generation and/or procurement. 	The renewable energy calculator must be completed each time certification is sought	Up to 50 points for every 10% use of renewable energy/ up to 50%
6.4 Increase Use of Renewable Energy in Municipal Buildings	6.4.1 - Purchase or install Class I clean energy sources to power municipal buildings (including Board of Education).	See Below		
6.5 Develop a Municipal Energy Plan	Municipal 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. 6.5.2 - Formally adopt the Municipal Energy Plan	<ul style="list-style-type: none"> • A copy of the Municipal Energy Plan. • Proof of adoption by a municipal process. 	Municipal Energy Plan: 10 years prior to application submission on cycle with the POCD. Plan must be updated when it is time to recertify. Municipal Energy Plan: 10 years prior to application submission on cycle with the POCD. Plan must be updated when it is time to recertify.	10
6.5 Develop a Municipal Energy Plan	Residential Business Energy Plan:	See Below		
6.5 Develop a Municipal Energy Plan	6.5.1 - Complete and adopt your Municipal Energy Plan	<ul style="list-style-type: none"> • A description of how municipality will measure and track energy use. 	Residential and Business Energy Plan is 10 years on a cycle with the POCD. Plan must be updated when it is time to recertify.	10
6.5 Develop a Municipal Energy Plan	6.5.2 - Identify how your municipality will track residential and business sector energy use	<ul style="list-style-type: none"> • Current residential and business sector energy use and renewable energy generation potential. 	Residential and Business Energy Plan is 10 years on a cycle with the POCD. Plan must be updated when it is time to recertify.	
6.5 Develop a Municipal Energy Plan	6.5.3 - Calculate current residential and business sector energy use and renewable energy	<ul style="list-style-type: none"> • Energy use reduction target for residential and business sectors. 	Residential and Business Energy Plan is 10 years on a cycle with the POCD. Plan must be updated when it is time to recertify.	
6.5 Develop a Municipal Energy Plan	6.5.4 - Adopt a target for energy use reduction in the residential and business sectors of your community (minimum 10%)	<ul style="list-style-type: none"> • Proof of plan and of formal municipal adoption. 	Residential and Business Energy Plan is 10 years on a cycle with the POCD. Plan must be updated when it is time to recertify.	
6.5 Develop a Municipal Energy Plan	6.5.5 - Formally adopt the Residential and Business Energy Plan	<ul style="list-style-type: none"> • A copy of the most recently completed fleet inventory. 	Inventory and strategy document must be updated prior to application submission.	10
6.6 Manage Municipal Fleets	6.6.1 - Inventory the existing fleet, including the total quantity of automobiles (cars, vans, trucks, tractors, buses, construction equipment). Itemize the number of vehicles that have different fuel sources.			
6.6 Manage Municipal Fleets	6.6.2 - Complete and adopt a Municipal Fleet Improvement Strategy	<ul style="list-style-type: none"> • A copy of the new fleet management strategy with necessary components included. 	Inventory and strategy document must be updated prior to application submission.	10

6.7 Install Efficient Street Lights	6.7.1 - If a utility company owns the street lights, initiate the conversion process with the utility.	<ul style="list-style-type: none"> • Documentation of utility-ownership of street lights and proof that representative initiated the conversion process with the utility. • A copy of the street light plan, inventory and needs assessment. • Proof of street light replacement (if street lights have been replaced in the last 5 years with or without a plan, credit will be given). 		Street lights will need to have been replaced within 5 years prior to application submission to receive full credit.	5	
6.7 Install Efficient Street Lights	6.7.1 - If the municipality owns the streetlights, create a streetlight plan, inventory and needs assessment.	<ul style="list-style-type: none"> • A description of the campaign's target audience and goal. • A description of how the audience was engaged throughout campaign and information about the number of participants and time period offered, impact (if possible), and lessons learned. • The outline of campaign and steps taken to achieve the campaign mission. 		Street lights will need to have been replaced within 5 years prior to application submission to receive full credit.	15	
6.8 Implement a Community Energy Campaign	6.8.1 - Identify a target audience on which to focus your energy campaign.	<ul style="list-style-type: none"> • A description of how the audience was engaged throughout campaign and information about the number of participants and time period offered, impact (if possible), and lessons learned. • The outline of campaign and steps taken to achieve the campaign mission. 		The community energy campaign must have been completed within 3 years prior to application submission.	10	
6.8 Implement a Community 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.	<ul style="list-style-type: none"> • A description of how the audience was engaged throughout campaign and information about the number of participants and time period offered, impact (if possible), and lessons learned. 		The community energy campaign must have been completed within 3 years prior to application submission.	10	
6.8 Implement a Community Energy Campaign	6.8.3 - Carry out the campaign	<ul style="list-style-type: none"> • A description of how the audience was engaged throughout campaign and information about the number of participants and time period offered, impact (if possible), and lessons learned. 		The community energy campaign must have been completed within 3 years prior to application submission.	10	
7. Strategic and Inclusive Public Services						
7.1 Hold a Sustainability Event	7.1.1 - Hold a sustainability event.	<ul style="list-style-type: none"> • A description of the event that highlights the sustainability focus. 	Pollinator Plants Workshop can be used as one (if discussed invasive or native species consider using for Action 2.10 instead)	Event must be held within 1 year prior to application submission.	Hold 1 event = 5 Hold 5-10 events = 10 Hold more than 10 events = 15	
7.1 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.	<ul style="list-style-type: none"> • Information requested on the Hold a Sustainability Event template including a description of the municipal support provided. 		Event must be held within 1 year prior to application submission.	Hold 1 event = 5 Hold 5-10 events = 10 Hold more than 10 events = 15	
7.1 Hold a Sustainability Event	7.1.3 - Track the number of event attendees. Identify the highlights, lessons learned, or next steps. Identify partners, if relevant (e.g., community organizations, other municipalities).	<ul style="list-style-type: none"> • Information requested on the Hold a Sustainability Event template including: the number of participants; highlights, lessons learned and/or next steps, and event partners (if relevant). • A copy of the communications inventory • A copy of the communications strategy. 		Event must be held within 1 year prior to application submission.	Hold 1 event = 5 Hold 5-10 events = 10 Hold more than 10 events = 15 points	
7.2 Provide Effective Community Communications	7.2.1 - Inventory existing municipal communication channels and assess their effectiveness	<ul style="list-style-type: none"> • A copy of the communications inventory 		This action must be completed within the calendar year prior to application submission.		
7.2 Provide Effective Community Communications	7.2.2 - Engage community stakeholders in process of developing a municipal communications strategy to target audiences across your community	<ul style="list-style-type: none"> • A copy of the communications strategy. 		This action must be completed within the calendar year prior to application submission.	15	
7.2 Provide Effective Community Communications	7.2.3 - Implement your municipal communications strategy	<ul style="list-style-type: none"> • Proof of implementation, such as examples and hyperlinks. 		This action must be completed within the calendar year prior to application submission.		
7.3 Train Municipal Commissions	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, 4 different commissions or committees from your community should have a member receive training	<ul style="list-style-type: none"> • The names of each commissioner and their associated commission, who attended a training, as well as the name and date of the training (month and year will suffice). 		This action must be completed within 24 months prior to application submission.	5	
7.4 Encourage Healthy and Sustainable Food Networks	7.4.1 - Form a local or regional Food Policy Council.	<ul style="list-style-type: none"> • The names of the Food Policy Council committee members. • The date of the most recent Food Policy Council Meeting. 		Any council will be considered for points regardless of when it was created, so long as the most recent meeting was within 1 year prior to application submission.	10	

7.4 Encourage Healthy and Sustainable Food Networks	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.	<ul style="list-style-type: none"> The Community Food Assessment Report that includes the required elements plus additional elements that the municipality determines are pertinent. <ul style="list-style-type: none"> A summary of themes, action and priorities that have been generated through community dialogues. Evidence that the Community Food Indicators Report has been distributed to all municipal departments. <ul style="list-style-type: none"> A copy of the final presentation of the assessment made to local elected officials, the governing body and other town leaders. The Community Food Action Plan. 			Must be completed within 10 years prior to application submission.	10
7.4 Encourage Healthy and Sustainable Food Networks					Distribution must have occurred within 1 year prior to application submission.	5
7.4 Encourage Healthy and Sustainable Food Networks					Must be completed or updated within 10 years prior to application submission.	10
7.5 Report Materials Management Data and Reduce Waste	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 publicly 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.	<ul style="list-style-type: none"> Contact information of the person(s) responsible for collecting and reporting waste and recycling data. The completed worksheets on residential solid waste generated per capita for each year <ul style="list-style-type: none"> Evidence that the data was publicly disseminated. A report of the community's solid waste generation per capita for the baseline year. A report for the most recent, complete year at the time of submission. <ul style="list-style-type: none"> The percent change between the two reported numbers. 			Required annual data must be reported for each of the last 3 full years prior to application submission. The population data and website link must be current and active. The community's waste reduction must be demonstrated by comparing to a baseline year within 5 years prior to application submission.	5
7.5 Report Materials Management Data and Reduce Waste					The community's waste reduction must be demonstrated by comparing to a baseline year within 5 years prior to application submission.	10-50 10 points will be awarded for every 10% reduction in solid waste generation up to 50%
7.6 Implement Save Money and Reduce Trash (SMART) Program	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.	<ul style="list-style-type: none"> A list of members (including titles/professional affiliations) of the SMART Task Force. <ul style="list-style-type: none"> The date of the most recent SMART Task Force meeting. The contact information of the CT DEEP liaison who is supporting the implementation of the SMART program; and a completed SMART Task Force Worksheet Your research on how other municipalities have implemented SMART. Your analysis of municipal collection methods, hauler requirements, contract expiration dates, the distance waste is being hauled and cost structure for collection; and the projected cost savings or new municipal revenue that could be generated from implementing a SMART program. 			Any task force will be considered for points so long as the most recent meeting occurred within 1 year prior to application submission.	5
7.6 Implement Save Money and Reduce Trash (SMART) Program					Research must be completed or updated within 1 year prior to application submission.	10
7.6 Implement Save Money and Reduce Trash (SMART) Program					At least one meeting must have occurred within 1 year prior to application submission	5
7.6 Implement Save Money and Reduce Trash (SMART) Program					Any SMART program will earn points as long as it includes the outlined elements and is in place during the year prior to application submission.	20
7.7 Recycle Additional Materials and Compost Organics	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 7.8.1 - Choose a target sector and implement or maintain an ongoing food waste prevention campaign in those sectors.	<ul style="list-style-type: none"> Evidence of implementation of each item-specific recycling initiative. This can include an ordinance, contract or approved meeting minutes of your legislative body. Examples of materials used to engage in public outreach and education. This can include flyers, articles or letters that clearly describe the collection process. Please note if the outreach targeted residents, schools or other specific populations. A brief overview of outreach (suggested 5 sentences maximum), including target populations (if any); and at least one example from among materials disseminated, which could include flyers, articles, PowerPoint presentations, PDFs, etc. A list of any campaign sponsored events or public meetings where the campaign was highlighted/discussed. The date of your municipality's most recent meeting with its municipal or district health department regarding implementation of your food scraps recovery program. At least one additional piece of document, which could include flyers, articles, letters, newsletter, PowerPoint presentations, or pdfs of press coverage or digital communications materials. 			Any initiative will receive points for this action as long as the program is active and ongoing and education efforts have occurred within the year prior to application submission.	10-40 10 points for each non-mandated material recycled, up to 40 points
7.8 Develop a Food Waste Reduction Campaign					Each campaign must have been initiated or actively continued within 1 year prior to application submission.	10
7.8 Develop a Food Waste Reduction Campaign					Each campaign must have been initiated or actively continued within 1 year prior to application submission.	10

7.9 Conduct Health Impact Assessments	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.	<ul style="list-style-type: none"> The names and contact information of individuals who attended the training. The name of the training, date it occurred and the organization that provided the training. 		The training must have occurred within 3 years prior to application submission.	5
7.9 Conduct Health Impact Assessments	7.9.2 - Conduct a health impact assessment on a proposed project, initiative, or policy in the community.	<ul style="list-style-type: none"> A copy of the health impact assessment, evidence that it was disseminated, and a link to the assessment on the municipal website. 		The assessment must have been completed within 5 years prior to application submission.	20
7.10 Improve Air Quality in Public Spaces	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.	<ul style="list-style-type: none"> A summary of any data gathered about tobacco use, health consequences, costs and points of access. A list of educational and policy strategies the municipality will consider to reduce smoking and tobacco use. 		Data analysis and policy strategies must have been created or updated within 1 year prior to application submission.	10
7.10 Improve Air Quality in Public Spaces	7.10.2 - Implement or maintain a strategic campaign to prevent excessive idling of motor vehicles.	<ul style="list-style-type: none"> A list of names of any educational events and the dates they were held. Any other documentation that verifies municipality's efforts to reduce smoking and tobacco use. 		Education materials must have been distributed within 1 year prior to application. Events or meetings should have been held within 1 year prior to application submission.	10
7.10 Improve Air Quality in Public Spaces	7.10.3 - Adopt one or more policies designed to reduce tobacco use in the municipality.	<ul style="list-style-type: none"> A resolution or ordinance formally adopted by your local governing body, or a letter from municipal chief, elected official or legislative body to document implementation of one or more policies to reduce tobacco use. 		Any tobacco policy will be considered for points regardless of when it was adopted as long as it meets the requirements and continued to be enforced within 1 year prior to application submission.	15; credit for one policy per certification cycle
7.10 Improve Air Quality in Public Spaces	7.10.4 - Implement or maintain a strategic campaign to prevent excessive idling of motor vehicles.	<ul style="list-style-type: none"> Photographs of the signage A list of names of any trainings for municipal staff and the dates that they were held. Any other documentation that verifies your municipality's efforts to reduce excessive idling of motor vehicles. 		Education materials must have been distributed within 1 year prior to application submission. Events or meetings should have been held within one year of application submission.	10
8. Healthy, Efficient and Diverse Housing					
8.1 Design and Implement a Housing Needs Assessment	8.1.1 - Create, expand and maintain the community's housing data profile.	<ul style="list-style-type: none"> The most recent Partnership for Strong Communities housing data profile or municipally generated report containing comparable data indicators, data on residents' energy burden, and any additional elements. The completed housing data analysis worksheet. The date on which you presented the housing data 		The most recent housing data profile may be submitted. Any other data submitted must be within 3 years prior to application submission. The data profile must be presented within 1 year prior to application submission.	10 to 15
8.1 Design and Implement a Housing Needs Assessment	8.1.2 - With community engagement and education, conduct a municipal and regional housing needs assessment.	<ul style="list-style-type: none"> The housing needs assessment and a description of where in your housing needs assessment each other required elements above can be found. 		The housing needs assessment must be conducted or updated within 5 years prior to application submission.	15
8.1 Design and Implement a Housing Needs Assessment	8.1.3 - Distribute the Housing Needs Assessment to all municipal departments and relevant regional organizations.	<ul style="list-style-type: none"> Evidence that the housing needs assessment has been distributed to all municipal departments. A copy of the presentation made to the local elected officials, governing body and other town leaders. 		The housing needs assessment may have been distributed within 1 year prior to application submission and the assessment must have been presented within 3 years prior to application submission.	5
8.2 Grow Sustainable and Affordable Housing Options	8.2.1 - Identify the current percentage of affordable housing in the community.	<ul style="list-style-type: none"> A copy of the most recent annual CT Department of Housing Affordable Housing Appeals List. 		Municipality must be above the 10% affordable housing threshold within 1 year prior to application submission.	10
8.2 Grow Sustainable and Affordable Housing Options	8.2.2 - Increase the municipality's affordable housing, as compared to a baseline year within the past 5 years.	<ul style="list-style-type: none"> A copy of the most recent annual CT Department of Housing Affordable Housing Appeals List. A list for the baseline year which is used as a comparison. Alternatively, submit the affordable housing percentages for the current year and the baseline year, as reflected on the Department of Housing Affordable Housing Appeals lists for the relevant years. 		For demonstrating increases in affordable housing over time, the baseline year must be within 5 years prior to application submission.	10-40 10 points will be awarded for each 1/4 percentage point increase or increase of 50 affordable units, up to 40 points
8.3 Benchmark Energy and Water Use for Multifamily Housing	8.3.1 - Develop and implement an educational campaign for owners of multifamily properties.	<ul style="list-style-type: none"> Overview of your outreach (5 sentences maximum), examples of materials used to engage in public outreach and education. A list of educational forums and the dates they were held. 		Public outreach activities must have occurred and the resource list must have been distributed within 3 years prior to application submission.	10
8.3 Benchmark Energy and Water Use for Multifamily Housing	8.3.2 - Track multifamily buildings that have had their energy and water use benchmarked.	<ul style="list-style-type: none"> For each building benchmarked, submit a document containing address of property, dates covered by benchmarking and the property owner(s) for the time benchmarked. 		Buildings must have been benchmarked within 3 years prior to application submission.	5
9. Inclusive and Equitable Community Impacts					

<p>9.1 Optimize for Equity</p>	<p>9.1.1 - Complete the Sustainable CT Equity Toolkit in its entirety for any Sustainable CT action of your choice.</p>	<p>• A completed Sustainable CT Equity Toolkit.</p>		<p>The action must be completed within 12 months prior to application submission.</p>	<p>10-50 Up to 5 actions may be completed with the Sustainable CT Equity Toolkit, with every application being awarded 10 points</p>	
<p>10. Innovation Action</p>						
<p>10.1 Implement Your Own Sustainability Action</p>	<p>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</p>	<p>• Describe the innovative sustainability action, how it was accomplished, who participated in it and how it will benefit the municipality. • Upload additional materials to substantiate that the action has been completed and to provide a model for other municipalities.</p>		<p>The action must be completed within 3 years prior to application submission.</p>	<p>5-20 points per submission, depending on impact</p>	