

# Neighborhood Certification



Sustainable Neighborhood Network®  
**Sustainable Neighborhoods  
Program**



# Neighborhood Certification

## Certification Overview

The foundation of Sustainable Neighborhoods certification is a variety of credit-eligible activities that support the five program Goal Areas: Air, Water, Land, Energy, and People.

## Credit Requirements for Certification

Certification Level	Credits Required	
	First Year	Subsequent Years
Participating Neighborhood	60	60
Outstanding Neighborhood	100	80

## Activities Eligible for Certification Credit

- **Neighborhood Workshops**

Educational meetings that provide information and resources that help residents turn awareness into action.

- **Special Events**

Neighborhood or community-wide activities that enhance sustainability through resident action (e.g., food drives, recycling days, neighborhood cleanups).

- **Neighborhood Clubs**

An inclusive group of residents who share similar sustainability interests or participate in a common activity on an ongoing basis.

- **Implementation**

Implementation occurs when a neighborhood takes direct action to make a change that advances sustainability.

- **Neighborhood Outreach Plan**

Residents can earn credits by developing an outreach plan, which identifies various types of outreach channels to support participation in communication and neighborhood activities.

# Neighborhood Certification

## Selecting Projects

A neighborhood may select topics from the list of suggested project areas provided in the Sustainable Neighborhoods Goal and Target Areas brochure or develop its own topics that support the Goal Areas.

## Certification Cycle

Neighborhoods seeking certification must earn credits within one year of the date of the neighborhood kickoff.

## Submittal Process

In order to receive credits, the neighborhood must submit the appropriate Proposal Form and Credit Form through the SustainableNeighborhood Network website. Proposal Forms should be submitted prior to the activity to ensure credit eligibility. Credit Forms should be submitted after completing the activity.



## Neighborhood Certification

### Earning Credits: Workshops

A workshop is an educational meeting that provides information and resources that help increase awareness and understanding of the workshop topic. Workshops should utilize expert speakers, local organizations, and other relevant resources to help attendees turn resident awareness into action.

Workshop credits are awarded based on attendance. Visit your neighborhood page to see your neighborhood population.

#### Type I: Neighborhood with fewer than 2,500 residents

Number of Residents Attending	Credits Earned
10 or less	4
11-20	6
21-30	8
31 or more	10

#### Type II: Neighborhood with fewer than 2,500-5,000 residents

Number of Residents Attending	Credits Earned
20 or less	4
21-40	6
41-60	8
61 or more	10

#### Type III: Neighborhood with fewer than 5,000+ residents

Number of Residents Attending	Credits Earned
30 or less	4
31-60	6
61-90	8
91 or more	10

# Neighborhood Certification



## Workshop Example: Xeriscaping Techniques

A neighborhood of 1,500 residents (Type I) invites a speaker from City of Fort Collins Utilities' Xeriscape Program to present techniques for xeriscaping lawns. Twenty people attend the workshop, the neighborhood earns six credits.



Action	# of Participants	Credits
Residents attending special event	40 or less	4
	41-80	6
	81 to 120	8
	121 or more 1	10
Credits Earned		6

## Earning Credits: Special Events

A special event is a neighborhood-wide activity designed to inspire community engagement and direct action. Examples of special events include food drives, recycling days, neighborhood cleanups and sustainability fairs.

Special Event credits are awarded based on attendance. Visit your neighborhood page to see your neighborhood population.

### Type I: Neighborhood with fewer than 2,500 residents

Number of Residents Attending	Credits Earned
10 or less	6
11-20	8
21-30	10
31 or more	12

### Type II: Neighborhood with fewer than 2,500-5,000 residents

Number of Residents Attending	Credits Earned
20 or less	6
21-40	8
41-60	10
61 or more	12

### Type III: Neighborhood with fewer than 5,000+ residents

Number of Residents Attending	Credits Earned
30 or less	6
31-60	8
61-90	10
91 or more	12

## Neighborhood Certification



### Special Event Example: Community Leaf Collection

A neighborhood of 5,500 residents (Type III) hosts a leaf collection event. The neighborhood HOA contracts with a waste company to collect leaves to process into compost. Sixty neighborhood residents participate in the leaf collection event and the neighborhood earns eight credits.



Action	# of Participants	Credits
Residents attending special event	40 or less	6
	41-80	8
	81 to 120	10
	121 or more 1	12
<b>Credits Earned</b>		<b>6</b>

# Neighborhood Certification

## Earning Credits: Neighborhood Clubs

A neighborhood club is a group of residents who share a similar interest or participate in a common activity related to one of the five Program Goal Areas (Air, Water, Land, Energy, People).

**A club will receive one credit for each meeting with a maximum of two credits per month.**

**A neighborhood may earn a maximum of 35 credits per year through all regular club meetings.**

### Club Example: Neighborhood Walking Club

A neighborhood walking club meets once per month for a group walk, to share tips, or to plan club activities. The neighborhood earns one credit for each meeting.



Club Name	Observatory Village Walking Club
Month	June
Meeting Details	We met on June 15 in Stargazer Park to carpool to the Foothills trailhead
Participants	There were seven people in attendance
<b>Credits Earned</b>	<b>1</b>



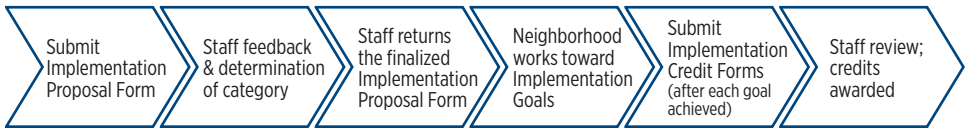
# Neighborhood Certification

## Earning Credits: Implementation

Implementation occurs when a neighborhood takes direct action to make a change that advances sustainability. There are two categories for implementation: major and minor. City staff will work with the neighborhood to determine which category the implementation falls into based on the following criteria required to complete an initiative:

1. Number of residents involved
2. Complexity of the project
3. Number of incremental goals
4. Time required to reach advanced goal

## Goal Setting Process for Implementation Projects



## Examples of Implementation Projects

Minor Implementation:

- Club Participation Targets
- Community Asset Inventory
- Recycling Resource Database

Major Implementation:

- Building a Community Garden
- Waste Diversion Targets
- Long-Term Energy Efficiency

**Implementation credits are awarded based on the scope and complexity required to complete the implementation project.**

## Awarding Credits for Implementation Projects

Implementation Type	Incremental Goal	Advanced Goal
Minor	5	10
Major	10	30

## Neighborhood Certification

### Minor Implementation Example: Club Participation Targets

The Lunch Club meets once per month at a local restaurant to meet new neighbors, build community, and support local small businesses.



The club establishes an Advanced Goal to increase membership to 48 members within two years. To stay on track with meeting this goal, the club also sets Incremental Goals for every six months to increase membership by two people per month.

Goal Type	Goal	Target Attainment Date
Incremental	12 members	June 2018
Incremental	24 members	January 2019
Incremental	36 members	June 2019
Advanced	48 members	January 2020

The neighborhood earns five credits for each Incremental Goal reached and 10 credits for reaching its Advanced Goal, for a total of 25 credits.

*NOTE: Clubs also earn one credit for each meeting (see page 8).*



# Neighborhood Certification

## Major Implementation Example: Energy Efficiency Targets

A neighborhood sets an implementation goal to reduce overall neighborhood energy use. In partnership with the local utility, the neighborhood is able to obtain baseline energy use information.



The neighborhood establishes an Advanced Goal of 10 percent reduction by 2019. To stay on track with meeting this goal, the neighborhood also sets Incremental Goals for each year preceding 2019.

Goal Type	Goal	Target Attainment Date	Goal
Reduction in Neighborhood Energy Use (%)	Incremental	July 2019	3%
	Incremental	December 2019	6%
	Advanced	July 2020	10%

The neighborhood earns 10 credits for each Incremental Goal reached and 30 credits for reaching its Advanced Goal, for a total of 50 credits.



### Earning Credits: Neighborhood Outreach

Developing a neighborhood Outreach Plan helps neighborhoods promote events and initiatives and encourages participation and collaboration.

Neighborhoods can earn 10 credits each year for developing or updating their outreach plan. Neighborhoods earn one additional credit per event or project where an outreach channel was provided in more than one language.

***Contact Sustainable Neighborhood staff for assistance with translation services.***

### How to Create Your Outreach Plan

Development of an Outreach Plan will provide a framework for how the neighborhood will inform and engage residents.

Visit **SustainableNeighborhoodNetwork.org** to view examples of Outreach Plans and more information about how to submit one.

### Examples of Outreach Channels

- Publication or Mailing (e.g. postcards, newsletters)
- Electronic (e.g. emails, e-newsletters)
- Direct Outreach (e.g. tabling, organized door-to-door outreach effort, phone tree)
- Social Media (e.g. Facebook, Twitter, NextDoor, neighborhood blog)
- Websites

# Neighborhood Certification

## Maintaining Certification

A neighborhood can maintain certification in the program after the first year by continuing to earn credits. A Participating Neighborhood must earn at least 60 credits per year to maintain Participating certification and an Outstanding Neighborhood must earn a minimum of 80 credits per year to maintain Outstanding certification.

## Accumulating Credits

Credits are cumulative. Once a neighborhood reaches the required number of credits for its target certification and maintenance requirement in a given year, remaining credits may be saved and applied to future year's required credits.

Maximum credits that can be applied to the following year is 30 (but don't worry, we will still keep track of all of your extra credits!).

### Example: Neighborhood Certified as Outstanding

Year	1	2	3
A Beginning Credits	0	20	10
B Credits Earned	120	70	110
C Total Credits (A+B)	120	90	120
D Credits Required	100 (1st year certification)	80 (Maintenance)	80 (Maintenance)
E Credits Carried Over (C-D)	20	10	30

### Example: Neighborhood Certified as Participating

Year	1	2	3
A Beginning Credits	0	5	10
B Credits Earned	65	65	55
C Total Credits (A+B)	65	70	65
D Credits Required	60 (1st year certification)	60 (Maintenance)	60 (Maintenance)
E Credits Carried Over (C-D)	5	10	5

# Neighborhood Certification

## Upgrading

To upgrade from a Participating Neighborhood to an Outstanding Neighborhood, the neighborhood must earn at least a total of 100 credits in a single year. In other words, a Participating Neighborhood must make up the difference in credits that an Outstanding Neighborhood would have earned in addition to the Outstanding maintenance credits the following year.

## Accumulating Credits

Credits are cumulative. Once a neighborhood reaches the required number of credits for its target certification and maintenance requirement in a given year, remaining credits may be saved and applied to future year's required credits.

Maximum credits that can be applied to the following year is 30 (but don't worry, we will still keep track of all of your extra credits!).

### Example: Neighborhood that Upgraded From Participating to Outstanding

	Year	1	2	3
A	Beginning Credits	0	5	5
B	Credits Earned	65	100	80
C	Total Credits (A+B)	65	105	85
D	Credits Required	60 (Participating)	100 (Outstanding)	80 (Maintenance)
E	Credits Carried Over (C-D)	5	5	5
F	Classification	Participating	Outstanding	Outstanding

## Credit Requirements for Certification

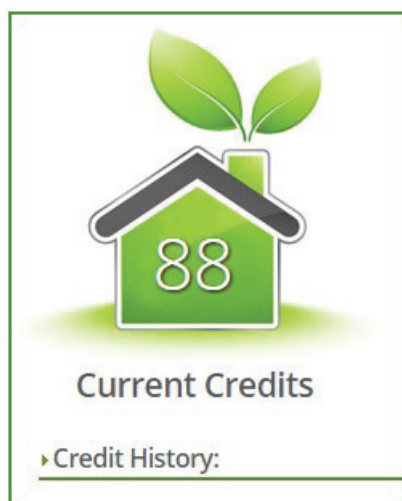
Certification Level	Credits Required	Maintenance Required
Participating Neighborhood	60	60
Outstanding Neighborhood	100	80

# Neighborhood Certification

## Tracking Neighborhood Credits

Neighborhood credits are tracked by City staff and updated as credit forms are submitted. Visit your page at [SustainableNeighborhoodNetwork.org](http://SustainableNeighborhoodNetwork.org) to see your current credits.

Credit updates are compiled by City staff and sent to neighborhood leaders to ensure all credits are accurate and up-to-date.



## Reviewing Submitted Forms

All submitted proposal and credit forms can be viewed on the neighborhood webpage at [SustainableNeighborhoodNetwork.org](http://SustainableNeighborhoodNetwork.org).

Project Proposals & Program Credits				
Drag a column header and drop it here to group by that column				
Type	Activity	Submitted	Submitted By	
Credit	Workshop	05/03/2017	Christy Cerrone	<a href="#">Detail</a>
Proposal	Workshop	05/03/2017	Christy Cerrone	<a href="#">Detail</a>
Credit	Special Event	05/03/2017	Christy Cerrone	<a href="#">Detail</a>
Proposal	Special Event	04/21/2017	Christy Cerrone	<a href="#">Detail</a>
Credit	Workshop	04/20/2017	Robert Young	<a href="#">Detail</a>
Credit	Implementation	04/13/2017	Christy Cerrone	<a href="#">Detail</a>
Credit	Workshop	04/13/2017	Christy Cerrone	<a href="#">Detail</a>
Proposal	Workshop	04/12/2017	Christy Cerrone	<a href="#">Detail</a>
Proposal	Workshop	03/29/2017	Robert Young	<a href="#">Detail</a>
Proposal	Neighborhood Resource	01/28/2017	Christy Cerrone	<a href="#">Detail</a>

K < 1 2 3 4 5 6 7 8 9 10 ... > X

1 - 10 of 137 items



The Sustainable Neighborhoods Program and Sustainable Neighborhood Network were developed by the City of Lakewood, Colorado, as a neighborhood level implementation program for community sustainability.

For additional information, please visit [SustainableNeighborhoodNetwork.org](http://SustainableNeighborhoodNetwork.org)

### **Sustainable Neighborhoods Fort Collins**

281 N. College Ave. Fort Collins, CO 80524



Printed on 100% Recycled Paper

Auxiliary aids and services are available for persons with disabilities.