



# Certification Manual

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Prepared by  
Atlanta Regional Commission  
Natural Resources Group

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*The Atlanta Regional Commission is the official planning agency for the 10-county Atlanta Region, including Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale counties as well as the City of Atlanta and 72 other cities. The Atlanta Regional Commission serves as a catalyst for regional progress by focusing leadership, attention and planning resources on key regional issues.*



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# Introduction

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The Atlanta Regional Commission (ARC) developed the Green Communities Program to assist local governments in reducing their overall environmental impact. The program identifies specific measures that local governments can implement for their communities to become more sustainable. Local governments who achieve certification receive region wide recognition for their leadership on environmental sustainability.

Local governments can achieve certification with a minimum of 175 points across ten categories.

1. Green Building
2. Energy Efficiency
3. Green Power
4. Water Use Reduction and Efficiency
5. Trees and Greenspace
6. Transportation
7. Recycling and Waste Reduction
8. Land Use
9. Education
10. Innovation

Each category has government measures and community measures. The government measures are ways for the local jurisdiction to increase sustainability in its own facilities, fleets, and practices; while, the community measures are ways to create a more sustainable community. Each measure is worth 5 or 10 points depending on the difficulty or importance of the action; no incremental point values will be given. Local governments may achieve “New Leaf” status with a minimum of 25 points and additional requirements (see page 7 for more details). The levels of certification are awarded as follows:

<b>Bronze</b>	<b>175 - 229 Points</b>
<b>Silver</b>	<b>230 - 279 Points</b>
<b>Gold</b>	<b>280 - 329 Points</b>
<b>Platinum</b>	<b>330 - 490 Points</b>

## PROGRAM VISION AND MISSION STATEMENT

An ARC Green Community is a community that is leading the way to sustainable living. The Atlanta Regional Commission Green Communities Program is designed to encourage local governments to demonstrate leadership on environmental sustainability. Local governments are asked to set an example for the community by conserving energy, investing in renewable energy, conserving water, conserving fuel, reducing waste and protecting and restoring the community’s natural resources.

The goals of the ARC Green Communities Certification Program are:

- To promote measures that encourage local governments to work towards reducing the environmental impact of the government through its buildings, fleets and policies;
- To promote measures that assist local governments in encouraging their community to reduce its environmental impact; and
- To provide assistance in public education and outreach on sustainability.

## BENEFITS OF PROGRAM CERTIFICATION

Atlanta Region Green Communities benefit from Green Community certification by:

- Fostering civic pride;
- Creating a positive image of a place to live or conduct business;
- Setting an example for businesses seeking to reduce their environmental impact; and
- Leading to a greater quality of life.

# Introduction

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The Atlanta Regional Commission will provide technical training opportunities for all interested local governments. The Atlanta Regional Commission will also provide assistance and technical support throughout the application and certification process. Once a community is certified, the Atlanta Regional Commission will:

- Present the Green Communities certification plaque at a local event of the jurisdiction's choice and recognize certification at an Atlanta Regional Commission meeting
- Recognize the community on the Program website, at promotional events and through other ARC outreach
- Prepare and distribute press releases about the certification
- Provide the Green Communities logo for advertising and marketing, along with educational material

## CERTIFICATION

The Green Communities Program is a voluntary certification program for jurisdictions in the 10-county planning area. Jurisdictions that fall outside of the 10-county ARC area, but within one of ARC's broader planning areas (water, transportation, etc.) may apply after first seeking approval from both ARC and their corresponding Regional Commission. Cities and counties interested in obtaining Green Communities certification should visit the [program website](#) to learn about the certification review process and schedule. The program application is available in Appendix A of this document or for download from the website. The certification checklist contains information on point values and totals; it is in Appendix B of this document and available for download in Excel format from the Program website. This manual is also available for download from the Program website.

## PROCESS

Applications for Green Communities are accepted on an annual basis, typically the Thursday before Memorial Day. Please check the [program website](#) for the current year's submission date. The first step for a local government to seek certification is to download the application checklist and manual. The jurisdiction is responsible for reviewing these materials and pursuing certification. The Green Communities Manual provides detailed descriptions of each measure on the Green Communities Certification Checklist and explains the documentation required for submission to receive points. An ARC staff member is available to meet with a jurisdiction to explain the process and provide assistance throughout the application and certification process.

The manual is organized by category (Green Buildings, Energy Efficiency, etc.) and each measure is described in a one-page format that includes a short title, point value, measure description, and required documentation section. Most measures have one or two examples and a section of additional sources of information about the measure. The measure category and possible point value are listed at the top. The short title of the measure is next on the page and begins with a number. The number corresponds with the measure's number on the checklist. Below the short title is the language of the measure as written on the certification checklist.

To apply for certification, the local government must submit a completed version of the Green Communities Checklist along with all supporting documentation for each measure the local government is seeking for points. Additionally, the local government must appoint one to two staff members for ARC staff to contact during the certification process. The completed documents must be submitted together and electronic submission is required. Please contact the Green Communities Program Coordinator at 470-378-1613 for information on electronic submission.

Once these documents are received, ARC staff will review the application and send an Initial Response Memo to notify applicants of missing documentation and measures that need to be improved in order to receive points. A deadline for response to the memo will be provided. Once the applicant has responded, ARC staff will set up a site visit with the applicant to verify measures and take photos.

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Jurisdictions that are approved for certification as Green Communities will be notified by email. The jurisdiction will receive an award reflecting its level of certification and materials to promote this success. In January of each year, all local governments certified by the end of the previous year will be formally recognized at an Atlanta Regional Commission meeting.

Jurisdictions will need to be recertified every four years; however, local jurisdictions can reapply more frequently to upgrade the level of certification if desired. The recertification and upgrade certification processes are described below in more detail.

## RECERTIFICATION

At a minimum, each certified Green Community must reapply for recertification four years from its most recent certification year. For example, a community certified in 2016 as Bronze would need to reapply for certification in 2020 to maintain its Bronze designation. To maintain its current certification level, the local government will need to submit documentation for each measure that was awarded points in the original application demonstrating that the measure is still being implemented and provide information on any measurable benefits from the measure. For example for Measure #5: Community Green Building Incentives, the local government would submit a short description that explains the policy is still being implemented and provide information on the number of projects that have benefitted from the incentives offered through its green building policy. Further information on the requirements for each measure for recertification is listed in the **Recertification Submission Requirements** section at the end of each measure in this manual.

The applicant must ensure that all documentation listed in the **Documentation Required for Credit** section is provided since these requirements may have changed since the applicant's original submission. Additionally, if the measure has been deleted or replaced since the time of certification, the local government will be responsible for meeting the documentation requirements for the new measure or may seek to make up the points in another measure. For example, Measure #18 changed from Community Solar Incentives to Community Solar Ready in 2019.

If during the recertification process the local government would like to submit new measures to increase its point total and achieve a higher certification level, the applicant would follow the measure requirements as outlined in the **Description of Measure** and **Documentation Required for Credit** sections on the one-page description of each measure. Local governments can contact the Green Communities Program Coordinator with any questions on the recertification process.

## UPGRADE RECERTIFICATION

If a local government has already achieved Green Communities certification and would like to achieve a higher level of certification within one to two years of its most recent certification date, the process is different from recertification and is called upgrading certification. The applicant would submit documentation only for the new measures that have been implemented to increase its point total to achieve a higher certification level and would follow the measure requirements as outlined in the **Description of Measure** and **Documentation Required for Credit** sections on the one-page description of each measure. A local government may only upgrade once prior to full recertification.

If any of the requirements have changed on measures for which the local government has previously received credit, the local government would also need to submit the additional required documentation. If the applicant previously received credit for either of the education measures (Measures #66 and #67), the local government would need to submit additional educational documentation for each of the new measures it has implemented in order to maintain the points for these measures.

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## NEW LEAF LEVEL

The New Leaf level serves as a preliminary level to official Green Communities certification. Local jurisdictions interested in participating in the Atlanta Regional Commission's (ARC) Green Communities Program, but not yet prepared to meet the minimum number of points to achieve the Bronze Level, may apply for this level to express their intent to become an officially certified Green Community within 2 years. Applications for the New Leaf level are accepted year-round and require the below documentation.

Upon application to the New Leaf level, the local jurisdiction must identify and document enough measures currently being implemented to meet a minimum of 25 points. New Leaf communities must also put together a Green Team to spearhead measure implementation and the official Green Communities application. Green Teams may consist of a mix of local jurisdictional staff and community members or be solely internal staff. In return for applying to the New Leaf level, local jurisdictions will receive technical assistance, guidance, resources and support from ARC staff members on measure implementation. ARC staff will work with the local jurisdiction's Green Team to help them implement their identified measures for certification.

*\*A pre-application meeting for the New Leaf level is required with ARC Green Communities staff and at minimum two members of the local jurisdiction's Green Team.*

## NEW LEAF DOCUMENTATION REQUIRED

- A copy of the adopted resolution stating the local jurisdiction's commitment to becoming a certified Green Community, the goal year of Green Community certification, and intent to assemble a Green Team
- A Green Communities checklist indicating the measures the local jurisdiction is currently working towards or has already completed that satisfies a minimum of 25 points.
- All documentation for the measures identified in the checklist above, as specified in the Green Communities Manual.
- A description of the Green Team, including a list of team member names and titles, a schedule of meetings, and any other relevant documentation.



# Introduction

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## SUGGESTED STEPS TO BECOMING A GREEN COMMUNITY

The following steps are not required to become a Certified Green Community. These are suggestions that may help your community become certified. Each applicant must determine what steps will work best for their community.

### 1. **Establish a Green Team**

- Appoint a leader or main coordinator to work with ARC staff.
- Schedule regular meetings and promote communication between departments.
- Schedule a meeting with ARC Green Communities staff.

### 2. **Identify measures you are already doing**

- Compile the necessary documentation to submit for credit for these measures. This will simplify the application process later.

### 3. **Identify measures you would like to achieve beyond what you are currently doing**

- Try to measure your current usage/impact such as energy use, water use, waste generation, transportation, etc. This will allow you to identify what improvements can be made along with the associated costs and savings. This will also allow for performance tracking, which is especially important if there are costs associated with addressing the measure. This information will help demonstrate the importance of the new measures implemented and show elected officials and citizens the progress and cost savings in your jurisdiction.
- Assign each new measure you choose to implement to a person. This person is responsible for creating a process and working with staff to achieve this measure. Additionally, he/she is responsible for documenting and/or gathering the necessary information to submit to receive credit for the measure.

### 4. **Create a schedule for implementation to achieve the measures you have identified**

- Meet regularly to check the progress on these measures.
- Once measures are complete, begin compiling the documentation and organizing it for the application process.

### 5. **Attend training sessions and workshops**

- ARC holds quarterly educational events to provide valuable information for local governments to learn how to achieve the measures. Workshops focus on topic areas (i.e. energy and water efficiency, recycling and waste-reduction, etc).
- Sign up for the Green Matters e-newsletter to learn more about sustainability-related grants, workshops, webinars, conferences and news.

# Introduction

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## 6. **Compile the completed application packet**

- Complete the application form.
- Complete the checklist to indicate the measures you are applying to receive points for certification.
- Submit the organized supporting documentation for each measure.
- Submit the digital application via SharePoint, thumb-drive or CD. Hard copies will not be accepted.

## 7. **Educate and involve local government staff and the community**

- The Green Team can be a forum for establishing education and outreach efforts.
- Internally promote your efforts to encourage participation. For instance, if you establish a recycling program at government facilities educate and encourage employees to recycle. Offer incentives for participation.
- Involve citizens in education and outreach efforts. This can include the creation of a citizen sustainability committee or citizen environmental advisory committee. These groups can have a variety of functions including advising the local government on environmental issues and developing educational campaigns.
- Educate everyone in your community on how they can be more sustainable.

# Green Building

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## 1) Government LEED Policy

### Points: 10

Require all new large buildings constructed and owned by the local jurisdiction to be LEED certified.

#### DESCRIPTION OF MEASURE

The local government has an ordinance or policy that requires all new large buildings owned by the local government to be certified under the Leadership in Energy and Environmental Design for Building Design + Construction (LEED-BD+C) certification standards. Large buildings are defined as buildings that are 5,000 square feet or more. The policy must stipulate that buildings obtain a LEED certification. The specified certification can be one of four certification levels: Certified, Silver, Gold, or Platinum.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the official ordinance or policy with date of adoption

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta established the Sustainable Development Design Standards to integrate green and/or sustainable building principles and practices into the design, construction, and operations of all city facilities, and city-funded projects to the fullest extent possible. Section 75-19 applies to city owned projects and states that for projects where the total project is 5,000 square feet or more of occupied space or the total project cost exceeds two million dollars, design and project management teams are required to meet the LEED Silver rating level.

**Example #2:** Cobb County adopted a green building policy that all new construction and renovation of occupied county buildings 5,000 square feet or more must be designed and built to achieve LEED certification. For projects designed to meet LEED standards, the payback period must be no more than ten years. If the design is not feasible, the project design must incorporate as many LEED measures from the checklist as possible.

#### ADDITIONAL INFORMATION

The United States Green Building Council (USGBC) offers a [State and Local Government Tool Kit](#) on their website for local governments to use in developing green building policies. The Tool Kit can be accessed on the Government Resources page. For more information on LEED certification programs, visit the [USGBC website on LEED Rating Systems](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of buildings constructed by the local government since the most recent Green Communities certification, the number that achieved LEED certification, and if any did not achieve LEED certification, please explain how they were exempt from the policy, and any other relevant information that can be provided to explain that this is an actively implemented policy.

# Green Building

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## 2) Government LEED Building

### Points: 10

A local government building is LEED certified.

#### DESCRIPTION OF MEASURE

The local government owns a building with a certification from any of the following Leadership in Energy and Environmental Design (LEED) Rating Systems.

- Interior Design + Construction (ID+C)
- Building Design + Construction (BD+C)
- Building Operations + Maintenance (O+M)

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the LEED certificate or letter documenting the building's LEED certification

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The Fulton County East Atlanta Library is LEED Silver certified and was the County's first LEED building. The building is approximately 8,000 square feet and was completed in November 2003. The county now designs and certifies all libraries to LEED standards.

**Example #2:** Gwinnett County has a Police Training Facility that is LEED Certified and the Gwinnett Environmental and Heritage Center is LEED Silver.

**Example #3:** The DeKalb County Juvenile Court is LEED Certified and was the County's first LEED building. The building is just over 110,000 square feet and was completed in June 2007.

#### ADDITIONAL INFORMATION

For more information on LEED certification programs, visit the United States Green Building Council website on [LEED Rating Systems](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an updated list of the LEED certified buildings owned and operated by the local government, including the date and level of certification, and address (including street and zip code).

# Green Building

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## 3) Government ENERGY STAR/EarthCraft Policy

### Points: 5

Require new buildings constructed and owned by the local jurisdiction to be certified ENERGY STAR or EarthCraft Light Commercial.

#### DESCRIPTION OF MEASURE

The local government has an ordinance or policy to require that all new buildings owned by the local government, that are not Leadership in Energy and Environmental Design (LEED) certified, receive a certification under the ENERGY STAR Program or EarthCraft Light Commercial.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the official ordinance or policy with date of adoption

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Fairburn's *Guide to Sustainable Municipal Operations* manual outlines the policies and procedures that the city follows for resource conservation and management. Included in the manual is a policy for all new city owned buildings that are exempt from LEED certification to be designed for EnergyStar and EarthCraft Light Commercial certification standards.

**Example #2:** In 2009, the City of Roswell adopted *A Resolution to Establish Sustainable Development Regulations for Facilities Owned and Built by the City of Roswell*. The resolution requires new construction of city buildings that are not LEED certified to earn ENERGY STAR certification and requires any substantially remodeled facility to be benchmarked in the ENERGY STAR Portfolio Manager system.

#### ADDITIONAL INFORMATION

[EarthCraft Light Commercial](#) is best suited for commercial building projects sized 15,000 square feet or less, however projects up to 25,000 square feet may be accepted on a case-by-case basis. The program focuses on site planning, energy and water efficiency, building durability, and improved occupant health and productivity. To learn more about the ENERGY STAR Certification and how to apply, visit the [ENERGY STAR website](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of buildings constructed by the local government since the most recent Green Communities certification, the number that achieved ENERGY STAR or EarthCraft certification, and if any did not achieve ENERGY STAR or EarthCraft certification, please explain how they were exempt from the policy.

# Green Building

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## 4) Government ENERGY STAR/LEED Renovation Policy

### Points: 5

Require local government building renovations to be ENERGY STAR certified or follow LEED guidelines.

#### DESCRIPTION OF MEASURE

The local government has an ordinance or policy to require all buildings owned by the local government that undergo renovations to be certified by ENERGY STAR or follow the proper Leadership in Energy and Environmental Design (LEED) rating program. LEED offers two programs for renovations. LEED-Building Design + Construction (BD+C) is best for renovations that affect over 50 percent of the building's space or occupants, while LEED-Interior Design + Construction (ID+C) or LEED Operations + Maintenance (O+M) is best for buildings that affect less than 50 percent of the space or occupants. The ENERGY STAR certification is based on the building size and type.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the official ordinance or policy with date of adoption

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta established the Sustainable Development Design Standards to integrate green and sustainable building principles and practices into the design, construction, and operations of all city facilities, and city-funded projects to the fullest extent possible. Section 75-19 applies to city owned projects and states that for projects where the total project is 5,000 square feet or more of occupied space or the total project cost exceeds two million dollars, design and project management teams are required to meet the LEED Silver rating level.

**Example #2:** The City of Woodstock requires all renovations of city-owned buildings to achieve a green building certification. Renovations that affect less than 25% of the occupied space must achieve Energy Star certification. Building renovations affecting more than 25% of the occupied space must achieve the appropriate LEED certification.

#### ADDITIONAL INFORMATION

To learn more about the ENERGY STAR Certification and how to apply, visit the [ENERGY STAR website](#). For more information on the LEED certification programs, visit the United States Green Building Council (USGBC) website on [LEED Rating Systems](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of buildings renovated by the local government since its most recent Green Communities certification, the number that achieved ENERGY STAR or LEED certification, if any did not achieve ENERGY STAR or LEED certification please explain how they were exempt from the policy, and any other relevant information that can be provided to explain that this is an actively implemented policy.

# Green Building

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## 5) Community Green Building Incentives

### Points: 5

Offer incentives for green building certifications (LEED, EarthCraft, ENERGY STAR) such as expedited planning development review process, offering reductions/waivers of development fees or other methods of encouraging green building.

#### DESCRIPTION OF MEASURE

The local government has an ordinance or policy that offers incentives for builders to seek green building certifications such as Leadership in Energy and Environmental Design (LEED), EarthCraft, and ENERGY STAR. These incentives can be an expedited review process, reduced or waived development fees, density bonuses, or other incentives.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the official ordinance or policy with date of adoption
- Documentation on how the incentive will be implemented

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Cherokee County encourages residential and commercial buildings to be built green by offering expedited permitting reviews, a 50 percent reduction in most fees, an initial plan review within 2 days, and priority for meetings with the Plan Approval Team for projects that achieve LEED, EnergyStar or EarthCraft certification.

**Example #2:** The City of Dunwoody encourages residential and commercial buildings to be built green by offering expedited permitting reviews for projects that achieve LEED, EnergyStar, or EarthCraft certification.

#### ADDITIONAL INFORMATION

The Southeast Smart Growth Network produced a report titled [An Analysis of Selected Community Green Building Programs in Five Southeastern States](#) (2012), which provides regional case studies. A 2007 study by The National Association of Industrial and Office Properties was conducted on the green building incentives offered by local governments, titled [Green Building Incentives That Work](#).

The United States Green Building Council (USGBC) offers examples of local government policies that relate to LEED certification, such as [green building incentive strategies](#). More information on the [EarthCraft](#) programs and [ENERGY STAR](#) programs can be found on their respective websites.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented, including the number of projects constructed in the jurisdiction since the local government's most recent Green Communities certification and how many of these projects utilized the incentives offered through the policy to achieve a green building certification.

# Green Building

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## 6) Community Green Affordable Housing Incentives

### Points: 5

Offer incentives for affordable and workforce housing entities to certify affordable housing as EarthCraft House, EarthCraft Multifamily, ENERGY STAR, or LEED for Homes.

#### DESCRIPTION OF MEASURE

The local government has an ordinance or policy that offers incentives specifically for affordable and workforce housing entities to seek green building certifications like Leadership in Energy and Environmental Design (LEED) for Homes, EarthCraft House, EarthCraft Multifamily, and ENERGY STAR. Affordable housing is defined by the U.S. Department of Housing and Urban Development (HUD) as housing that costs no more than 30 percent of a household's monthly income, including the monthly mortgage payment and housing expenses for a homeowner. These incentives can be an expedited review process, reduced or waived development fees, density bonuses, or other incentives.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the official ordinance or policy with date of adoption
- Documentation on how the incentive will be implemented

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Woodstock offers incentives for affordable and work force housing entities to build green housing developments by offering a reduction in planning and development review time by 25 percent for projects that are EarthCraft House, EarthCraft Multifamily or Energy Star certified. For projects with homes that are LEED certified, the planning and development review time is reduced by 25 percent and \$50 in development fees are waived.

**Example #2:** The City of Norcross offers expedited plan reviews and site inspections for builders of affordable housing developments that achieve LEED or EarthCraft certification.

#### ADDITIONAL INFORMATION

For more information on the [EarthCraft programs](#), the [ENERGY STAR Homes](#) program, and the [LEED Homes Rating](#) program can be found on their respective websites.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented, including the number of affordable housing developments constructed in the jurisdiction since the local government's most recent Green Communities certification and how many of these developments utilized the incentives offered through the policy to achieve a green building certification.



# Energy Efficiency

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## 7) Government Energy Audits

### Points: 10

Conduct energy audits of local government facilities and implement recommendations -or- Engage in performance contracting for energy efficiency in government buildings.

#### DESCRIPTION OF MEASURE

The local government has performed energy audits and is implementing the recommendations of the audits and/or is engaging in performance contracting in buildings owned by the local government. To receive credit for this measure, at least 20 percent of the local government's buildings must be audited with changes implemented and/or under a performance contract for energy efficiency when documents are submitted for Green Communities Certification. Additionally, a plan must be in place to ensure all existing buildings will be audited or under a performance contract within four years. All government-owned buildings open during normal weekday operating hours are subject to an energy audit every 4-5 years.

The American Society of Heating Air Conditioning and Refrigeration Engineers (ASHRAE) classifies energy audits in three levels. At a minimum, level 1 audits should be performed on facilities.

- Level I – Walk Through Analysis: Assess a building's energy cost and efficiency by analyzing energy bills and conducting a brief on-site survey of the building. Identifies energy savings and a cost analysis for low-cost and no-cost measures and a list of potential capital improvements for further consideration.
- Level II – Energy Survey and Analysis: A more detailed building survey and energy analysis that provides an energy analysis identifying the savings and costs of all practical measures and a discussion of changes to operation and maintenance procedures. A list of potential capital-intensive improvements that require more data collection and engineering analysis is provided.
- Level III – Detailed Analysis of Capital-Intensive Modifications: Focuses on potential capital-intensive projects identified during the Level II audit and involved more detailed field data gathering and engineering analysis. Detailed project cost and savings calculations are provided to be used for making major capital investment decisions.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of items inspected for in the energy audits
- A complete list of the existing government owned buildings, indicating those that have been audited, including what changes have been implemented from the audits
- A description of the plan to audit and implement changes in remaining buildings within 4 years

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Cherokee County hired Johnson Controls to conduct an evaluation of county buildings and the county spent nearly \$1 million for improvements, including improving plumbing and electrical fixtures and upgrading to new energy efficient roofing and HVAC systems. In addition, the county had an energy audit conducted by Georgia Power for the County Justice Center and has implemented modifications.

**Example #2:** Fulton County contracted with a third-party vendor to perform energy audits of all the county's buildings. The buildings are now being operated in the most efficient manner possible with the existing systems and equipment. The county hopes to receive additional funding to upgrade the existing systems and equipment to be more energy efficient.

#### ADDITIONAL INFORMATION

ASHRAE's standards for energy audits are published in [Procedures for Commercial Building Energy Audits](#). The US Department of Energy provides useful guidelines for [energy-saving performance contracting](#). The EPA Local Climate and Energy Strategy Series provides resources for local governments on greenhouse gas (GHG)

emissions reduction strategies. The [Energy Efficiency in Local Government Operations](#) guidebook is a resource to assist local governments in improving their energy efficiency.

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide documentation demonstrating that all the facilities owned and operated by the local government receive an energy audit every 4-5 years or are under a performance contract for energy efficiency every 4-5 years. Also provide an updated version of the list of facilities (including street address and zip code) that have received energy audits or are under a performance contract. Please provide a description of what recommendations from the audits or measures of the performance contract have been implemented. If a facility has not been audited or is not under a performance contract, please explain why. If possible, please provide any information the local government has on the energy savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of these audits and energy efficiency improvements. Additionally, the local government should have some of the facilities entered into EnergyStar Portfolio Manager with a plan in place to have all facilities entered within two years of recertification.

# Energy Efficiency

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## 8) Government ENERGY STAR Partner

**Points: 5**

Become a local government ENERGY STAR Partner and develop an Energy Strategy for the Future.

### DESCRIPTION OF MEASURE

A local government is an ENERGY STAR Partner in accordance with the ENERGY STAR Partner guidelines outlined in the *Organizations that own/manage/lease buildings or plants* section of the [ENERGY STAR website](#). This includes sending in the ENERGY STAR Partner letter, creating an Energy Strategy for the Future, and promoting the ENERGY STAR Challenge. By becoming an ENERGY STAR Partner, the jurisdiction agrees to 1) measure, track, and benchmark energy performance, 2) develop and implement a plan to improve energy performance by adopting the ENERGY STAR strategy, and 3) educate staff and the public about the partnership and achievements with ENERGY STAR.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the submitted ENERGY STAR Partner letter
- A copy of the jurisdiction's Energy Strategy for the Future
- Educational materials used to educate staff and the public about the partnership and ENERGY STAR

### EXAMPLES OF IMPLEMENTATION

**Example #1:** Fulton County has been an ENERGY STAR partner since 1996.

**Example #2:** Cobb County has been an ENERGY STAR partner since 1997.

### ADDITIONAL INFORMATION

For more information on the ENERGY STAR Program, visit the [ENERGY STAR website](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a description of how the local government is actively promoting the ENERGY STAR partnership including, progress on the energy strategy for the future, materials used to educate employees on the partnership, and other relevant information on partnership related activities.

# Energy Efficiency

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## 9) Government ENERGY STAR Purchase Policy

**Points: 5**

Adopt a policy to purchase at least ENERGY STAR rated equipment and appliances.

### DESCRIPTION OF MEASURE

The local government has an officially adopted ordinance or policy to only purchase equipment and appliances for use in any local government facility that are at least ENERGY STAR rated.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the ordinance or policy with date of adoption
- A description of how the policy has been incorporated into existing purchasing policies

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Dunwoody adopted a policy to purchase only ENERGY STAR equipment and appliances for use in all government buildings.

**Example #2:** The City of Atlanta Department of Procurement instituted an ENERGY STAR energy efficient purchasing policy. The City purchases ENERGY STAR products when they are available. The policy considers the cost of the product and the cost of energy for its operation.

### ADDITIONAL INFORMATION

For information on ENERGY STAR rated equipment and appliances, visit the [ENERGY STAR Products](#) section of the ENERGY STAR website.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the policy's original adoption. Provide documentation demonstrating that the local government purchases ENERGY STAR rated equipment and appliances. Examples of documentation can include invoices for purchases, a list of equipment or appliances purchased in the past year, etc. If possible, provide energy savings from purchasing ENERGY STAR rated equipment and appliances.

# Energy Efficiency

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## 10) Government LED Street Lights

**Points: 5**

Install or retrofit with Dark Sky-compliant light-emitting diode (LED) lamps in street lights.

### DESCRIPTION OF MEASURE

The local government has an established plan to retrofit existing street lights maintained by the local government with LED lamps. At a minimum, 25 percent of the existing street lights in the jurisdiction must have LED lighting when documents are submitted for Green Communities Certification. Additionally, a plan must exist that ensures all street lights maintained by the local government will be retrofitted within four years. If a local government does not own and maintain all of its street lights, the requirements of this measure can be met if the local government can demonstrate that the street lights within the boundaries of its jurisdiction are being retrofitted through a partnership with another entity (Georgia Power, a local co-op, or other).

LEDs must be Dark Sky-compliant and have the appropriate color temperature for the area's use. For example, warm light LEDs between 2700 – 3000 Kelvin in residential areas. LEDs are brighter than older outdoor lighting technologies and thinning, or "delamping," of retrofitted areas should be implemented to control for glare and light pollution. Newly-installed street light structures should be designed and placed to reduce glare and spill-over (or "trespass") onto private property.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy to install only LED lamps in street lights with date of adoption
- Total number of street lights and number of street lights that have already been retrofitted
- A description of the plan to retrofit existing street lights with LED lamps within 4 years

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Alpharetta Public Works and Finance departments worked with Georgia Power in 2018 to begin conversion of 4,400+ streetlights from high-pressure sodium to high-efficiency LED lights. The city estimated that it would save \$81,200+/year by lowering energy use and maintenance costs.

**Example #2:** Cobb County and Cobb EMC began a 5-year transition of 60,000 streetlights to LED in 2018. This retrofit project includes the installation of advanced metering infrastructure (AMI) that allows the utility to program lights for emergency situations, monitor real-time energy consumption, and be immediately alerted to outages.

### ADDITIONAL INFORMATION

The U.S. Department of Energy released an [Outdoor Lighting Challenges and Solution Pathways](#) report in March 2016. This report not only presents resources, statistics, and case studies, but also highlights Georgia Power's LED streetlights program on page 18. The American Council for an Energy-Efficient Economy's [Local Government-Utility Partnership Strategies](#) provides a section specific to Partnerships for Reducing Energy Use in Public Outdoor Lighting. In addition, the [International Dark-Sky Association](#) provides a basic outdoor lighting guide to help communities reduce unnecessary lighting glare and trespass.

Georgia Power offers a [Governmental LED Roadway Lighting](#) program and contact person to help willing jurisdictions transition to LED street lighting, and [EMC Coweta-Fayette](#) also offers an array of outdoor LED lighting options.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide documentation demonstrating that the local government has retrofitted all existing street lights in the jurisdiction with LED lighting. If possible, please provide any information the local government has on the energy savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of these retrofits.

# Energy Efficiency

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## 11) Government “Lights Out/Power Down” Policy

### Points: 5

Have a “lights out/power down” and/or a “lights out and electronics off when not in use” policy.

#### DESCRIPTION OF MEASURE

The local government has an ordinance or policy to reduce energy use in its buildings from lighting and electronics when not in use. This may include adopting building management policies that require turning off all nonemergency lighting and electronics after hours, and/or educating employees on turning off lighting and electronics when not in use and at night.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the local government policy or ordinance with date of adoption
- A description of the procedure to ensure all employees know about the policy

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur has a Power Down/Lights Out Policy for all city employees and departments to turn off lights and electronics when not in use and after business hours. All employees must agree to and sign the policy.

**Example #2:** The City of Alpharetta has adopted a Lights Out/Power Down Policy requiring employees and maintenance staff to turn off lights and all other non-essential electronic equipment when not in use.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a description of how the local government is actively implementing the lights out/power down policy, including materials used to educate employees on the policy and any energy savings as a result of implementing the policy.

# Energy Efficiency

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## 12) Government Cool Roof

**Points: 5**

Have a demonstration cool roof.

### DESCRIPTION OF MEASURE

The local government has a cool roof located on government property and provides education on site. A cool roof is defined as a roof that uses materials having a specified Solar Reflectance Index (SRI) for at least 75 percent of the roof surface. The product installed must be ENERGY STAR certified. The educational materials can be pamphlets or plaques that explain the benefits of a cool roof.

### DOCUMENTATION REQUIRED FOR CREDIT

- Description of project including documentation of the type of cool roof material used and demonstration that it is ENERGY STAR certified
- Submission of completed project photos, education materials available on site and the location of education materials on site

### EXAMPLES OF IMPLEMENTATION

**Example #1:** [The Jefferson Houston Elementary School](#) in the Alexandria City Public Schools of Virginia installed a white cool roof with a SRI of 78 percent, compared to the previous roof's 20 percent reflectivity. The total project cost was \$330,000 and there was no additional cost for achieving high energy efficiency. They estimate the annual energy savings to be 514,000 kWh and the annual energy cost savings to be \$31,000.

**Example #2:** The City of Suwanee installed a cool roof during construction of its city hall. The roof is 7,560 square feet and consists of a mixture of reflective metal and an adhered thermoplastic roof membrane.

### ADDITIONAL INFORMATION

For more information on ENERGY STAR rated cool roofs, visit the [ENERGY STAR Reflective Roof Products page](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the number of local government owned buildings that have cool roofs. For each building, provide the address (including street and zip code) and any additional information available regarding the roof, including size, material used, etc. Additionally, provide a copy of the education materials available on site and the location of education materials on site for at least one of the cool roofs. If possible, please provide any information the local government has on the energy savings or other measurable benefits achieved as a result of installing each cool roof.

# Energy Efficiency

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## 13) Government or Community LED Light Bulb Program

### Points: 10

Have a program that encourages the replacement of inefficient light bulbs with more energy efficient light-emitting diode (LED) light bulbs.

#### DESCRIPTION OF MEASURE

A local government has a program in place to encourage the transition from incandescent, compact fluorescent (CFL), and fluorescent light bulbs to more energy efficient light emitting diode (LED) light bulbs. This program could exist as the local government replacing inefficient light bulbs in its facilities with LED light bulbs, offering incentives (i.e. coupons or LED light bulb giveaways) to residents to encourage the replacement of residential inefficient light bulbs, or another program developed by the local government. The local government can also receive points for this measure if a partnership is created with its energy utility to offer the program to citizens.

#### DOCUMENTATION REQUIRED FOR CREDIT

- Documentation describing the program's effectiveness, budget, length of program, and promotion

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Woodstock is testing the use of LED light bulbs in its elevators. Based on estimates, the replacement of just twelve traditional incandescent light bulbs with LED bulbs will save the city \$1,000 a year in energy and maintenance costs. Additionally, the city will use grant funding to replace approximately 20 percent of outdoor lights at the Woodstock City Park with LED fixtures.

**Example #2:** Fulton County replaced more than 300 "exit" light fixtures with LED fixtures in the Government Center and any building renovated or constructed since 2008. The county replaced an additional 300 fixtures by 2012. Retrofitting existing "exit" signs with LED fixtures reduces energy use by 90 percent; with the replacement of just 300 signs, the county estimates it will save almost 92,000 kWh per year.

**Example #3:** The City of Decatur's holiday light display uses 500 strands of LED mini lights (35,000 bulbs) and the gazebo display uses 200 LED C9 bulbs and uses 90 percent less energy than a display with incandescent bulbs.

#### ADDITIONAL INFORMATION

For more information on LED lighting, please visit the [ENERGY STAR LED lighting website](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the local government's LED program, including any program changes since the local government's most recent Green Communities certification, the current program budget, energy savings from the program, the education and outreach materials used, if additional LED initiatives have been implemented, and any other beneficial information on the implementation of LED initiatives.



# Energy Efficiency

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## 14) Community Energy Codes

### Points: 5

Establish an active inspection program for residential and commercial construction projects to enforce Georgia's energy codes.

#### DESCRIPTION OF MEASURE

The local government has a program to enforce compliance with the Georgia State Energy Code for Buildings. The Georgia Energy Code is the International Energy Conservation Code (IECC) as adopted and amended by the Department of Community Affairs. Enforcement of compliance means the active inspection of all residential and commercial construction projects that fall within the scope of the IECC. Active inspections are defined as the physical inspection by the local government of any construction project falling within the 'Scope' of the Georgia State Energy Code for Buildings. The physical inspection shall encompass all items required to show compliance with the Georgia Energy Code. Only conducting an insulation inspection or simply accepting the REScheck/COMcheck checklists completed by builders shall not suffice as an active inspection program for compliance with the IECC.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy stating the local government will enforce the most recent version of the International Energy Conservation Code as adopted and amended by DCA
- A copy of the documents used by the inspector to ensure the commercial and residential energy codes are followed including a checklist of what is inspected

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Cherokee County requires builders to sign an affidavit when they apply for a building permit. The form requires builders to think about how they will comply with the energy codes before the building permit is obtained. Cherokee then conducts a site visit to inspect the property.

**Example #2:** The City of Kennesaw has an energy code enforcement program for residential and commercial construction with active inspection by city building inspectors. Additionally, the City Building Services Department schedules meetings twice a year and invites builders and contractors who have previously or are currently working with the city to discuss any upcoming building code changes.

#### ADDITIONAL INFORMATION

For more information on the Georgia Energy Codes, visit the [Department of Community Affairs construction code website](#). Southface developed and published a library of materials and resources on the Georgia Energy Code and how to enforce the code. These materials are available on the [Southface website](#). The Georgia Environmental Finance Authority's [Building Department Pilot Study: Guidance on Effective enforcement of Georgia's Energy Code](#) provides examples of best practices for energy code enforcement in Georgia.

The [US Department of Energy \(DOE\)](#) and the [International Code Council \(ICC\)](#) developed a variety of resource guides and tools to assist building inspectors in the energy code process. A comprehensive guidebook for building officials and policymakers is available at [Building Energy Codes Resource Guide: Code Official Edition](#). The Building Codes Assistance Project published a [Local Implementation Action Kit](#) that details the best practices across the nation that municipalities are implementing to strengthen their energy code enforcement programs.

[Establishing a Plan to Achieve Energy Code Compliance in Cities](#) is a resource developed by the City Energy Project to help guide U.S. city leadership and their building department leadership in working together to implement an effective strategy to achieve high levels of energy code compliance for new and renovated

buildings. A companion report, [The City Energy Project Assessment Methodology for Energy Code Compliance in Medium to Large Cities](#), helps identify areas that municipalities should focus on to increase compliance rates.

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a copy of the policy stating that the local government will enforce the most recent version of the International Energy Conservation Code as adopted and amended by DCA. Provide a copy of the most recent documents used by inspectors to ensure the commercial and residential energy codes are followed including a checklist of what is inspected.

# Energy Efficiency

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## 15) Community Outdoor Lighting Efficiency

**Points: 5**

Have ordinances or incentives to operate outdoor lighting more efficiently.

### DESCRIPTION OF MEASURE

A local government has an ordinance or policy in place to require or incentivize the efficient operation of outdoor lighting throughout the community by limiting misdirected, excessive, or unnecessary outdoor lighting on both public and private property. Possible policy requirements could be the adoption of a night sky ordinance that meets the guidelines of the International Dark Sky Association, the installation of photosensors on all non-residential outdoor light fixtures, the installation of timers with seasonal schedules to control when lights turn on and off, and/or the efficient operation of outdoor lighting by facility managers. Possible incentives could be rebates or reduced inspection fees for the installation of photosensors or timers. Photosensors are electronic control units that automatically adjust the output level of electric lights based on the amount of light detected.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy or ordinance with date of adoption
- Description of how the ordinance exceeds typical lighting ordinances to reduce energy use

### EXAMPLES OF IMPLEMENTATION

**Example #1:** Fulton County adopted the Night Sky Ordinance in February 2006. This ordinance permits outdoor lighting for reasonable uses of nighttime safety, utility, security, productivity, enjoyment and commerce. It limits the degradation of the night sky by minimizing glare, obtrusive lights, and artificial sky glow by limiting outdoor lighting that is misdirected, excessive, or unnecessary.

**Example #2:** Cherokee County adopted an Outdoor Lighting and Road Glare Ordinance in 2001 to encourage the efficient use of outdoor lighting. The ordinance sets a curfew of 11pm for outdoor lighting; requires new projects to submit as part of the development plan how the project will comply with the outdoor lighting ordinance; and seeks to reduce light trespass, sky glow, and glare.

### ADDITIONAL RESOURCES

For more information on night sky ordinances and a model ordinance visit the [International Dark Sky Association website](#). For tips on how local governments can make their outdoor lighting more efficient visit the ["How Green Is My Town?"](#) website.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy or ordinance and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy has been implemented including an example property where the requirements were followed or incentives were used.

# Green Power

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## 16) Government Renewable Energy Project

### Points: 10

Have a demonstration renewable energy project (such as solar or methane capture).

#### DESCRIPTION OF MEASURE

The local government owns and operates a renewable energy project that is located on government property. This project must reduce the amount of nonrenewable energy used on site and be designed to educate citizens on the project. Renewable energy is defined as energy derived from sources that do not deplete natural resources (ex: solar, wind, or methane capture). Projects that involve the installation of photovoltaics must be at a minimum 5 KW. The demonstration project should be easily accessible to citizens and must provide educational materials on site about the renewable energy being used. The educational materials can be pamphlets or plaques that explain the benefits of renewable energy, the type of energy project, and how much renewable energy is produced.

#### DOCUMENTATION REQUIRED FOR CREDIT

- Description of project
- Submission of completed project photos, education materials available for the community on site and the location of education materials on site

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Woodstock installed 6.8 KW solar panel modules on the Chambers at City Center. Inside the building, an education nook has displays explaining the process and benefits of solar power. In addition, monitors provide real-time numbers on kWh capture and carbon dioxide equivalency emissions that have been prevented via the solar panels.

**Example #2:** In 2006, DeKalb County Department of Public Works launched the Green Energy Facility at Seminole Landfill. The facility uses the methane gas collected at the landfill to power electric generators and produce green energy – roughly 3.2 megawatts every 24 hours – for Georgia Power.

**Example #3:** At Gwinnett County's F. Wayne Hill Water Treatment Plant, methane gas produced by anaerobic digesters is captured and used to meet the heating needs of the digestion process. Using the methane gas as a renewable energy source improves local air quality by reducing greenhouse gas emissions at the plant by up to 15,500 metric tons of carbon dioxide equivalents annually. At peak capacity the system can save the facility one million dollars every year in electricity costs.

#### ADDITIONAL INFORMATION

The EPA Local Climate and Energy Strategy Series provides resources for local governments on greenhouse gas (GHG) emissions reduction strategies. Two helpful documents provided in the renewable energy category are [On-Site Renewable Energy Generation](#) and [Landfill Gas to Energy](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the renewable energy project and a description of other renewable energy projects that have been implemented since the most recent Green Communities certification. For each project, provide information on the type of project, location address (including zip code), amount of renewable energy generated, a copy of the educational materials, and any other beneficial information the local government has tracked.

# Green Power

## 17) Government Green Energy Purchasing

**Points: 10**

Become a U.S. Environmental Protection Agency (US EPA) Green Power Partner.

### DESCRIPTION OF MEASURE

The local government is a US EPA Green Power Partner for the purchase or generation of green power that meets the guidelines of the partnership program. The US EPA Green Power Partnership is a voluntary program to support the purchase of green power. Partners commit to purchase a minimum amount of green power within one year of becoming a partner, based on the annual electricity usage of the organization or one facility (see the table below). Additionally, partners agree to submit annual reports on the organization's green power purchases and partnership status. It is important to note that a local government can become a Green Power Partner for purchasing renewable energy for the entire jurisdiction or for a single building within that jurisdiction. Program information can be found on the [Green Power Partnership website](#).

Government's Annual Electricity Usage	Purchase Requirements for Partner Level	Purchase requirements for Leadership Club Level
≥ 100,000,001 kWh	2% of your use	20% of your use
10,000,001 – 100,000,000 kWh	3% of your use	30% of your use
1,000,001 – 10,000,000 kWh	6% of your use	60% of your use
≤ 1,000,000 kWh	10% of your use	Not applicable

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the EPA Green Power Partnership agreement
- A copy of a previously submitted Partner Yearly Report

### EXAMPLES OF IMPLEMENTATION

**Example #1:** DeKalb County is an [EPA Green Power Partner](#) for purchasing 100% of the power used at its Juvenile Justice Center from renewable energy sources. The County purchases approximately 848,000 kWh of renewable energy each year to power its Juvenile Justice Center.

**Example #2:** The City of Woodstock installed 6.8 KW solar panel modules on the Chambers at City Center which generates approximately 11% of the facilities needed energy and became an EPA Green Power Partner in 2011.

### ADDITIONAL INFORMATION

The EPA Local Climate and Energy Strategy Series provides resources for local governments on greenhouse gas (GHG) emissions reduction strategies. Through the renewable energy section of the program, a [Green Power Procurement Guide](#) was developed to assist local governments in purchasing green energy.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent year's EPA Green Power Partner Yearly Report and a short description of the local government's partnership activities since becoming a partner.

# Green Power

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## 18) Community Solar Ready

### Points: 5

Support community solar power efforts by implementing best management practices (BMPs) to promote and facilitate rooftop solar installation.

#### DESCRIPTION OF MEASURE

Solar energy photovoltaic (PV) cells require specialized installation and equipment, such as brackets, panels, and mounts and should have an appropriate inspection process. Defining where rooftop solar is allowed within the local jurisdiction and streamlining permitting processes reduces staff time and effort spent on permitting, technical documentation review, and more. These soft cost savings expedite normally time-consuming procedures. Creating a checklist for building inspectors also allows for quality control of solar energy infrastructure and reduces future maintenance costs. Solar power reduces strain on local energy grids, lifting burden off electricity conveyance infrastructure, and promotes community resiliency. The local government has implemented one of the two below BMPs to enable residents to install solar power on their lots.

1. Addresses solar in the zoning code, has a streamlined permitting process, and has created an inspection checklist

OR

2. Participate in a solarize campaign or other bulk purchasing program

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the zoning ordinance amendment or update, description of the permitting process, an inspection checklist, and any solar guidelines given to permittees on BMPs.

OR

- An adopted resolution pledging participation in a Solarize Campaign or photovoltaic (PV) bulk purchase program, a signed contract with a third-party provider, and the contact information for the local jurisdiction's program coordinator.

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Douglas County addresses both ground-mounted and roof-mounted solar power in their Lot and Building Standards. Section 413 addresses "criteria for the use of solar energy equipment," and permits such equipment through the county's building department. Specific language can be found on [Douglas County's MuniCode](#).

**Example #2:** The City of Atlanta addresses solar energy infrastructure in the city's Land Development Code ordinances. Solar is regulated through zoning, fees/permitting, in historic districts, and more. These regulations can be found on the [City of Atlanta's MuniCode](#).

**Example #3:** The [City of Dunwoody Solarize Campaign](#) and the [Decatur & DeKalb County Solarize Campaign](#) were both conducted through Solar CrowdSource. Solarize campaigns allow residents, businesses and non-profits within a jurisdiction to access photovoltaic solar panels at bulk price points rather than individual points. Campaigns run for a limited time and follow a tiered purchasing structure, with prices decreasing as PV sales increase.

#### ADDITIONAL INFORMATION

For case studies, toolkits, permit streamlining resources, model inspection checklists, and more solar BMP guidance, visit the International City/County Management Association (ICMA) webpage [for Solar Energy](#). The [Solar Energy Industries Association](#) also provides resources on solar policy for rooftop and community solar power. Additional case studies can be found at the U.S. Department of Energy's [SunShot Initiative](#), which provides guidance on environmental impacts, siting challenges, as well as financing issues and opportunities.

In 2018, a team of Georgia higher education institutes released a [Georgia Model Solar Ordinance](#). A model solar guide and toolkit for policy makers and developers were also released as complementary resources. The solar policy repository provides an interactive map displaying which counties in Georgia have codified solar power. The [Georgia Solar Energy Association](#) provides government model example in Macon, Georgia and provides resources for a [model permitting process](#).

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the number of solar permits that have been approved by the local jurisdiction. At minimum, report the average energy capacity of permitted residential installations. At minimum, report the average energy capacity of permitted commercial installations.

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# Water Use Reduction and Efficiency

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## 19) Government Water Audits

### Points: 10

Conduct water audits (indoor and outdoor) of existing local government facilities and implement recommendations -or- Engage in performance contracting for water use in government buildings.

#### DESCRIPTION OF MEASURE

The local government has performed indoor and outdoor water efficiency audits and is implementing the audit recommendations and/or is engaging in performance contracting for buildings owned by the local government. To receive credit for this measure, at least 20 percent of the local government's buildings must be audited with changes implemented and/or under a performance contract for water efficiency when documents are submitted for Green Communities Certification. The water audit must include an evaluation of toilets, urinals, sinks, showers, water using appliances, leaks and outdoor water use. Additionally, a plan must exist that ensures all existing buildings will be audited or under a performance contract within four years. All government-owned buildings open during normal weekday operating hours are subject to a water audit every 4-5 years.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of items inspected for in the water audits
- A complete list of the existing government owned buildings, indicating those that have been audited and what changes have been implemented
- A description of the plan to audit and implement changes in remaining buildings within 4 years

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Fulton County contracted with a third-party vendor to perform water audits of the county's buildings as part of the energy audits contract.

**Example #2:** The City of Decatur performed a water audit on all city facilities to repair leaks and identify opportunities to install low flow fixtures. All leaks were repaired immediately. Additional water audits are now conducted regularly in the late Spring/early Fall of each year.

#### ADDITIONAL INFORMATION

More information on water audits, including two free water use calculators, is available on the Georgia Department of Natural Resources [Sustainable Office Toolkit](#). The [Water Efficiency Manual for Commercial, Industrial, and Institutional Facilities](#) developed by the North Carolina Department of Environment and Natural Resources provides guidance on conducting water audits. The Arizona Municipal Water Users Association's developed the [Facility Manager's Guide to Water Management](#) to provide guidance on conducting water audits.

The Office of Energy Efficiency and Renewable Energy offers a [Water Project Screening Tool](#) that allows organizations to input their water usage information and receive a prioritized list of actions that could increase efficiency. The Environmental Defense Fund offers a similar water auditing and evaluation tool called [WaterMAPP](#).

#### **RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide documentation demonstrating that all the facilities owned and operated by the local government have received a water audit or are under a performance contract for water efficiency. Also provide an updated version of the list of facilities (including street address and zip code) that have received water audits or are under a performance contract and what recommendations from the audits or measures of the performance contract have been implemented. If a facility has not been audited or is not under a performance contract, please explain why. If possible, please provide any information the local government has on the water savings achieved as a result of these audits and water efficiency improvements. The local government should have some of the facilities entered into EnergyStar Portfolio Manager with a plan in place to have all facilities entered within two years of recertification.

# Water Use Reduction and Efficiency

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## 20) Government Ultra-High-Efficiency Plumbing Retrofits

### Points: 10

Develop a policy and schedule for the replacement of inefficient toilets, urinals, and faucets within government buildings with ultra-high-efficiency plumbing fixtures that meet the following standards: WaterSense labeled toilets using 1.1 gpf or less, urinals using 0.125 gpf or less, and faucets/aerator retrofits using 1.0 gpm or less.

### DESCRIPTION OF MEASURE

The local government has developed a policy and schedule for the replacement of inefficient toilets (3.5 gpf or greater), urinals (1.0 gpf or greater) and faucets (2.2 gpm or greater) in all buildings owned by the local government. The policy must specify that ultra-high-efficiency plumbing fixtures that meet the following standards must be installed: WaterSense labeled toilets using 1.1 gpf or less, urinals using 0.125 gpf or less, and faucets/aerator retrofits using 1.0 gpm or less, unless a higher flow rate is dictated by sink use (example: kitchen prep sink.)

To receive credit for this measure, at least 20% of the local government's buildings must have been retrofitted by the time of certification. Additionally, a plan must exist that ensures all existing buildings will be retrofitted within 4 years.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy with date of adoption
- A list of all existing government owned buildings. On the list, indicate which ones have been retrofitted with ultra-high-efficiency plumbing fixtures
- A description of the plan to retrofit remaining buildings within 4 years

### ADDITIONAL INFORMATION

For more information on high efficiency plumbing fixtures, visit the [WaterSense website](#) and the [WaterSense Product Search tool](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide documentation demonstrating that all facilities owned and operated by the local government have undergone ultra-high-efficiency plumbing retrofits. Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including the number of ultra-high-efficiency plumbing fixtures installed since the local government's most recent Green Communities certification. If possible, provide an estimate on the amount of water saved by installing the ultra-high-efficiency fixtures.

# Water Use Reduction and Efficiency

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## 21) Government Rainwater or Reuse Water

**Points: 5**

Use captured rainwater or reuse water to irrigate landscapes at government facilities.

### DESCRIPTION OF MEASURE

The local government uses rainwater or reuse water for irrigation instead of potable water at one or more local government facilities. The project must be permanent and decrease existing potable water use at the site.

### DOCUMENTATION REQUIRED FOR CREDIT

- Description of project
- A copy of the design plan showing the non-potable water sources and sites for irrigation
- Photographs of the site and samples of the educational material provided to visitors, as well as the specific location of education materials on site

### EXAMPLES OF IMPLEMENTATION

**Example #1:** Cobb County's Northwest Wastewater Treatment Facility provides reuse water to the county's Cobblestone Golf Course for irrigation. The total reuse water sent to the golf course was 71.7 million gallons for FY12, which translates to an average of 199,000 gallons per day.

**Example #2:** The City of Decatur placed 55 gallon drums at the end of each downspout at its Public Works building to capture and retain the water. The captured rainwater is then stored in 500 gallon and 250 gallon tanks and used for several purposes including watering trees, washing sanitation trucks and other city vehicles, and pressure washing streets.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the number of rainwater and reuse water projects on property owned and operated by the local government. For each building, provide the address (including street and zip code) and any additional information available regarding the project, including type (rainwater or reuse), purpose, and potable water savings.

# Water Use Reduction and Efficiency

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## 22) Government GEFA WaterFirst Community

**Points: 5**

Become a Georgia Environmental Finance Authority WaterFirst Community.

### DESCRIPTION OF MEASURE

The local government is a WaterFirst Community. WaterFirst is a voluntary community partnership between local governments and the Georgia Environmental Finance Authority (GEFA) that is aimed at improving the efficiency of water use and protection of water. To become a WaterFirst Community, a local government must exceed current requirements in eight categories: Watershed Assessment, Stormwater Master Planning, Water Supply Planning, Water Supply Protection, Water Conservation, Wastewater Treatment Systems and Management, Residual Biosolids, and Water Reclamation and Reuse.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the current WaterFirst Community designation for the jurisdiction

### EXAMPLES OF IMPLEMENTATION

**Example #1:** Douglasville-Douglas County Water and Sewer Authority has been a WaterFirst Community since 2008.

**Example #2:** Cobb County has been a WaterFirst Community since 2005.

### ADDITIONAL INFORMATION

For more information on becoming a WaterFirst Community, visit the [GEFA website](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent WaterFirst Community designation. This letter must be dated within the last five years since GEFA renews WaterFirst Community designations every five years.

# Water Use Reduction and Efficiency

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## 23) Government Green Infrastructure

**Points: 5**

Have a demonstration green infrastructure project.

### DESCRIPTION OF MEASURE

The local government has installed a demonstration green infrastructure project on government property or public right-of-way. The objective of the project is to reduce stormwater runoff while allowing for the natural infiltration and filtering of water from storm events. The demonstration project must provide onsite educational materials about green infrastructure. The educational materials can include plaques or pamphlets and should explain the benefits of installing green infrastructure, what materials the project used, and how green infrastructure could be used by residents and businesses.

### DOCUMENTATION REQUIRED FOR CREDIT

- Submission of completed project photos, the education materials available for the community on site, and the location of the education materials on site

### EXAMPLES OF IMPLEMENTATION

**Example #1:** Fulton County built demonstration rain gardens at its South Fulton Maintenance Operations Center. [Brochures](#) and signage explain how rain gardens work and describe the benefits.

**Example #2:** The City of Alpharetta developed Rock Mill Park using low-impact development and stormwater best management practices, including rain gardens, native and drought tolerant plants, and bioswales. Educational materials are displayed throughout the park to inform visitors of these unique features and explain the benefits of proper stormwater management.

### ADDITIONAL INFORMATION

For more information on green infrastructure, visit the [EPA Green Infrastructure website](#). The Georgetown Climate Center developed a [Green Infrastructure Toolkit](#) to provide guidance to help local governments identify and deploy green infrastructure approaches in their communities.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the number of green infrastructure projects located on local government property. For each project, provide the address (including street and zip code) and any additional information available regarding the project, including type or green infrastructure, size, etc. If possible, please provide any information the local government has on the stormwater benefits, or other measurable benefits achieved as a result of installing the green infrastructure project.

# Water Use Reduction and Efficiency

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## 24) Community Water Resource Management Plan

**Points: 5**

Comply with the Metro Water District Water Resource Management Plan.

### DESCRIPTION OF MEASURE

The local jurisdiction is in compliance with the Metro Water District Water Resource Management Plan as determined by the Georgia Environmental Protection Division (EPD). The plan includes best management practices for water supply, wastewater, and watersheds. Some of the measures that have the most effect on reducing environmental impact include the following:

- Conservation pricing
- Toilet replacement program for single and multi-family homes
- Pre-rinse spray valve replacement program
- Rain sensor shut-off switches on new irrigation systems
- Sub-meters in new multi-family buildings
- Water loss control and reduction
- Residential water use assessments
- Commercial water use assessments
- Require new car washes to recycle water
- Grease management program
- Sewer system inspection and maintenance program measures
- Capacity certification program
- Private decentralized wastewater system ordinance
- Post-development stormwater management ordinance
- Stream buffer protection ordinance
- Illicit discharge and illegal connection ordinance
- Greenspace and green infrastructure tools for watershed protection
- Pollution prevention/good housekeeping for local operations
- Community Education

### DOCUMENTATION REQUIRED FOR CREDIT

- Letter from EPD stating the jurisdiction is in compliance with or making a good faith effort towards compliance with the plan

### ADDITIONAL INFORMATION

For more information on the Metropolitan North Georgia Water Planning District Water Resource Management Plan, visit [the website](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent letter from EPD stating that the jurisdiction is in compliance with or making a good faith effort towards compliance with the plan. This letter must be dated within the last five years since EPD conducts an audit of each local government every five years.

# Water Use Reduction and Efficiency

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## 25) Community Water Education

**Points: 5**

Develop and implement a local water education and public awareness program.

### DESCRIPTION OF MEASURE

The local government has developed and implemented a local education program to achieve awareness of water supply and conservation issues with the goal of building public support for local actions and activities as well as changing behaviors that leads to the long-term protection of our water resources and watersheds. The program must include both public education and outreach, as well as public involvement and participation activities:

- **Education and outreach program activities** are designed to distribute education materials and messages, and perform outreach to inform citizens and target audiences.
- **Public participation and involvement activities** provide opportunities for citizens to participate in programs and active implementation of water supply and water conservation programs, such as water festivals and community workshops.

If the local government is a partner in the local water utility's program, to receive credit for this measure, the local government must submit documentation demonstrating how it actively coordinates with the utility on a regular basis to further the water education program, specific outreach efforts the local government has initiated within its jurisdiction, and the name and contact information for the person at the local government who works with the water utility on the program.

### DOCUMENTATION REQUIRED FOR CREDIT

- General description of the community water education program
- A copy of the education and outreach materials used to educate the community
- Documentation showing that at least two "Education and Outreach Program Activities" and two "Public Participation and Involvement Activities" have occurred within the last year

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta has a robust water education program that targets a variety of audiences and includes activities and programs for K-12 students, community workshops, community events, community presentations, bill inserts and customer newsletters. The [City of Atlanta Department of Watershed Management](#) also actively dialogues with residents about water issues on social media.

**Example #2:** Cobb County has implemented an award winning [watershed stewardship program](#) and water efficiency program that includes workshops for residents and professionals, classroom activities for K-12 students, a coloring book contest, a high school video contest and an innovative puppet show. It also has a demonstration garden that serves as an education tool for those interested in pollinator gardens, native plants and rain gardens.

### ADDITIONAL INFORMATION

The [Metropolitan North Georgia Water Planning District](#) has developed an extensive library of water conservation and pollution prevention education and outreach materials for their regional programs, Clean Water Campaign and My Drop Counts. These materials are available to local governments and partners upon request.





**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the local government’s water education program, including any program changes since the local government’s most recent Green Communities certification, a copy of the education and outreach materials used, documentation showing that at least two “Education and Outreach Program Activities” and two “Public Participation and Involvement Activities” have occurred annually.



# Water Use Reduction and Efficiency

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## 26) Community Ultra High Efficiency Plumbing Codes

### Points: 5

Adopt local amendments to the Georgia State Minimum Standard Plumbing Code that requires ultra-high efficiency standards for residential bathroom plumbing fixtures.

#### DESCRIPTION OF MEASURE

The local government has adopted amendments to the Georgia State Minimum Standard Plumbing Code that requires new residential developments to install ultra-high efficiency plumbing fixtures. This measure addresses residential water efficiency by implementing fixture standards that go above and beyond the Georgia State Minimum Standard Plumbing Code, as amended by the Department of Community Affairs (DCA). Changes to the plumbing code results in greater efficiency for all new residential construction, decreases water demand and daily wear and tear to water supply conveyance infrastructure, and decreases the volume of water conveyed and treated by wastewater infrastructure. Local governments may make local amendments to code like the plumbing code if they satisfy the following requirements:

1. The requirements in the proposed local amendments cannot be less stringent than the requirements in the state minimum standard code.
2. The local requirements must be based on local climatic, geologic, topographic, or public safety factors.
3. The legislative findings of the local governing body must identify the need for more stringent requirements.
4. The local government must submit the proposed amendment to DCA 60 days prior to the proposed adoption of such an amendment.

Fixture	Current Standard	Ultra-High Efficiency
Showerheads	2.5 gpm or less	2.0 gpm or less + WaterSense
Bathroom Faucet	1.5 gpm or less + WaterSense	1.2 gpm or less + WaterSense
Kitchen Faucet	2.0 gpm or less	1.8 gpm or less*

*\*Kitchen faucets would be permitted to include an option to temporarily increase the flow up to 2.2gpm and then automatically revert upon valve closure.*

*DCA does not approve or disapprove any local amendment. The department provides a recommendation only. However, in order to enforce any local amendment, the local government must submit the proposed amendment to DCA for review (O.C.G.A. Section 8-2-25C).*

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the adopted ordinance amending the most recent version of the International Plumbing Code

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The [City of Scottsdale, Arizona](#) amended their plumbing code to go above and beyond the International Plumbing Code in 2015. This amendment addressed plumbing fixtures for both residential and commercial buildings, restricting maximum water flow rates and consumption for toilets, shower heads, sinks of multiple uses, and urinals.

**Example #2:** [Broward County, Florida](#) updated the maximum flow rates and consumption for plumbing fixtures and appliances in 2017 to go above-and-beyond the efficiency standards set by the Florida Building Code. Broward County's code addresses typical restroom plumbing fixtures along with dishwashers and washing machines



#### **ADDITIONAL INFORMATION**

For more information on the Georgia State Minimum Standard Plumbing Code, visit the [Department of Community Affairs](#) construction code website. The [Metro Water District's May 2018 memo](#) on Proposed Amendments to the Georgia State Minimum Standard Plumbing Code contains information on regional product pricing, draft plumbing code amendment language, annual water savings, and more. For more case studies and examples of implementation, read the Alliance for Water Efficiency's white paper on [The Status of Legislation, Regulation, Codes & Standards on Indoor Plumbing Water Efficiency](#).

#### **RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a copy of the amended Georgia State Minimum Standard Plumbing Code as adopted. Provide a copy of the most recent documents used by inspectors to ensure the residential plumbing code is followed, including a checklist of what is inspected.



# Trees and Greenspace

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## 27) Government Greenspace Benchmarks

### Points: 10

Meet at least one of the following benchmarks for greenspace: (1) have 20 acres per 1,000 residents, (2) have at least 8 percent of total land protected for greenspace, or (3) all residents live within ½ mile walking distance to a park.

#### DESCRIPTION OF MEASURE

The local government has achieved at least one of the benchmarks defined below:

**Option #1.** The local government has at least 20 acres of greenspace for every 1,000 residents. The total number of residents is based on the most current ARC population estimate. The total number of greenspace acres is based on the most current information available in the ARC Regional Inventory of Parks and Greenspace.

**Option #2.** The local government has at least 8 percent of its total land protected for greenspace. The total number of greenspace acres is based on the most current information available in the ARC Regional Inventory of Parks and Greenspace.

**Option #3.** The local government has designated greenspace within at least a ½ mile distance of each resident.

Greenspace includes natural areas, open spaces and greenways that are federally, state, or locally owned and permanently protected. Conservation easements on private land that are held by either a land trust or local government are eligible as long as the total conservation easement acreage does not exceed 40% of the total greenspace area.

#### DOCUMENTATION REQUIRED FOR CREDIT

*For Option #1*

- ARC staff calculation of acres of greenspace per 1,000 residents using the most current ARC population estimates for the jurisdiction and the acreage of greenspace in the ARC Regional Inventory of Parks and Greenspace

*For Option #2*

- ARC staff calculation using the Regional Inventory of Parks and Greenspace confirms that the jurisdiction has 8 percent or more of its land protected for greenspace

*For Option #3*

- A map confirming that each resident is within a ½ mile radius of a publicly accessible park or greenspace

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** According to the ARC Regional Inventory of Parks and Greenspace, the City of Waleska has 36.3 percent of the total land acreage in the city protected for greenspace.

**Example #2:** According to the ARC Regional Inventory of Parks and Greenspace, Rockdale County has 8.1 percent of the total land acreage in the county protected for greenspace.

#### ADDITIONAL INFORMATION

For more information on greenspace planning, visit the Atlanta Regional Commission's [Green Infrastructure Toolkit](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS



For Option #1 and Option #2 ARC staff will use the ARC Regional Inventory of Parks and Greenspace and current population estimates to determine if the local government is still meeting the requirements of the measure. For Option #3, the local government must submit a current map demonstrating that each resident is within a ½ mile radius of a publically accessible park or greenspace.



# Trees and Greenspace

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## 28) Government No Net Loss of Trees Policy

**Points: 10**

Adopt a government no net loss of trees policy for government property.

### DESCRIPTION OF MEASURE

The local government has a policy or ordinance stating that there will be no net loss of trees on government property. This policy can determine no net loss using either canopy coverage or the “diameter at breast-height” (DBH) method. The officially adopted policy or ordinance could also include benchmarks for increasing canopy density or DBH measurements. Additionally, clear guidelines are to be established regarding which trees are suitable for replacement and their necessary size.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy or ordinance with date of adoption
- A copy of the community’s tree coverage goals (no net loss, increasing coverage, etc.)
- An example of a property where the policy was followed

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta has enacted a Tree Protection Policy (City Ordinance 07-O-0362) that there will be no net loss of trees within city boundaries. Additionally, the policy states that trees removed from public property must be replaced on an inch per caliper inch basis.

**Example #2:** The City of Norcross adopted a No Net Loss of Trees policy in 2011 that strives to maintain the total tree canopy coverage on government property. The first goal is to replace trees removed on the site to maintain the site’s tree canopy coverage. If the canopy coverage cannot be met on the site, then the city will plant additional trees on another property (ex: park, right of way, etc.) to make up for the tree canopy loss on the development site.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government’s most recent Green Communities certification. Provide a description of how the policy is being implemented including one or two examples of properties where the policy has been implemented since the local government’s most recent Green Communities certification.



# Trees and Greenspace

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## 29) Government Greenspace Plan

### Points: 5

Develop, adopt and implement a greenspace plan that provides for connectivity of protected greenspace within and among communities.

#### DESCRIPTION OF MEASURE

The greenspace plan must be comprised of natural areas, open spaces and greenways that provide for connectivity. Natural areas are spaces that are undisturbed by humans, sustain wildlife, and provide critical functions to the ecosystem. Open spaces are undeveloped lands that have been disturbed by humans but still provide habitat for species and also offer recreational opportunities and other benefits. Greenways are corridors composed of protected open space used for conservation or recreational purposes. For a city located in a county with an adopted greenspace plan, the city may receive credit for this measure by submitting documentation demonstrating that the plan has been officially adopted by the city and at least one example of a greenspace project from the plan that the city has implemented the since its adoption.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the adopted greenspace plan with date of adoption
- Provide description of how greenspace plan is actively being implemented

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** DeKalb County adopted a comprehensive greenspace plan in November 2000 that incorporates parks, nature preserves and recreational centers. The complete version of the [Joint DeKalb County/Municipal Greenspace Plan](#) can be found on the DeKalb County Greenspace website.

**Example #2:** Gwinnett County adopted a comprehensive greenways and open space master plan in May 2002. The plan incorporates the preservation of natural and open space while using greenways to maximize connectivity. The complete version of the plan can be found on the [Gwinnett County Parks and Recreation website](#).

#### ADDITIONAL RESOURCES

The Atlanta Regional Commission has a [Green Infrastructure Toolkit](#) for local governments to use when developing a greenspace plan.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the adopted greenspace plan. Also provide a description of how the plan is actively being implemented, including whether the plan has been updated and the number of additional greenspace acres acquired by the local government since its most recent Green Communities certification.



# Trees and Greenspace

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## 30) Government Green Roof

**Points: 5**

Have a demonstration green roof project.

### DESCRIPTION OF MEASURE

The local government has a roof with vegetation on the majority of the surface on one of its properties. The objective of the roof is to reduce stormwater runoff and heat island effect while increasing the energy efficiency of the building. The demonstration project must provide onsite educational materials about green roofs. The educational materials can include plaques or pamphlets and should explain the benefits of having a green roof, what materials the project used, and how a green roof could be used by residents.

### DOCUMENTATION REQUIRED FOR CREDIT

- Description of project
- Submission of completed project photos, the education materials available for the community on site, and the location of the education materials on site

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta completed a 3,500 square foot [green roof at City Hall](#) in 2003. The green roof serves as an education tool for the public and an urban oasis for city employees. The roof is open to the public during business hours. The benefits of the green roof include decreased stormwater runoff, reduced heat-island effect, and improvement of the building's energy efficiency.

**Example #2:** The [Gwinnett County Environmental and Heritage Center](#) has a green roof comprised of drought-resistant, low-growing native species vegetation. It was the first green roof in Gwinnett County and it reduces stormwater runoff and mitigates the heat island effect. Visitors are educated about the building's green roof during their guided tour.

### ADDITIONAL INFORMATION

For more information on green roofs, visit the [EPA Green Roofs and Heat Island Effect website](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the number of buildings owned by the local government that have green roofs. For each building, provide the address (including street and zip code) and any additional information available regarding the roof, including size, plants used, etc. If possible, please provide any information the local government has on the stormwater benefits, energy savings or other measureable benefits achieved as a result of installing each green roof.





# Trees and Greenspace

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## 31) Government Landscaping Practices

**Points: 5**

Adopt organic and drought tolerant landscape practices at local government facilities.

### DESCRIPTION OF MEASURE

The local government has adopted a comprehensive landscape management plan that includes the following:

- Integrated pest management practices that require the use of least-toxic chemical pesticides, minimize the use of chemicals applied, and require that pesticides are used in targeted locations only and for targeted species;
- Landscape management practices that require planting of drought tolerant landscapes, minimal irrigation with potable water, the diversion of landscape trimmings from the waste stream (i.e. through mulching, composting, etc.) and the use of local mulch and compost; and
- Chemical fertilizer practices that encourage the planting of locally adapted plants that require no fertilizer and reduce the use of artificial chemicals.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the plan with date of adoption
- A site visit to an example property where the practices are implemented

### EXAMPLES OF IMPLEMENTATION

**Example #1:** In 2010, the City of Norcross adopted landscaping maintenance specifications for landscape service contracts to include integrated pest management, drought tolerant and native landscape plantings, minimal irrigation with potable water and reduced chemical and fertilizer use.

**Example #2:** Gwinnett County adopted a comprehensive landscape management plan in 2010. The plan includes landscape management practices that require planting of drought tolerant landscapes, minimal irrigation with potable water, and the composting or mulching of landscape debris. In addition, the plan provides for integrated pest management practices that require the use of least-toxic chemical pesticides, minimizes the use of chemicals applied, and requires that pesticides are used in targeted locations only and for targeted species. The planting of locally adapted plants that require no fertilizer and reduce the use of artificial chemicals is encouraged.

### ADDITIONAL INFORMATION

For more information on integrated pest management, visit the [EPA Integrated Pest Management \(IPM\) Principles website](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the adopted comprehensive landscape management plan. Also provide a description of how the plan is actively being implemented and one or two example properties where the plan has been implemented. If the local government uses a contractor for landscape services, a copy of the contract that includes specifications for organic and drought tolerant landscaping practices should be submitted.



# Trees and Greenspace

## 32) Community Tree City USA

Points: 5

Become a Tree City USA

### DESCRIPTION OF MEASURE

The local government has received the Tree City USA designation from the Arbor Day Foundation. To obtain this certification, the jurisdiction has met four standards established by the program:

- The jurisdiction has a Tree Board or Department
- The jurisdiction has adopted a Tree Care Ordinance
- The jurisdiction has an Arbor Day Observance and Proclamation
- The jurisdiction has a Community Forestry Program with Annual Budget of at least \$2 per capita

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the Tree City USA designation letter for the current year

### EXAMPLES OF IMPLEMENTATION

According to the Tree City USA website the following cities in the Atlanta region are certified:

City	Years of Designation	City	Years of Designation
Acworth	30	Hampton	27
Alpharetta	29	Kennesaw	11
Atlanta	33	Lilburn	12
Avondale Estates	35	Locust Grove	29
Ball Ground	29	Marietta	35
Berkeley Lake	20	Milton	10
Brookhaven	5	Mountain Park	7
Canton	26	Norcross	15
Chamblee	2	Peachtree Corners	4
Chattahoochee Hills	10	Pine Lake	11
Conyers	26	Roswell	27
Decatur	9	Sandy Springs	10
Doraville	10	Smyrna	16
Duluth	30	Snellville	18
Dunwoody	7	Suwanee	29
Fayetteville	10	Woodstock	19
Grayson	2	<i>*updated June 2019</i>	

### ADDITIONAL INFORMATION

To learn more about the program, visit the Tree City USA website in the Programs section of the [Arbor Day Foundation website](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the Tree City USA designation letter for the current year.



# Trees and Greenspace

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## 33) Community Parking Lot Canopy Requirements

### Points: 5

Develop and enforce parking lot canopy standards that result in 50% canopy coverage of impervious parking surfaces within 15 years of completion.

#### DESCRIPTION OF MEASURE

The local government specifies in their landscape and development standards requirements for shade coverage in parking lots, at a minimum. The policy is equivalent to or exceeds the shade requirement in two of the following ways:

- Fifty percent canopy coverage will be obtained in parking lot after 15 years
- There will be at least one overstory tree for every eight parking spaces
- There will be at least 200 square feet of contiguous soil space per overstory tree
- No parking space shall be more than 40 feet from a tree

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy with date of adoption
- An example of a location where the policy has been implemented

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Dunwoody encourages 50 percent shade coverage of parking lots through landscape development standards that require a minimum of one canopy tree for every 8 parking spaces and a minimum of 200 square feet of contiguous soil space per overstory tree.

**Example #2:** The City of Suwanee enacted an ordinance seeking to maintain tree density within its borders. Depending on conditions, requirements range from each planter island needing to be a minimum of 200 square feet with one overstory tree to requirements of one tree for every seven parking spaces.

#### ADDITIONAL RESOURCES

For more information on developing shade requirements for parking lots, download the International Society of Arboriculture [Guidelines for Developing and Evaluating Tree Ordinances](#). Parking Lot Shading Provisions are specifically discussed in Section 25: Planting Requirements.

The City of Sacramento, California developed a parking lot tree shading ordinance that requires all new parking lots include tree plantings designed to result in 50 percent shading of parking lot surface areas within 15 years. [The Parking Lot Tree Shading Design and Maintenance Guidelines](#) manual provides standards and guidance for the planting, maintenance, protection, removal and replacement of trees planted pursuant to the parking lot tree shading regulations.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the landscape and development standards that require shade coverage in parking lots and a description of any changes that have occurred since the local government's most recent Green Communities certification. Also provide one or two examples of properties where the requirements were followed since the local government's most recent Green Communities certification.



# Trees and Greenspace

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## 34) Community Forest Master Plan

**Points: 5**

Adopt a community forest master plan.

### DESCRIPTION OF MEASURE

The local government has developed and adopted a forest master plan with a comprehensive analysis of community forests and trees. Plans should include the jurisdiction's goals for its urban forest system, as well as the current status of that network (tree populations, distributions, species, etc.). Effective forest plans will document current tree canopy coverage and existing tree species (as well as populations of each). Plans should also outline short-term and long-term goals for the status of local forests. These goals should be accompanied by applicable action items and implementation tools. Plans receiving credit will also outline those tree species that are indigenous to the local community and are therefore recommended for residents to plant, as well as invasive species that should be eradicated and/or avoided.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the forest plan
- A copy of the policy or ordinance officially adopting the plan, with date of adoption

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Milton's [Tree Inventory, Assessment and Management Plan](#) focuses on community trees and addresses short- and long-term maintenance and tree planting initiatives. The plan serves as a guide for future tree preservation and planting initiatives.

**Example #2:** The City of Seattle's [Urban Forest Management Plan](#) was developed as a roadmap for the long-term management of Seattle's trees. The primary goal of the Urban Forest Management Plan is to increase the city's tree canopy cover to 30% in 30 years by identifying goals, recommendations and actions that will preserve, restore, enhance and sustain the urban forest over the long term.

### ADDITIONAL INFORMATION

The U.S. Forest Service program [Treesearch](#) can be used to find various tree research and example plans. [i-Tree](#) is a software offered by the USDA Forest Service that provides urban and community forestry analysis and benefits assessment tools. The i-Tree tools help communities of all sizes to strengthen their urban forest management and advocacy efforts by quantifying the environmental services that trees provide and the structure of the urban forest.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the adopted forest master plan. Also provide a description of how the plan is actively being implemented, including whether the plan has been updated and examples of implementation or achievement of any of the short-term or long-term goals since the last Green Communities certification.



# Trees and Greenspace

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## 35) Community Gardens & Orchards

**Points: 5**

Support and designate space for community gardens or orchards.

### DESCRIPTION OF MEASURE

The local government has partnered with a local citizen group or nonprofit organization to establish one or more community gardens or orchards in the jurisdiction. Through this partnership, the local government designates space, provides a cover or shade, provides free parking close by, or other actions to facilitate the success of the community garden or orchard. A community garden that is eligible to receive points is a garden where any resident can sign up to have his/her own individual plot or garden. In addition, the jurisdiction supports the community garden by providing the property or other means of support. A garden managed by the community's Master Gardener's association must have plots available for use by citizens who are not Master Gardeners to be eligible for this measure. A community orchard that is eligible to receive points is an orchard where the jurisdiction has partnered with an organization that will ensure that fruit not picked by the community is collected and distributed for beneficial community need, such as a food bank, senior center, community center, etc.

### DOCUMENTATION REQUIRED FOR CREDIT

- A description of each community garden or orchard with information on dates and times of operation, location, who operates the garden/orchard, how the local government supports it, and contact information for the coordinator.
- For orchards, a description of the process for ensuring that any fruit not picked by the community is gathered and distributed for beneficial use, including the name of the partner organization and contact information for the coordinator.

### EXAMPLES OF IMPLEMENTATION

**Example #1:** [Decatur's Kitchen Garden](#) is a unique garden space for refugee and immigrant growers, led by Global Growers in collaboration with the City of Decatur. The garden currently offers 36 large community growing plots for international families, most of whom came to Atlanta as refugees. The city provides the land and water for the garden.

**Example #2:** The City of Norcross and community volunteers built [Discovery Garden Park](#) to serve as a community garden and neighborhood gathering space for all ages and abilities. The garden is dedicated to actively engaging people in their environment and community through programs, classes and events that develop creative and sustainable skills. It is located on the grounds of the Norcross Welcome Center and Museum.

**Example #3:** The first public orchard in the Southeast, Suwanee's [Orchard at White Street Park](#) features a fully functional orchard and provides families with a fun and engaging space that changes through the seasons, encourages creative and self-guided outdoor play, and grows fresh fruit.

### ADDITIONAL INFORMATION

For more information on community gardens, visit the [American Community Gardening Association](#) website. The Atlanta Regional Commission published the [Community Garden Manual](#) as a guide on implementing a community garden. It offers information for individuals and organizations interested in learning more about how to start and sustain participation in a community garden.

The [Atlanta Local Food Initiative \(ALFI\) Orchard Project](#), which is housed at ARC, plants edible school gardens and community orchards that feed, teach and inspire. Since 2010, hundreds of trees, bushes and vines have been planted in 50+ orchards, providing direct access to local food and improving the region's landscape.



Schools, community groups and urban agriculture organizations collaborate to ensure the orchards receive the proper care and maintenance they need to thrive.

[Concrete Jungle](#), a local nonprofit organization, organizes fruit and vegetable pickings around metro Atlanta and shares the bounty with local food banks and shelters such as Mercy Community Church and Atlanta Mission. They are willing to partner with local orchards to coordinate donations to partner agencies in the community.

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the number of community gardens or orchards in the jurisdiction to which the local government provides assistance. For each garden or orchard, provide the address (including street and zip code), how the local government supports its operation, who operates the garden/orchard, days and times of operation and any additional information to describe the garden. For orchards, provide a description of the process for ensuring that any fruit not picked by the community is gathered and distributed for beneficial use, including the name of the partner organization and contact information for the coordinator.



# Trees and Greenspace

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## 36) Community Farmers Markets

**Points: 5**

Support and designate space for farmers markets.

### DESCRIPTION OF MEASURE

The local government has partnered with a local citizen group or nonprofit organization to establish one or more farmers markets in the jurisdiction. Through this partnership, the local government designates space, provides a cover or shade, provides free parking close by, or other actions to facilitate the success of the farmers market.

### DOCUMENTATION REQUIRED FOR CREDIT

- A description of each farmers market with information on the goods offered, dates and times of operation, location, who it is operated by, how the local government supports it, and contact information for the coordinator

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur has a farmers market on Wednesday evenings near the city square. The farmers market is a partnership between the City of Decatur and Community Farmers Market. The city has supported the market through designating a space, advertising its dates of operation, and providing insurance for the market when in operation.

**Example #2:** The City of Suwanee provides a location for Suwanee farmers market at Town Center Park in front of city hall and provides online advertising for the farmers market.

### ADDITIONAL INFORMATION

For more information on establishing a farmers markets, visit the [GA Department of Agriculture's guide](#).

The [Farmers Market Impact Toolkit](#) gives farmers market managers the means to collect, analyze and communicate the value that their farmers markets bring to their communities.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the number of farmers markets in the jurisdiction to which the local government provides assistance. For each farmers market, provide the address (including street and zip code), how the local government supports its operation, who operates the market, days and times of operation and any additional information to describe the market.



# Trees and Greenspace

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## 37) Community Local Food Systems Plan

### Points: 5

Develop, adopt and implement a local food systems plan to influence and shape how food is produced, processed, distributed, consumed and disposed of within the community.

#### DESCRIPTION OF MEASURE

The local government has developed a food systems plan in collaboration with local farmers, retailers, consumers, local nonprofit organizations, and local government officials. The plan outlines specific goals and policies which will be developed and implemented in order to influence and shape how food is produced, processed, distributed, consumed and disposed of in the community. These policies provide direction and guidance on how to address opportunities and challenges faced by the community's food system. For a city located in a county with an adopted local food systems plan, the city may receive credit for this measure by submitting documentation demonstrating that the plan has been officially adopted by the city and at least one example of a project from the plan that the city has implemented since its adoption.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the plan with date of adoption. May be a stand-alone plan or a section of the jurisdiction's comprehensive plan or sustainability plan. The plan must include, at minimum, specific goals and policies and a set of actionable implementation measures to address those policies.
- An example of how the plan is being used by the local government (i.e. updated in the last 5 years, example of an implemented project, etc.)

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The [Columbus & Franklin County \(Ohio\) Local Food Action Plan](#) provides a framework of common goals and actions that serve to unify residents, schools, community organizations, businesses and local government in supporting a healthy, strong and resilient local food system. The plan's goals and actions represent those with the greatest potential for a positive impact on the food related issues facing the community. The plan seeks to address the consequences of significant social issues such as poverty, underemployment and unemployment that lead to inequalities in access to food.

**Example #2:** The [New Haven \(CT\) Food Policy Council's Food Action Plan](#) addresses the complex components of the city's food system and the community can work together to make improvements. Its goals are to: increase access to healthy food for all people in New Haven; strengthen New Haven's local food economy; and encourage healthy food choices through education and marketing efforts.

#### ADDITIONAL INFORMATION

The [American Planning Association](#) (APA) lists the following goals for food system planning efforts:

- Preserve existing and support new opportunities for local, regional, urban and rural agriculture.
- Promote sustainable agriculture and food production practices.
- Support local and regional value chains and related infrastructure involved in the processing, packaging, and distribution of food.
- Facilitate community food security, especially among vulnerable populations;
- Support and promote good nutrition and health.
- Facilitate the reduction of solid food-related waste and develop a reuse, recover, recycling and disposal system for food waste and related packaging.

APA's [Planning for Food Access and Community-Based Food Systems](#) report provides an understanding of how and why some local governments have addressed food access and food system issues in the comprehensive or





sustainability planning process, and identifies common themes and innovative features for implementing plan policies and achieving plan goals.

The [Food Well Alliance](#) unites communities in metro Atlanta to build a robust local food system. It's [Atlanta Local Food Baseline Report](#) is the first of its kind to aggregate existing data and document how local, sustainably grown food impacts metro Atlanta in four key areas: community vitality; environmental stewardship; health and nutrition; and economic development. The Alliance also offers grant opportunities to communities and food producers.

ARC's [Community Development Assistance Program \(CDAP\)](#) provides technical assistance on a competitive basis to communities seeking to incorporate local food into future plans.

#### **RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a copy of the most recent version of the adopted plan with local food system policies. Also provide a description of how the plan is actively being implemented, including whether the plan has been updated since the local government's most recent Green Communities certification. Provide an example of an implemented project since the most recent Green Communities certification. Also provide information on the measurable benefits of plan implementation, such as quantity of food harvested/sold/donated, number of jobs created, etc. on an annual basis.



# Trees and Greenspace

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## 38) Community Habitat Certification

### Points: 5

Become a Bee City USA or a Community Wildlife Habitat.

#### DESCRIPTION OF MEASURE

The local government has received either the Bee City USA designation from the Xerces Society or a Community Wildlife Habitat certification from the National Wildlife Federation. These certifications are open to cities and counties across the U.S. By achieving certification, local governments help to preserve habitat that is vital to wildlife and pollinators, while in turn impacting community resiliency, urban forestry, water conservation, beautification, and more.

To obtain the Bee City USA certification, the jurisdiction has done the following:

- Passed a Bee City USA Resolution (pre-approve by the program);
- Committed to create and disseminate a local native plant list, and create and enhance pesticide-free pollinator habitat;
- Committed to host and promote pollinator conservation awareness activities through events, signage, and social media; and
- Committed to share their achievements with Bee City USA during annual renewal.

To obtain the Community Wildlife Habitat certification, the jurisdiction has done the following:

- Earned sufficient “Certification Points” by working with the community to certify individual properties like backyards, school grounds, public parks, community gardens, places of worship, and businesses, as National Wildlife Federation Certified Wildlife Habitats. Commits to host and promote pollinator conservation awareness activities through events, signage, and social media; and
- Earned sufficient “Education and Outreach” points through a flexible checklist of options that engage the community in the certification process.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the Bee City USA designation letter for the current year and a copy of the annual report sent to Xerces upon renewal (if the designation is more than one year old.)
- OR
- A copy of the jurisdiction’s Community Wildlife Habitat certificate from the National Wildlife Federation and a link to the NWF website showing that the community is still active in the program.

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** In 2003, the [City of Chamblee](#) became the first Community Wildlife Habitat in the Southeast, and the seventh in the nation. The city, Keep Chamblee Beautiful, and National Wildlife Federation volunteers work together to enhance and restore wildlife habitat within the community.

**Example #2:** In July 2016, the [City of Decatur](#) became the first Bee City USA in Georgia. The designation was a collaborative effort between the city, Wylde Center, and community residents concerned about the welfare of bees. As a Bee City, Decatur affirms its support for creating sustainable habitats for pollinators and educating residents about the critical role bees play in our ecosystem. “Beecatur” plans and presents [bee-related educational opportunities](#) throughout the year.

#### ADDITIONAL INFORMATION

The [Bee City USA](#) program has several online resources, including a description of [what makes a Bee City](#), a list of [community benefits](#), and [FAQs and forms](#) needed for initial certification.

The [Community Wildlife Habitat website](#) provides resources, such as a [factsheet](#), an overview of [certification requirements](#), and a list of [frequently asked questions](#).



**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a copy of the Bee City USA designation letter for the current year and a copy of the last 3 annual reports sent to Xerces.

OR

Provide a link to the NWF website showing that the community is still active in the program and provide a description of how the local government remains active in the program, such as number of habitats certified, descriptions of recently created habitats, photos of educational events, etc.



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# Transportation and Air Quality

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## 39) Government Commute Options

### Points: 10

Adopt a Commute Options program for employees that supports alternatives to driving alone or driving at peak hours.

#### **DESCRIPTION OF MEASURE**

The local government discourages employees from driving alone by offering and subsidizing alternatives, such as a vanpool or carpool program, or subsidizing transit at a greater value than parking. The local government also offers incentives to reduce employee commutes during peak hours such as compressed work weeks, telecommuting, and/or flexible work schedules. **To meet the intent of this measure, the local government must offer its employees one primary option and three supporting options.**

#### **Primary Options:**

- 1) At least \$30 per month towards a transit pass or vanpool pass to each employee who commutes using transit or a vanpool. If the local jurisdiction offers a parking subsidy more than \$30/month, this option's value must be greater than that of the parking subsidy.
- 2) At least \$30 per month to each employee who carpools with two or more passengers. If the local jurisdiction offers a parking subsidy more than \$30/month, this option's value must be greater than that of the parking subsidy.
- 3) A significant telecommuting or compressed work week program that reduces by at least 5 percent the number of employee commuting trips.

#### **Supporting commute options:**

- 1) active participation in a voluntary regional air quality program through a local employer service organization or Georgia Commute Options program
- 2) active participation in carpool, vanpool and biking partner matching (such as through Georgia Commute Options)
- 3) pre-tax transit subsidy or vanpool subsidy deducted from employee paycheck
- 4) transit benefit of less than \$30 per month
- 5) vanpool benefit of less than \$30 per month
- 6) shuttles from transit stations
- 7) preferred parking for carpools and vanpools
- 8) reduced parking fees for carpools and vanpools
- 9) employer-provided membership in a car-sharing program
- 10) secure bicycle parking or lockers
- 11) having an employee commuting awards and recognition program

#### **DOCUMENTATION REQUIRED FOR CREDIT**

- A copy of the employee manual, policy, or other official document that explains the trip reduction programs and incentives offered to employees

#### **ADDITIONAL INFORMATION**

There are eight employer service organizations that aid other organizations interested in establishing a commute options program. They are: Georgia Commute Options, Atlantic Station Access + Mobility Program, Livable Buckhead, Clifton Corridor TMA, Central Atlanta Progress, AERO, Midtown Transportation Solutions, and Perimeter Connects. Information on these organizations is available at [Georgia Commute Option's Metro Atlanta Services Map](#). Georgia Commute Options also provides [assistance to organizations interested](#) in establishing a commuter option program. Georgia Commute Options offers several commuter resources, including a regional Guaranteed Ride Home program and tools for commuters wanting to carpool, vanpool, bike, or take transit to work. For more information, [gacommuteoptions.com](http://gacommuteoptions.com) or call 1-877-942-6784.



**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the implementation of the Commute Options program that demonstrates employees are actively taking advantage of the incentives offered through the program. Provide data on employee participation for the primary option and each of the three supporting options. If possible, provide any information on the estimated fuel savings, reduction in pollution, or other measurable environmental benefits.



# Transportation and Air Quality

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## 40) Government Green Fleet Policy

### Points: 10

Adopt a green fleet policy that includes purchasing the most fuel efficient and least polluting vehicle that will meet the needs for the use of the vehicle (appropriate size and type) and gives preference to the purchase of alternative fuel and/or hybrid fleet vehicles for fleet vehicle replacement.

#### DESCRIPTION OF MEASURE

The local government has adopted a vehicle purchase policy that favors the purchase of alternative fuel vehicles and/or hybrids. An alternative fuel vehicle is defined as a vehicle that is powered by a fuel that is not petroleum based (i.e. ethanol, biodiesel, electricity, compressed natural gas, etc.).

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the green fleet policy with date of adoption

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Roswell has a policy to purchase hybrid vehicles if the hybrid vehicle does not hinder the intended use of the vehicle and the total vehicle cost does not exceed the total expense of the next least expensive alternative by more than 10 percent of life cycle cost.

**Example #2:** The City of Alpharetta has a policy that gives preference to the purchase and use of fuel efficient and lowest emission vehicles and equipment. Additionally, the city's policy also calls for the implementation of strategic fleet management practices to further reduce both emissions and environmental impacts of the fleet itself. Alpharetta currently operates four hybrid vehicles.

#### ADDITIONAL INFORMATION

The National Association of County Governments published a fact sheet on green fleets and the document, titled [Greening County Fleets](#).

The [Alternative Fuels Data Center](#) provides information about a variety of alternative fuels, including information by fleet application.

The [Greener Cars](#) website offers Green Scores for vehicles in an interactive database. Visitors have access to environmental information for all vehicles starting with model year 2000 and can build custom lists for comparing vehicles.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented, including the number of alternative fuel vehicles and/or hybrids the local government has purchased for its fleet since its most recent Green Communities certification.



# Transportation and Air Quality

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## 41) Government No-Idling Policy

**Points: 5**

Adopt a no-idling policy for local government vehicles.

### DESCRIPTION OF MEASURE

The local government has adopted a policy or ordinance regarding local government vehicle idling times. The policy restricts the allowed time that local government vehicles may idle when not directly engaged in the line of duty. The local government may identify vehicles exempt from the policy, such as emergency vehicles. The local government has a procedure in place to ensure employees are educated about the policy or ordinance.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy or ordinance with date of adoption
- A description of the procedure followed to ensure all employees are educated on the policy and any additional documents provided to employees

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur has a fleet policy limiting the idling times of city owned vehicles depending on vehicle type and function. The city created an education program with messages posted throughout city buildings to inform employees about the policy. Additionally, city employees are required to sign a copy of the policy before being permitted to drive a city owned vehicle.

**Example #2:** Douglas County has a fleet policy limiting the idling times of county owned vehicles depending on vehicle type and function. Additionally, emails with a description of the policy limiting the idling time to three minutes have been sent to all employees that drive a county vehicle.

### ADDITIONAL INFORMATION

[Georgia Commute Options](#) can assist local governments in developing an Idling Reduction Program.

The American Transportation Research Institute has collected information on no-idling policies across the nation. The results of their research are available in the [Idling Regulations Compendium](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented including how employees are educated on the policy. If possible, please provide any information the local government has on the estimated fuel savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of this policy.





# Transportation and Air Quality

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## 42) Government Alternative Fuel Vehicle Retrofits

**Points: 5**

Retrofit gasoline-powered government fleet vehicles to use alternative fuels.

### DESCRIPTION OF MEASURE

The local government has retrofitted at least two gasoline-powered fleet vehicles to use alternative fuels. An alternative fuel vehicle is defined as a vehicle that is powered by a fuel that is not petroleum based (i.e. ethanol, biodiesel, electricity, compressed natural gas, etc.)

### DOCUMENTATION REQUIRED FOR CREDIT

- Documentation on the total number of gasoline-powered government fleet vehicles retrofitted to date
- Description of the environmental and economic benefits resulting from the retrofits

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Sandy Springs [converted 68 police vehicles to use both propane and gasoline](#), with a fleet average of 93 percent propane usage. In only two years' time, the city displaced about 167 tons of harmful greenhouse gas emissions and saved more than \$200,000 in fuel costs by using propane autogas.

### ADDITIONAL INFORMATION

The [Alternative Fuels Data Center](#) provides information about a variety of alternative fuels, including information on vehicle retrofits by fuel type.

Green Fleets magazine outlines benefits and things to consider when retrofitting fleet vehicles in, [Retrofitting Your Way to an Alt-Fuel Vehicle](#).

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the number of alternative fuel fleet vehicle retrofits the local government has completed since its most recent Green Communities certification. Provide any information the local government has on the estimated fuel savings, reduction in greenhouse gas emissions, or other measurable benefits achieved as a result of the retrofits.



# Transportation and Air Quality

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## 43) Government Alternative Fuels

### Points: 5

Produce and/or purchase alternative fuel(s) for government fleet vehicles.

#### DESCRIPTION OF MEASURE

The local government has a fueling station that provides alternative fuel(s) for its fleet. An alternative fuel vehicle is defined as a vehicle that is powered by a fuel that is not petroleum based (i.e. ethanol, biodiesel, electricity, compressed natural gas, etc.). The local government can produce the alternative fuel or purchase it for the fueling station. Dedicated charging stations for plug-in hybrids and electric vehicles (EV) must be, at a minimum, Level II (220-240V) or greater and compatible with national standards.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of the local government's alternative fueling station(s), including the location, fuel supplied, vehicles that use the alternative fuel, etc.
- A description of how the fuel is produced by the local government, or a copy of the alternative fuel purchases for the fleet vehicles for the most current year

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** DeKalb County has a compressed natural gas (CNG) fueling station for 142 different CNG powered fleet vehicles.

**Example #2:** Fulton County has a CNG fueling station for its fleet of 49 CNG vehicles, which includes vans, full size pick-ups, full sized sedans and compact cars.

#### ADDITIONAL INFORMATION

The Federal Highway Administration [Congestion Mitigation and Air Quality \(CMAQ\) Improvement Program](#) is an informational resource for alternative fuels. The [Alternative Fuels Data Center](#) provides information about a variety of alternative fuels, including information by fleet application.

#### **RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the number of alternative fueling stations operated by the local government. For each fueling station, provide the address (including street and zip code), type of alternative fuel provided, and whether the alternative fuel is purchased or produced by the local government. Also please provide the number of alternative fuel vehicles owned by the local government that use these fueling stations.



# Transportation and Air Quality

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## 44) Community Complete Streets

**Points: 10**

Adopt a complete streets policy or ordinance.

### DESCRIPTION OF MEASURE

The local government has adopted a policy or ordinance to require complete streets elements. Complete streets are defined as streets designed and operated to enable safe access for all users and all modes; this includes ensuring that pedestrians, bicyclists, motorists and bus riders of all ages and abilities are able to safely move along and across a complete street. A functional complete streets policy should include the following elements:

- Definition of “all users” to include pedestrians, bicyclists, transit passengers of all ages and abilities, as well as trucks, buses and automobiles
- Applicability to both new and retrofit projects and covers all roads with noted exceptions
- Clear guidelines for exceptions and a procedure that requires high-level approval of exceptions
- Makes the use of the latest and best design criteria, and directs implementation of complete streets in a context-sensitive manner; this is best done through adoption of complete streets-friendly Street and Roadway Design Guidelines; or could be done through designating several “typical street” design templates
- Includes specific next steps for implementation of the policy

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy or ordinance with date of adoption
- Description of how policy will be implemented
- Revised Street Design Guidelines or “typical street” design templates, if applicable; or an implementation example of a corridor designed to the complete streets standards

### EXAMPLES OF IMPLEMENTATION

**Example #1:** In November 2009, the City of Suwanee officially adopted a Complete Streets Policy. The policy calls for roadway projects to accommodate users of all abilities on the transportation system – including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users. The City of Suwanee aims to provide a complete transportation network that is safe for all users at all times.

**Example #2:** The City of Seattle, Washington adopted a comprehensive complete streets ordinance in April 2007. The ordinance includes design requirements for street and sidewalk lighting, pedestrian and bicycle safety improvements, public transit facilities accommodation, street trees, and more. The [Complete Streets Ordinance](#) (Ordinance #122386) is available through the City of Seattle Legislative Information Service.

### ADDITIONAL INFORMATION

For more information on national guidelines for complete streets, visit the [National Complete Street Coalition \(NCSC\) website](#). The [Elements of Complete Streets Policies](#) website provides information on the important aspects of a complete streets policy.

NCSC’s [Best Complete Streets Policies of 2015](#) report provides a standard analysis of the content of the more than 850 written policies adopted before January 2016 and highlights those policies that come closest to achieving the ‘ideal’ of the organization’s ten policy elements.



**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a copy of the most recent version of the ordinance or policy that requires complete streets and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the policy is being implemented and one or two examples of corridors where the complete streets policy was followed since the most recent Green Communities certification.



# Transportation and Air Quality

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## 45) Community Traffic Signal Synchronization

**Points: 5**

Work to improve traffic signal synchronization to ease congestion and reduce idling times.

### DESCRIPTION OF MEASURE

The local government has developed and implemented a plan to improve traffic signal synchronization for traffic signals within its jurisdiction. This plan can be an Intelligent Transportation System Plan, guidelines in the jurisdiction's transportation plan, part of the jurisdiction's public works plan to install, maintain, and synchronize traffic signals, or another document that meets this purpose. If a local government does not own and maintain all of its traffic signals, the requirements of this measure can be met if the local government can demonstrate that traffic signal synchronization efforts are being achieved through a partnership with another entity (GDOT, a county or other cities.)

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the plan being implemented
- Information on the estimated fuel savings and pollution reduction from the program

### EXAMPLES OF IMPLEMENTATION

**Example #1:** In 2005, the City of Alpharetta established a traffic control center. As a result of its implementation, peak travel time has been reduced by 21%. This has led to an annual estimated savings of 300,000 hours, 223,000 gallons of fuel and a reduction in over 100 tons of vehicle emissions.

**Example #2:** Gwinnett County adopted an Intelligent Transportation System and Traffic Control Center Master Plan that include the coordination of traffic signal timing and investment in Intelligent Traffic Systems technology, such as electronic driver signboards that display traffic conditions and alternatives. Through the implementation of this plan, Gwinnett County DOT estimates that annual fuel consumption can be lowered by 7 percent, and CO and VOC can be lowered by 17 percent and 12 percent respectively.

### ADDITIONAL INFORMATION

The Intelligent Transportation Society of America has publications and information on [Intelligent Transportation System \(ITS\)](#) plans and guidelines available on their website.

The United States Department of Transportation Office of Federal Highway Administration published the [Traffic Signal Timing Manual](#) as a guide to current practices related to traffic signal timing for signalized intersections.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the plan to improve traffic signal synchronization. Also provide a description of how the plan is actively being implemented, including the estimated fuel savings and pollution reduction from the program.



# Transportation and Air Quality

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## 46) Community “Safe Routes to School Program”

**Points: 5**

Implement a Safe Routes to School program to promote walking and bicycling to school.

### DESCRIPTION OF MEASURE

The local government has developed a Safe Routes to School Program (SRTS) that it actively promotes to the elementary and middle schools located within the jurisdiction. According to the U.S. Department of Transportation, a SRTS program is a comprehensive program that includes the 5 Es: Evaluation, Encouragement, Education, Engineering, and Enforcement. More detailed information on the 5 Es can be found on the Federal Highway Authority website for SRTS programs listed below.

The goal of the measure is to foster a SRTS program in the local government’s school districts. The local government should work with individual schools and/or districts to implement these programs. If a city is a partner in the county’s Safe Routes to School Program/Plan, to receive credit for this measure the city must submit documentation demonstrating how the city actively coordinates with the county on a regular basis to further the SRTS program, specific outreach efforts the city has initiated for schools within its jurisdiction, and the name and contact information for the person at the city who works with schools on the SRTS program.

### DOCUMENTATION REQUIRED FOR CREDIT

- A description of the SRTS program that includes how the 5 Es are addressed and how the program is promoted to schools
- A list of currently participating schools

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur and its school system created a SRTS program and incorporated the program’s goals into the Community Transportation Plan. The Decatur SRTS program has significantly reduced drop-off and afternoon pick-ups at four schools and a variety of other programs are offered year round: walk & wheel, frequent walker clubs, bicycle mechanics classes, bicycle and pedestrian safety trainings.

**Example #2:** The City of Norcross actively promotes the Safe Routes to School program to the Gwinnett County Public Schools located within the city limits. A pilot program was launched in 2010 and the full program began in the 2011 – 2012 school year. The program provides outreach to the schools on the Safe Routes to School Program and invites them to participate and become active in the program.

### ADDITIONAL INFORMATION

The [National Safe Routes to School Partnership](#) website can assist local governments in developing a SRTS program. The [Georgia SRTS Guidebook](#) is designed to help communities establish a successful and sustainable SRTS program. The [Georgia Department of Transportation](#) website provides information on the Georgia SRTS program. The [Federal Highway Administration \(FHWA\)](#) provides additional information on the SRTS program on its website.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the progress and implementation of the local government’s SRTS program, including how the 5 Es are being addressed, how the program is promoted to schools, and a list of currently participating schools (including street address and zip code).



# Transportation and Air Quality

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## 47) Community Bicycle Facilities

**Points: 5**

Require end-of-trip bicycle facilities at all community facilities.

### DESCRIPTION OF MEASURE

The local government has adopted an ordinance or policy that requires end-of-trip bicycle facilities at each new and existing community facility. Community facilities are the buildings that the local government provides to community residents for business, recreation or learning; this includes parks, recreational centers, senior centers, community gardens, libraries, city halls, courthouses, and other similar facilities. End-of-trip bicycle facilities are comprised of bike parking or lockers, and newly constructed facilities can include showers. To receive credit for this measure, at least 50 percent of the existing community facilities must have end-of-trip bicycle facilities installed when the application is submitted for Green Communities Certification. Additionally, a plan must exist to ensure all existing facilities will have end-of-trip bicycle facilities within two years.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the ordinance or policy for requiring end-of-trip bicycle facilities at all community facilities with date of adoption
- A list of all community facilities and whether end-of-trip bicycle facilities are at each location
- A plan that outlines the implementation schedule

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur currently has bicycle parking spaces at all schools, libraries, transit stations, and recreation centers. Most public spaces, parks and retail centers, and some government and office buildings have bicycle parking also. The city has drafted bicycle parking ordinances to be adopted to ensure adequate bicycle parking facilities are available. The city also developed a document on [Bicycle Parking Guidelines](#) to ensure these facilities are properly selected and installed.

**Example #2:** The City of Kennesaw installed bicycle racks at more than half of existing community facilities, with a schedule to have bicycle racks installed at the remaining facilities. The city has also adopted a policy to require the installation of bicycle racks at all new community facilities.

### ADDITIONAL INFORMATION:

For more information on ARC recommendations, refer to the [2016 Atlanta Regional Bicycle & Pedestrian Plan](#). Strong Towns provides a good [article](#) on what makes a good bike rack.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance or policy that requires end-of-trip bicycle facilities at all community facilities and a description of any changes that have occurred since the local government's most recent Green Communities certification. Also provide an updated version of the list of community facilities (including street address and zip code) that have end-of-trip bicycle facilities installed. If an end-of-trip bicycle facility has not been installed at a community facility, please explain why, since all community facilities are to have bicycle facilities installed within 2 years of the local government's Green Communities certification.



# Transportation and Air Quality

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## 48) Community Bicycle and Pedestrian Plan

### Points: 5

Adopt bicycle and pedestrian friendly policies.

#### DESCRIPTION OF MEASURE

The local government has adopted bike and pedestrian friendly policies through the adoption of a bicycle and pedestrian plan or a transportation plan that includes a bicycle and pedestrian section. Bicycle and pedestrian plans include policies, standards, evaluation of current infrastructure needs, a list of proposed and/or ongoing projects, and assessment of future system requirements for bicyclists and pedestrians. The plan must be up-to-date and currently being used by the local government. For a city located in a county with an adopted bicycle and pedestrian plan, the city may receive credit for this measure by submitting documentation demonstrating that the plan has been adopted by the city and providing one or more examples of bicycle and pedestrian projects from the plan that the city has implemented.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the plan, with date of adoption
- An example of how the plan is being used by the local government (i.e. updated in the last 10 years, example of an implemented project, etc.)

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur [Community Transportation Plan](#) incorporates bicycle and pedestrian friendly policies and planning. The chapters devoted to pedestrians and bicyclists address existing levels of services for these users, priority networks, and a list of recommended improvements and policies.

**Example #2:** The Douglas County Department of Transportation revised its [Bike and Pedestrian Plan](#) and program of policies as part of the 2007 development of the first Comprehensive Transportation Plan (CTP). The previous Bike and Pedestrian Plan was adopted as part of the transportation element of the adopted 2004 Douglas County Comprehensive Plan. The final plan was revised with a much broader look at bike and pedestrian facilities and policies to support further decision making and implementation. The County's CTP includes a Bicycle and Pedestrian Needs Assessment section that has been approved by the Douglas County Board of Commissioners.

#### ADDITIONAL INFORMATION

For more information on ARC recommendations, refer to the [2016 Atlanta Regional Bicycle & Pedestrian Plan](#). The [Pedestrian and Bicycle Information Center](#) website has many resources on the development of pedestrian plans and policies, bike plans and policies, and tool kits for local governments. The [National Center for Bicycling and Walking](#) provides information and training opportunities through their website.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the adopted plan with bicycle and pedestrian friendly policies. Also provide a description of how the plan is actively being implemented, including whether the plan has been updated since the local government's most recent Green Communities certification. Provide an example of an implemented project since the most recent Green Communities certification.





# Transportation and Air Quality

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## 49) Bicycle Friendly Community

### Points: 5

Become a Bicycle Friendly Community at the Bronze level or higher. The designation requires local government initiatives that address essential elements across five categories — known as the Five E’s — that are consistent in making great places for bicycling.

#### DESCRIPTION OF MEASURE

The local government has received the Bicycle Friendly Community designation from the League of American Bicyclists. To obtain this certification, the jurisdiction has met the requirements of the certification program, which includes taking steps to address essential elements across five categories:

- Engineering: Creating safe and convenient places to ride and park
- Education: Giving people of all ages and abilities the skills and confidence to ride
- Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling
- Enforcement: Ensuring safe roads for all users
- Evaluation & Planning: Planning for bicycling as a safe and viable transportation option

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the Bicycle Friendly Community award certificate dated within the past 4 years

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** According to the League of American Bicyclists website, as of June 2019, the following cities and counties in Georgia are designated Bicycle Friendly Communities:

Local Government	Year of Designation/Level
Alpharetta	2018/Bronze
Athens-Clarke County	2016/Bronze
Atlanta	2018/Bronze
Columbus	2018/Bronze
Carrollton	2017/Bronze
Decatur	2017/Bronze
Jekyll Island	2017/Bronze
Milledgeville	2016/Bronze
Peachtree City	2014/Bronze
Roswell	2017/Bronze
Savannah	2017/Bronze
Tybee Island	2017/Bronze

#### ADDITIONAL INFORMATION

The [League of American Bicyclists](#) provides a Quick Assessment tool and Feedback Report. ARC offers Bicycle Friendly Community certification [guidance and workshops](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

A copy of the Bicycle Friendly Community award certificate dated within the past 4 years.



# Transportation and Air Quality

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## 50) Walk Friendly Community

**Points: 5**

Become a Walk Friendly Community at the Bronze level or higher. The designation recognizes cities that are working to improve a wide range of conditions related to walking, including safety, mobility, access, and comfort.

**DESCRIPTION OF MEASURE**

The local government has received the Walk Friendly Community designation from the Walk Friendly Communities program, sponsored by the U.S. Department of Transportation Federal Highway Administration and FedEx. To obtain this certification, the jurisdiction has met the requirements of the program across several areas:

- Community Profile
- Status of Walking
- Planning
- Education and Encouragement
- Engineering
- Enforcement
- Evaluation

**DOCUMENTATION REQUIRED FOR CREDIT**

- A copy of the Walk Friendly Community award certificate dated within the past 5 years

**EXAMPLES OF IMPLEMENTATION**

According to the Walk Friendly Communities website, as of June 2019, the following cities in Georgia are designated Walk Friendly Communities:

City	Level of Designation
Atlanta	Bronze
Decatur	Silver
Roswell	Honorable Mention

**Example #1:** [The City of Atlanta’s Walk Friendly Community Profile](#)

**Example #2:** [The City of Decatur’s Walk Friendly Community Profile](#)

**ADDITIONAL INFORMATION**

The [Walk Friendly Communities website](#) has information on how to become a certified community. ARC offers Walk Friendly Community certification [guidance and workshops](#).

**RECERTIFICATION SUBMISSION REQUIREMENTS**

A copy of the Walk Friendly Community award certificate dated within the past 5 years.



# Transportation and Air Quality

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## 51) Community Shared/Reduced Parking

### Points: 5

Amend development regulations to encourage shared parking, joint parking, and/or reduce parking requirements (such as adopting a max parking requirement.)

#### DESCRIPTION OF MEASURE

A local government has development regulations that encourage shared parking, joint parking and/or reduced parking requirements for commercial and retail facilities within its jurisdiction. Shared parking is a parking facility that allows parking for patrons of two or more businesses based on different peak hours; whereas, joint parking is a common parking facility designed for simultaneous use by patrons of two or more businesses. Reduced parking means either a local government has decreased its original minimum parking requirement or they have implemented a maximum parking requirement for facilities.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the parking regulation with date of adoption

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Alpharetta passed a shared parking ordinance allowing a reduction in the number of parking spaces by 25 percent in the common area of if it can be demonstrated that the principal uses of the facilities will not utilize the shared parking areas during the same hours.

**Example #2:** The City of Atlanta Special Public Interest (SPI) and Quality of Life (QOL) zoning districts have an emphasis on street frontages and mitigating the negative impacts of parking. This is accomplished by moving parking behind street-front buildings or into structures shared among complementary uses to reduce the number of spaces left unused for large parts of the day. SPI-12 has a maximum parking requirement of 2.75 spaces per 1,000 square feet of office.

#### ADDITIONAL INFORMATION

The Victoria Transport Policy Institute (VTPI) offers information on shared parking, joint parking, reduced parking, and parking maximums on [the \*Parking Management: Strategies for More Efficient Use of Parking Resources\*](#). VTPI also offers a paper about parking management strategies entitled [Parking Management: Strategies, Evaluation, and Planning](#) by Todd Litman.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the development regulations that encourage shared parking, joint parking and/or reduced parking requirements for commercial and retail facilities within its jurisdiction. Also provide one or two examples of properties where shared, joint, or reduced parking has been implemented since the most recent Green Communities certification.



# Transportation and Air Quality

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## 52) Community Plug-In Electric Vehicle Readiness

### Points: 5

The local government has taken steps to become Electric Vehicle ready.

#### DESCRIPTION OF MEASURE

The local government has taken steps to become Electric Vehicle ready by doing at least one of the following:

- Updating its building codes and zoning regulations, parking rules, or other local ordinances to allow for charging stations;
- Passing an ordinance that would restrict HOA's from allowing covenants that prevent the installation of charging stations in the community;
- Revising permitting and inspection processes to support the installation of charging equipment and the development of charging station networks;
- Installing a charging station for public use;
- Developing an Electric Vehicle Strategy with an implementation timeline; or
- Adopting a Go EV resolution.

A Plug-In Electric Vehicle is [defined](#) as a vehicle that: draws electricity from a battery with a capacity of at least four kilowatt hours and is capable of being charged from an external source; has not been modified from the original equipment manufacturer power train specifications; has a gross vehicle weight rating of 8,500 pounds or less; has a maximum speed of at least 65 miles per hour; and meets applicable requirements in Title 49 of the Code of Federal Regulations, section 571.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of the steps taken to become electric vehicle ready, including a copy of the ordinance or policy with date of adoption or permitting forms, if applicable

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** As a result of its EV Readiness initiative, the [City of Atlanta's permitting process](#) for electric vehicle supply equipment (EVSE) has been streamlined to aid residents and businesses that want to charge their electric vehicles. In addition, the city's [Special Public Interest District 12 \(SPI12\) Sec. 16-18L.020](#) incentivizes developments that provide at least 3 electric vehicle charging stations. The Office of Resilience also developed an [EV Readiness Workbook](#).

**Example #2:** The City of Irvine, CA has created an [ESVE permit worksheet](#) to aid interested parties in obtaining a charging station permit.

**Example #3:** The City of Bellevue, WA [Land Use Code \(Ordinance 5989\)](#) allows electric vehicle infrastructure as a use in all land use districts where accessory parking, auto parking, park and rides, street and highway rights-of-way parking, gasoline service stations, auto repair, or vehicle maintenance is allowed.

#### ADDITIONAL INFORMATION

The US Department of Energy Clean Cities initiative created the [Southeast Regional EV Readiness Workbook](#). Section 1, page 21 outlines specific ways local governments can aid the installation of EV infrastructure. Climate Mayors, SourceWell, and the Electrification Coalition provide [a tool kit and reference documents](#) to help local governments get ready for PEVs. The Municipal Research and Services Center of Washington has a webpage dedicated to [Planning for Electric Vehicles](#), including links to local government ordinances.

GoEV City has created a [Policy Toolkit](#) for cities looking to adopt and implement EV policies, including example Electric Vehicle Strategies.



**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the community's electric vehicle readiness since the local government's most recent Green Communities certification. Include a copy of the most recent ordinance or policy with date of adoption or permitting forms, if applicable. Provide a description of how the EV readiness initiative is being implemented including the number of electric vehicle charging stations installed in the jurisdiction since the most recent Green Communities certification.



# Recycling and Waste Reduction

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## 53) Government Environmentally Preferable Purchasing

### Points: 10

Implement an environmentally preferable purchasing program that accounts for life cycle costs and gives preference to products that are recycled, recyclable and otherwise more environmentally friendly than traditional products.

#### DESCRIPTION OF MEASURE

The local government has a policy in place that includes environmental considerations for purchasing goods and services for use by the local government. Environmentally preferable goods are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Examples of products that can be included are green cleaning products, products made from recycled materials, and recyclable products.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy with date of adoption
- A description of how these changes have been incorporated into the existing purchasing policies
- A description of the procedure to ensure employees know about the policy

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Cobb County adopted an Environmental Purchasing Policy in 2008 that establishes twenty-four “environmental attributes” for consideration in purchasing. The policy creates an Environmental Purchasing Program through the Purchasing Department that includes creating a guidebook for departments and educating and assisting other department staff with following the policy.

**Example #2:** In 2009, the City of Roswell amended its Purchasing Ordinance to include Section 2.7.8, entitled “Promoting Sustainability”. The amendment states that the city will encourage the procurement of sustainable and environmentally preferred products and services.

#### ADDITIONAL INFORMATION

For assistance on the creation of an environmentally preferable purchasing policy, visit the US EPA website for the [environmentally preferable purchasing](#).

An interactive toolkit is available on the National Association of Counties (NACo) website has an [article](#), [webinar](#), and [factsheet](#) that provide resources on green products, setting goals, developing effective policies, and educating staff and community members about how to save money while purchasing green.

The Georgia Department of Natural Resources has an [Environmentally Preferable Purchasing](#) module in the Sustainable Office Toolkit. The [Responsible Purchasing Network](#) website has resources for environmental purchasing policies.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the local government’s most recent Green Communities certification. Provide documentation demonstrating that the local government purchases environmentally friendly goods. Examples of documentation may include invoices for purchases, a list of environmentally friendly products and services purchased in the past year, etc. If possible, provide information on measurable environmental benefits from these purchases such reduction in virgin materials used, reduction in toxic cleaning chemicals purchased, etc.



# Recycling and Waste Reduction

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## 54) Government Traditional Recycling

### Points: 5

Implement a recycling program for traditional recycling materials at local government facilities, including recycling paper, metal containers, and plastics.

#### DESCRIPTION OF MEASURE

The local government has established and implemented a recycling program at all the local government's facilities to recycle paper, aluminum and/or steel containers, and plastics.

#### DOCUMENTATION REQUIRED FOR CREDIT

- Documentation of the recycling program (drop-off places in the buildings, name of the recycling company, etc.)

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta has a traditional recycling program at all government facilities for paper, glass, aluminum cans, and plastics.

**Example #2:** The City of Roswell provides recycling for city facilities through the Roswell Recycling Center and Building Operations. In addition to twice weekly pickup for City Hall offices, City of Roswell employees may use the Roswell Recycling Center for their personal recycling at no cost.

#### ADDITIONAL INFORMATION

For more information on establishing a traditional recycling program, refer to the National Association of Counties' [Solid Waste Management, Recycling and E-Waste](#) publication for the Green Government Initiative.

The Georgia Department of Natural Resources has a toolkit to assist offices in becoming more sustainable. The [Waste Reduction](#) module in the Sustainable Office Toolkit provides offices with tools to identify what they throw away, the associated costs, and how to reduce solid waste to achieve a more sustainable office.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the local government's recycling program and a description of any changes that have occurred since the most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis.



# Recycling and Waste Reduction

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## 55) Government Nontraditional Recycling

### Points: 5

Implement a recycling program for non-traditional recyclable materials at local government facilities including recycling copier toner, ink cartridges, rechargeable batteries, cell phones, and electronics.

#### DESCRIPTION OF MEASURE AND INTENT

The local government has established and implemented a recycling program at all local government facilities to recycle at least three of the following items: copier toner, ink cartridges, rechargeable batteries, cell phones, and electronics. Rechargeable batteries may include batteries in cell phones, laptops, cordless phones, digital cameras, etc.

#### DOCUMENTATION REQUIRED FOR CREDIT

- Documentation of the recycling program (copy of the contract with recycling company, list of drop-off locations in the buildings, list of items that are recycled, etc.)
- Photos of the drop-off locations

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur offers many nontraditional recycling options. For example, all city facilities participate in an ink cartridge recycling program. Both inkjet and laser printer cartridges are placed in containers that are then later collected by Public Works staff and taken to a private recycling facility. Additionally, electronics, batteries, and cell phones can be recycled at the Public Works facility and the City Manager's Office throughout the year.

**Example #2:** Cobb County's office supply vendor works with the Cobb County Purchasing Department to collect and recycle used inkjet and laser toner cartridges from all government facilities. Additionally, Cobb County contracts a third-party vendor to provide recycling of all surplus "e-waste" at their facility. Cell phones and batteries also are recycled through this program.

#### ADDITIONAL INFORMATION

For more information on establishing a nontraditional recycling program, refer to the National Association of Counties' [Solid Waste Management, Recycling and E-Waste](#) publication for the Green Government Initiative.

The Georgia Department of Natural Resources has a toolkit that assists offices in becoming more sustainable. The [Waste Reduction](#) module provides offices with tools to identify what they throw away, the associated costs, and how to reduce solid waste.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the local government's recycling program including if there have been any changes since the local government's most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis.





# Recycling and Waste Reduction

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## 56) Government Recycled Paper Purchasing

### Points: 5

Purchase recycled copy, computer, and fax paper with at least 30 percent post-consumer recycled content.

#### DESCRIPTION OF MEASURE AND INTENT

The local government has included in its purchasing policy that copy, computer, and fax paper with at least 30 percent post-consumer recycled content will be purchased.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy with date of adoption
- A description of how these changes have been incorporated into the existing purchasing policies
- A description of the procedure to ensure employees know about the policy

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** In 2009, the City of Roswell amended its Purchasing Ordinance to include a section on promoting sustainability. This section details the city's purchasing program which includes the purchase of recycled copy, computer and fax paper with at least 30 percent post-consumer recycled content whenever the use of the paper makes it possible to do so.

**Example #2:** The City of Alpharetta passed the "Alpharetta Green City Program." Section 6 of the Program outlines the Green Purchasing Policy, which clearly defines the city's intent to purchase products that are recyclable, reusable, or contain recycled material. The program also states that each department will make every reasonable effort to purchase and use recycled products or those with recycled content whenever feasible.

#### ADDITIONAL INFORMATION

Green Seal has established standards and certification for printing and writing paper. These standards can be viewed on the [Green Seal website](#) in the Environmental Standards section.

The Georgia Department of Natural Resources has a toolkit that assists offices in becoming more sustainable. The [Environmentally Preferable Purchasing](#) module in the Sustainable Office Toolkit provides offices with tools to "green" their purchasing practices.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide documentation (such as purchasing invoices) demonstrating that the local government purchases at least 30 percent post-consumer recycled content paper. If possible, provide information on the measurable environmental benefits from these purchases such as percent of total paper purchases that are at least 30 percent post-consumer recycled paper, estimate of a reduction in virgin materials used, etc.



# Recycling and Waste Reduction

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## 57) Community Residential Curbside Recycling

### Points: 5

Offer curbside recycling to all residents through local operations or solid waste contracts.

#### DESCRIPTION OF MEASURE

The local government offers curbside recycling to single-family residents through local operations or comprehensive contracts with solid waste contractors and/or recycling contractors. If curbside recycling is offered by contractors, the local government has adopted a policy/ordinance or contract specifications to require the contractor(s) to offer curbside recycling to all single-family residents.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy/ordinance/contract specifications that stipulate curbside recycling is provided by the local government or all solid waste contractors and recycling contractors

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Fulton County requires all solid waste service providers to provide curbside recycling as a permit condition of operating within the County.

**Example #2:** The City of Decatur contracts with Latham Home Sanitation Company to provide curbside recycling services to all residents. Residents can recycle aluminum items, glass bottles and jars, plastic containers marked “1” – “7”, paper products, plastic bags, and cardboard. Eighteen-gallon recycling bins are provided to all residents at no charge; larger 95-gallon carts can be purchased for \$68.00. Additionally, the city amended their solid waste ordinance to require multi-family property owners and condominium associations to offer recycling services to their residents by contracting with the city or another recycling provider.

#### ADDITIONAL INFORMATION

The Environmental Protection Agency (EPA) Region 4 offers a variety of resources to assist local governments with establishing or improving a recycling program. [The Municipal Government Toolkit](#) is specifically tailored to local governments.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate curbside recycling is provided by the local government or all solid waste contractors and recycling contractors. If any changes have occurred to the policy/ordinance/contract specifications since the local government’s most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis.



# Recycling and Waste Reduction

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## 58) Community Residential Glass Recycling

### Points: 5

Offer glass recycling to all residents through local operations, solid waste contracts or drop off locations.

#### DESCRIPTION OF MEASURE

The local government offers either curbside recycling to single-family residents through local operations or comprehensive contracts with solid waste contractors and recycling contractors OR offers glass recycling drop-off points that are available to residents within the community. If curbside recycling is offered by contractors, the local government has adopted a policy/ordinance or contract specifications to require the contractor(s) to offer curbside recycling of glass to all single-family residents and has taken steps to ensure that the glass is properly sorted at Materials Recovery Facilities (MRF's) capable of handling glass and/or sent to a glass processing company.

#### DOCUMENTATION REQUIRED FOR CREDIT

- Either a copy of the policy/ordinance/contract specifications that stipulate curbside glass recycling is provided by the local government or all solid waste contractors and recycling contractors OR a description of permanent glass drop off locations (address, what is accepted, etc.)
- A description of what happens to the glass once it is collected
- Copies of the outreach materials that are used to advertise the program

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur contracts with Latham Home Sanitation Company to provide curbside glass recycling service to all residents. Residents use a two-bin system – one for glass, and one for paper, plastics, and metal. The glass is placed in a separate bin on Latham's trucks and taken directly to the Strategic Materials glass processing facility in College Park, GA.

**Example #2:** DeKalb County provides drop off locations for the [collection of glass](#). Glass containers can be delivered to sixteen locations across the county. The glass is hauled to a local glass recycler for processing.

#### ADDITIONAL INFORMATION

The [Glass Packaging Institute](#) provides information and facts about glass recycling. Explore glass recycling best practices at the [Glass Recycling Coalition](#) website.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate curbside recycling is provided by the local government or all solid waste contractors and recycling contractors. Or provide an update on permanent glass drop off locations (location, what is accepted, etc.) If any changes have occurred to the policy/ordinance/contract specifications since the local government's most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of glass recycled on an annual basis.



# Recycling and Waste Reduction

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## 59) Community Commercial Recycling

**Points: 5**

Offer recycling services to commercial businesses through local operations or solid waste contracts.

### DESCRIPTION OF MEASURE

The local government offers recycling services (pick-up and disposal) to commercial businesses through local operations or comprehensive contracts with solid waste contractors and recycling contractors. If commercial recycling is offered by contractors, the local government has adopted a policy/ordinance or contract specifications to require the contractor(s) to offer curbside (or other on-site) recycling to all commercial business customers.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy/ordinance/contract specifications that stipulate commercial recycling is provided by all solid waste contractors and recycling contractors

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Alpharetta has a commercial recycling requirement that requires a 25 percent minimum level of recycling at commercial locations.

**Example #2:** The City of Norcross offers recycling services for commercial businesses in the city limits. Recycling is provided for paper, newspaper, plastics, aluminum containers, and cardboard.

### ADDITIONAL INFORMATION

Details on developing and implementing a commercial recycling program are provided by the California Integrated Waste Management Board and can be [found online](#). The City of Philadelphia provides a [Commercial Recycling Toolkit](#) to its businesses, which are required to recycle.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate commercial recycling is provided by the local government or all solid waste contractors and recycling contractors. If any changes have occurred to the policy/ordinance/contract specifications since the local government's most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis.



# Recycling and Waste Reduction

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## 60) Community Nontraditional Recycling Facilities

### Points: 5

Have recycling drop off location(s) or regularly scheduled events for electronics, rechargeable batteries and cell phones.

#### DESCRIPTION OF MEASURE

The local government has an established drop off location for citizens to recycle electronics, rechargeable batteries and cell phones. The drop off locations can be different for each item and may occur in partnership with local businesses and nonprofits. If the locations are not permanent, the temporary drop offs must occur at least once a year. A combination of permanent drop off locations, temporary drop off locations and/or regular special events for at least two of the three items mentioned above is also acceptable. Rechargeable batteries may include batteries in cell phones, lap tops, cordless phones, digital cameras, etc.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of permanent drop off locations (location, what is accepted, etc.)
- A description of the temporary drop off locations and when these events occur annually
- Copies of the outreach materials that are used to advertise the program

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Smyrna has a permanent drop off location at the city's Recycling Education Center on Smyrna Hill Drive where citizens can recycle batteries, cell phones, refrigerators, dryers, televisions and other electronics.

**Example #2:** The City of Decatur hosts an e-waste recycling event twice a year (October and March) for residents in the metro Atlanta area to recycle electronics, batteries, cell phones, Styrofoam, and more. These items are recycled by a company who strips each item down to its most basic form and then sends the pieces off to be further recycled. There is no cost to the public, except for a \$10 charge to recycle televisions.

#### ADDITIONAL INFORMATION

The Environmental Protection Agency (EPA) Region 4 offers a variety of resources to assist local governments with establishing or improving a recycling program. The [Municipal Government Toolkit](#) is specifically tailored to local governments.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the local government's recycling program for citizens to recycle electronics, rechargeable batteries and cell phones and a description of any changes that have occurred since the local government's most recent Green Communities certification. Please also provide information on the measurable environmental benefits of the program, such as quantity of materials recycled on an annual basis since the local government's most recent Green Communities certification.



# Recycling and Waste Reduction

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## 61) Community Household Hazardous Waste Disposal

### Points: 10

Operate regularly scheduled events for properly disposing of common household hazardous wastes.

#### DESCRIPTION OF MEASURE

The local government has a household hazardous waste (HHW) program where residents may drop off HHW for recycling on one or more days of the year. The U.S. Environmental Protection Agency (EPA) defines household hazardous waste as leftover household products that contain corrosive, toxic, ignitable, or reactive ingredients. This includes items such as paints, cleaners, oils, single-use batteries (AAA, AA, C, D, 9-volt, etc.), and pesticides. Typically, local governments collect the materials from temporary locations within the community and a third-party contractor handles the actual recycling and/or proper disposal of the HHW. To receive credit for this measure, the HHW program must collect all types of HHW listed above.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the agreement between the local government and third-party HHW contractor
- A list of those materials permitted to be recycled during HHW recycling events
- Copy of materials used to educate community members on the HHW recycling program

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Alpharetta offers a one-day HHW collection event to local residents. The event is typically held annually in November. There is no charge for Alpharetta residents; however, those wishing to participate in the program must register beforehand. The registration process includes providing basic information (name, address, phone number, etc.) as well as filling out a checklist of the eligible materials the resident may be bringing. Some examples of the many eligible items on the list include: lacquers, varnishes, pesticides, herbicides, gasoline, fluorescent tubes, drain cleaners, household batteries, rechargeable batteries, and rodent control products.

**Example #2:** The Clayton County Water Authority hosts a [Household Hazardous Waste Amnesty Day](#) every year for county residents to recycle and dispose of old paint, batteries, cleaners, medications and a variety of household items.

#### ADDITIONAL INFORMATION

The U.S. Environmental Protection Agency (EPA) has published [Household Hazardous Waste Management: A Manual for One-Day Community Collection Programs](#). The manual is designed to help communities plan and operate a successful household hazardous waste collection program. Further information on HHW is available on the [EPA HHW](#) website.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the local government's HHW recycling program a description of any changes that have occurred since the local government's most recent Green Communities certification. Please also provide copies of the vendor contracts and quantity of materials recycled each year since the local government's most recent Green Communities certification.



# Recycling and Waste Reduction

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## 62) Community Yard Debris Collection

### Points: 5

Implement yard debris collection for composting and other beneficial uses.

#### DESCRIPTION OF MEASURE

The local government offers curbside yard debris collection to all residents through local operations or comprehensive contracts with contractors in order to divert the waste from landfills. If yard debris collection is offered by contractors, the local government has adopted a policy/ordinance or contract specifications to require contractors to offer curbside yard debris collection to all residents. The yard debris, once collected, must be used for a beneficial use such as composting, mulching, donation to a local urban farm as a carbon source for compost, etc.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of local operations or a copy of the policy/ordinance or contract specifications that stipulate curbside collection of yard debris by all contractors
- A copy of the yard debris collection program information that is provided for residents
- A description of what happens to the yard debris after collection including its beneficial uses

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur currently collects yard debris via its Sanitation Division, which deposits it in the composting area of the DeKalb Co. Seminole Landfill. The city's composting and recycling efforts of residents have allowed Decatur to achieve its goal of a 25 percent reduction in landfill deposits from FY 1991-92 levels. Additionally, recycled compost mulch is hauled back from the landfill by city staff and provided to residents in a designated area for use at their leisure.

**Example #2:** The City of Norcross offers curbside collection of yard debris to residents. Once collected, the yard debris is processed at a local facility into compost, mulch, and soil. These products are available for sale to residents and the city purchases the materials for use at its facilities.

#### ADDITIONAL INFORMATION

The [Georgia Recycled Organics Council](#) is a branch of the Georgia Recycling Coalition (GRC) with goals of promoting and encouraging composting practices, providing information and education, and joining together individuals, businesses and government agency representatives to exchange information relating to the composting and organic recycling industry.

The Food Well Alliance's [Community-Based Composting Working Table](#) convened community leaders to identify community-based composting opportunities and challenges and formulate strategic recommendations to increase community-based composting capacity in Metro Atlanta urban farms and community gardens. These [findings have been published in a white paper](#), which outlines nine strategic recommendations to increase community-based composting. Recommendation number eight is: "Metro Atlanta local governments should work closely with state and federal agencies to coordinate compost production efforts." The [Atlanta Community Based Composting Council](#) was formed in 2018; a partnership between Georgia Recycling Coalition & Food Well Alliance, the council continues to meet quarterly to assess the needs of the urban farms and community gardens, as well as providing and outreach campaign.

The [US Composting Council \(USCC\)](#) advances compost manufacturing, compost utilization, and organics recycling. The USCC achieves this mission by encouraging, supporting and performing compost related research, promoting best management practices, establishing standards, educating professionals and the public about the benefits of composting and compost utilization, enhancing compost product quality, and developing training materials for compost manufacturers and markets for compost products.



**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a copy of the most recent version of the policy/ordinance/contract specifications that stipulate curbside collection of yard debris by the local government or contractors. If any changes have occurred to the policy/ordinance/contract specifications since the local government's most recent Green Communities certification, please provide a short description of these changes. Please also provide information on the measurable environmental benefits of the program, such as quantity of yard debris collected and composted on an annual basis.





# Recycling and Waste Reduction

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## 63) Community Municipal Measurement Program Participant

### Points: 10

Become a Municipal Measurement Program participant to measure and improve your local recycling program's performance.

#### DESCRIPTION OF MEASURE

The Municipal Measurement Program (MMP) is a free program assessment and planning tool that delivers insights and actionable recommendations to municipal waste management agencies. It allows local governments to:

- Measure Performance: Generate reports to calculate diversion rates, measure tonnage by program, and analyze the economic benefits of recycling.
- Improve Your Programs: Turn insights into action by generating the program recommendations report. Discover new ways to improve program performance.
- Centralize Your Data: Manage all your municipal waste and recycling program information in one place. Easily compare year-over-year performance.
- Benchmark Results: Standardized data collection ensures that you can reliably compare your performance metrics to national averages.

The program is available to municipalities in the U.S. and Canada. The MMP team will work towards accommodating county government participation for the 2020 reporting year. If you are a county, you may go ahead and apply and they will note your interest in participating.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the acceptance letter from MMP
- Completion of both MMP assessment surveys (1- About Your Municipality Survey and 2- Residential Curbside Assessment Survey OR Residential Drop-off Assessment Survey)
- Verification from the MMP that the data submitted has been reviewed and approved by The Recycling Partnership.
- Educational materials used to educate staff and the public about participation in the program

#### ADDITIONAL INFORMATION

The Municipal Measurement Program is delivered by [The Recycling Partnership](#) and [Re-TRAC Connect](#) to provide local governments with a robust and accessible materials management program analysis and planning tool. It was also designed, with industry assistance, to standardize terminology and harmonize methodologies in support of consistent measurement across the U.S. and Canada. To learn more about the program assessment and planning tool, visit the [Municipal Measurement Program website](#). A Guide to Participating in the MMP provides details about what data is needed to complete the assessment surveys along with an overview of each assessment. The [Georgia Recycling Coalition](#) and Georgia Environmental Protection Division will facilitate the MMP for Georgia.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

The MMP requires annual reporting. Provide the last 4 years of reports that your local government provided to MMP. Additionally, provide a description of how the local government is actively participating in the Municipal Measurement Program including, progress towards increasing tonnage and raising diversion rates, changes or improvements to your local government's program as a result of insights from using the MMP tools, and materials used to educate employees and residents on participation in the program.



# Recycling and Waste Reduction

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## 64) Community Recycling Education Program

**Points: 5**

Develop and implement a local recycling and public awareness program.

### DESCRIPTION OF MEASURE

The local government has developed and implemented a local education program to achieve awareness of the importance of recycling and common recycling issues with the goal of building public support for local actions and activities as well as changing behaviors that lead to the long-term protection of our natural resources. The program must include both public education and outreach, as well as public involvement and participation activities:

- Education and outreach program activities are designed to distribute education materials and messages, and perform outreach to inform citizens and target audiences.
- Public participation and involvement activities provide opportunities for citizens to participate in programs and active implementation of waste reduction and recycling programs, such as community festivals and community workshops.

If the local government relies on its local Keep Georgia Beautiful affiliate or privately contracted waste hauler(s), to receive credit for this measure, the local government must submit documentation demonstrating how it actively coordinates with the affiliate/hauler on a regular basis to further the recycling education program, specific outreach efforts the local government has initiated within its jurisdiction, and the name and contact information for the person at the local government who works with the affiliate/hauler on the program.

### DOCUMENTATION REQUIRED FOR CREDIT

- General description of the recycling education and outreach program
- A copy of the education and outreach materials used to educate the community
- Documentation showing that at least two “Education and Outreach Program Activities” and two “Public Participation and Involvement Activities” have occurred within the last year

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Atlanta had great results from their 2017 summer pilot of [“Feet on the Street”](#) done in conjunction with The Recycling Partnership (TRP.) The city targeted one route in each of its four quadrants. The campaign included targeted messaging and direct feedback via “Oops!” tags on bins. The ultimate goal of the program was to reduce contamination in the city’s residential recycling bins and increase the quantity and quality of materials recycled.

**Example #2:** [Athens-Clarke County](#) regularly educates its residents about what can and cannot be recycled in curbside bins, how to prepare recyclables before they go into the bin, and what to do with items that cannot be recycled curbside. The county does this through [social media](#), mailings, and participation in community events.

### ADDITIONAL INFORMATION

The Recycling Partnership (TRP) has developed a suite of [customizable resources](#) for local government to [educate their communities](#) about the importance of recycling and [reducing contamination](#) in the recycling stream. TRP is also able to provide guidance on “Feet on the Street” campaigns similar to the City of Atlanta’s.

How2Recycle’s [facebook page](#), [Twitter feed](#), and [blog](#) provide useful information to consumers about what materials can be recycled and whether the ability to recycle them varies locally. In addition, their [“Nope” campaign](#) helps educate consumers about contaminants in the recycling bin. These materials can easily be shared with city and county residents.



The Massachusetts Department of Environmental Protection developed a [Recycling IQ kit](#) designed to provide steps, tools, and resources to help communities improve the quality of their recycling programs, which can save on disposal fees, improve resident satisfaction with local programs, and ensure the success and sustainability of the recycling system.

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the local government’s recycling education program, including any program changes since the local government’s most recent Green Communities certification, a copy of the education and outreach materials used, documentation showing that at least two “Education and Outreach Program Activities” and two “Public Participation and Involvement Activities” have occurred annually.

If the local government relies on its local Keep Georgia Beautiful affiliate or privately contracted waste hauler(s), submit documentation demonstrating how it continues to actively coordinate with the affiliate/hauler on a regular basis to further the recycling education program, specific outreach efforts the local government has initiated within its jurisdiction, and the name and contact information for the person at the local government who works with the affiliate/hauler on the program.



# Land Use

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## 65) Government Facility at a Brownfield

**Points: 10**

A local government has located one or more facilities at a brownfield site.

### DESCRIPTION OF MEASURE

The local government currently owns and operates a facility that is located at a brownfield site that has been remediated by the local government. Brownfield sites are defined as damaged sites where development is complicated by environmental contamination.

### DOCUMENTATION REQUIRED FOR CREDIT

- A description of the site before redevelopment and a description of its current use
- A copy of the Phase II Environmental Site Assessment as outlined by Environmental Protection Agency showing the reasons for contamination at the site and remediation of the site
- Pictures of the completed project or a site visit by a Green Communities staff member

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Morrow converted an old Exxon gas station into a tourist center after removing 3 feet of gasoline from the water table. The tourism center is located off Jonesboro Road and provides visitors with information on the City of Morrow and the surrounding Atlanta attractions.

**Example #2:** West Park Government Center is located on a restored brownfield that was previously an abandoned strip mall shopping center with a dry cleaner. Cobb County purchased the site in 2004 and the renovated facility houses the offices of the County Tax Commissioner, Elections Board and Safe Path Children's Advocacy Center.

### ADDITIONAL INFORMATION

The [Environmental Protection Agency Brownfields Program](#) offers a variety of information and resources on brownfields through the program website. The Sustainable Cities Institute offers [information and resources](#) on brownfields.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an updated list of the buildings owned and operated by the local government that are located on a brownfield site that has been remediated by the local government. For each building provide the street address (including zip code) and a description of the site before and after redevelopment.



# Land Use

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## 66) Government Facility at a Greyfield

**Points: 5**

A local government has located one or more facilities at a greyfield site.

### DESCRIPTION OF MEASURE

The local government currently owns and operates a facility that is located at a greyfield site that has been revitalized by the local government. Greyfield sites are described as aging or abandoned strip malls, shopping centers, historical buildings, or other underutilized buildings that can be adapted or reused.

### DOCUMENTATION REQUIRED FOR CREDIT

- A description of the site before renovation redevelopment and a description of its current use
- Pictures of the completed project or a site visit by a Green Communities staff member

### EXAMPLES OF IMPLEMENTATION

**Example #1:** Henry County renovated a vacant shopping complex that is now used by the Public Safety Division.

**Example #2:** The City of Fairburn purchased and renovated a facility in 2007 that previously contained a car dealership and service center, wholesale distribution warehouses, and a beverage vendor. The facility is now the location of the city's recreation center and a fire station.

### ADDITIONAL INFORMATION

Together North Jersey offers a variety of [information and resources](#) on greyfield redevelopment.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an updated list of the buildings owned and operated by the local government that are located at greyfield sites that have been revitalized by the local government. For each building provide the street address (including zip code) and a description of the site before and after redevelopment.



# Land Use

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## 67) Government Infill Development

### Points: 5

A local government has located one or more facilities at an infill site.

#### DESCRIPTION OF MEASURE

The local government currently owns and operates a facility that is located at an infill site that has been revitalized by the local government. Infill sites are described as new development that is sited on previously developed land within an existing community, and that is surrounded by other types of development. The term most commonly refers to building homes in existing neighborhoods but may also be used to describe new development in commercial, office or mixed-use areas.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A description of the site before redevelopment and a description of its current use
- Pictures of the completed project or a site visit by a Green Communities staff member

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Dunwoody purchased a property where road, sewer, and stormwater infrastructure had previously been installed, but no homes were built, commonly referred to as a pipe farm. The city [partnered with a private developer](#) to build housing that includes a city park.

**Example #2:** The City of Suwanee purchased and redeveloped of a property where an abandoned car wash, gas station and a former Waffle House were torn down to make way for a new [Police Substation and Training Facility](#).

#### ADDITIONAL INFORMATION

The Municipal Research and Services Center of Washington offers a variety of [information and resources](#) on infill development through the program website. The Sustainable Cities Institute also offers [information on infill development](#).

#### **RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an updated list of the buildings owned and operated by the local government that are located at infill sites that have been revitalized by the local government. For each building provide the street address (including zip code) and a description of the site before and after redevelopment.



# Land Use

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## 68) Community Historic Preservation Ordinance

### Points: 5

Adopt a local historic preservation ordinance.

#### DESCRIPTION OF MEASURE

The local government has adopted a local historic preservation ordinance. Many such ordinances are established in order to provide a basis in which to enhance the community's visual appearance, promote harmonious growth and ensure that the old will blend compatibly with the new, strengthen community awareness of the values of historic preservation, and capture the benefits of tourism and economic development. The ordinance should provide for: the establishment of a Historic Preservation Commission; the identification and designation of historic properties or districts; the issuance of certificates of appropriateness; and the establishment of an appeals procedure.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the ordinance with date of adoption

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Metro Atlanta communities with local historic preservation ordinances include Acworth, Atlanta, Avondale Estates, Clayton County, Cobb County, Conyers, Decatur, DeKalb County, Douglasville, Hampton, Holly Springs, Kennesaw, Lavonia, Locust Grove, Marietta, McDonough, Milton, Norcross, Roswell, Senoia, Stone Mountain, and Villa Rica. The State Historic Preservation Office maintains [a list](#).

**Example #2:** The DeKalb County Board of Commissioners established the DeKalb County Historic Preservation Commission to protect historic places within unincorporated DeKalb County. The county currently has two locally designated districts. The Druid Hills Historic District which is based around a number of related suburbs developed in the first half of the twentieth century. The Soapstone Ridge Historic District is primarily concerned with the preservation of archeological sites.

**Example #3:** The purpose of the [City of Marietta's historic preservation ordinance](#) is: to protect and enhance the historical and aesthetic attraction to tourists and visitors and thereby promote and stimulate business; to provide for the protection, enhancement, perpetuation, and use of places, districts, sites, buildings, structures, and works of art having a special historic, architectural, cultural, or aesthetic interest or value, and; to provide reasonable flexibility for property owners to improve and maintain their properties below certain thresholds and for special circumstances.

#### ADDITIONAL INFORMATION

Details on local historic preservation ordinances can be found on the Georgia Department of Natural Resources [Historic Preservation Division](#) website. The site contains a Model Historic Preservation Ordinance that is already in compliance with the Georgia Historic Preservation Act and can be easily adapted for use by any municipal or county government.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the ordinance and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the ordinance is being implemented, including one or two examples of locally designated historic properties or districts.



# Land Use

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## 69) Community Smart Growth Incentives

### Points: 5

Offer incentives that support smart growth (such as incentives for development and redevelopment in existing downtown areas, transit-oriented development, traditional neighborhood development, mixed use development and/or infill development).

#### DESCRIPTION OF MEASURE

The local government offers incentives to developers to encourage smart growth in at least three of the following ways: 1) development and redevelopment in existing downtown areas; 2) transit-oriented development; 3) traditional neighborhood development; 4) mixed use development; 5) infill development; or 6) one of the many other policy options offered in the Smart Growth Network's *Getting to Smart Growth* publication. Smart growth is described as development that benefits the economy, community, and the environment while incorporating the ten principles of smart growth. More information on the principles of smart growth can be found on the [Smart Growth Online website](#).

A completed Atlanta Regional Commission (ARC) Livable Center Initiative (LCI) plan that has been adopted by the local government and that includes three of the smart growth principles could meet the requirements of this measure.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the policy(s) or ordinance(s) that establish the smart growth incentives
- A description of the three smart growth policy options implemented through the incentives
- Documentation on how the incentive(s) will be implemented

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Fayetteville encourages mixed use development by offering developers increased density bonuses, reduced impact fees, and reduced sewer connection fees for projects that incorporate mixed used design principles.

**Example #2:** The City of Milton Established smart growth development strategies and policies for the redevelopment of the [Highway 9/ GA 400 Area LCI](#), which include adopting a Form Based Code, establishing a Transfer of Development Rights program, and developing Trails and Bicycle Master Plans.

#### ADDITIONAL INFORMATION

For additional information on smart growth visit the [Smart Growth Online website](#). Two helpful documents can be downloaded at the website: 1) [Getting to Smart Growth: 100 Policies for Implementation](#) and 2) [Getting to Smart Growth: 100 More Policies for Implementation](#).

Details on the Livable Centers Initiative program can be found on the [ARC website](#). The Georgia Department of Community Affairs Office of Downtown Development provides information and strategies for the redevelopment of downtown areas through their [Main Street / Better Hometown Program](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the policy(s) or ordinance(s) that establish the smart growth incentives and a description of any changes that have occurred since the local government's most recent Green Communities Certification. Provide a description of how these incentives are being implemented, including one or two examples of developments that have taken advantage of the incentives since the local government's most recent Green Communities certification.





# Land Use

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## 70) Community Revitalization Incentives/Strategies

### Points: 5

Analyze potential areas and develop incentives and/or other revitalization strategies for reuse of buildings, greyfield redevelopment and/or brownfield redevelopment. Make this information available to developers and promote.

#### DESCRIPTION OF MEASURE

The local government has conducted an analysis of its jurisdiction to identify potential areas for the reuse of buildings, restoration of greyfields, and redevelopment of brownfields. This analysis is published and readily available to the public. Additionally, the local government has developed incentives and/or other revitalization strategies to encourage redevelopment on these identified sites. These incentives and revitalization strategies must be promoted to developers.

#### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the published analysis of potential buildings for reuse, greyfields for restoration, and brownfields for redevelopment
- Documentation on the incentives and/or revitalization strategies and how each will be implemented

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Kennesaw has analyzed potential redevelopment areas in association with their comprehensive plan and revitalization area identification strategy. The city offers zoning density bonuses and the waiving of development fees for smart growth development.

**Example #2:** The Urban Redevelopment Plan for Southwest Cherokee County identifies policies for revitalizing this area. This area was approved for Opportunity Zone Tax Credits to provide businesses that redevelop in this area a state tax credit of \$3,500 per job created.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the analysis of potential areas for redevelopment/revitalization and the adopted incentives and/or revitalization strategies. If any changes have occurred since the local government's most recent Green Communities Certification, please also provide a short description of these changes. Provide a description of how these incentives and/or revitalization strategies are being implemented, including one or two examples of developments that have taken advantage of the incentives since the local government's most recent Green Communities certification.



# Education

## 71) Government Employee Education

**Points: 5**

Educate staff on the green community measures being implemented and offered within the jurisdiction.

**DESCRIPTION OF MEASURE**

The local government has created an education program for local government employees to educate them on each government measure that the local government is implementing in an effort to create awareness and a culture of sustainability. The program may include brochures, newsletters, press releases, workshops, informational emails to all staff, promotion on the local access channel, and/or other means for promotion to educate employees on each measure. For example, if a recycling program is implemented at government facilities, all employees should be educated on where to recycle, what to recycle, and why. Measures that may be more specific to one department should be addressed in more detail with the relative department. For example, if buildings undergo water and energy audits, all employees should be educated on the reasons for and benefits of these audits; whereas, facilities managers may need to receive training on how to conduct water audits or energy audits. Local governments receiving credit for this measure will provide one example of employee education materials/techniques for **each** government measure for which they have applied.

**DOCUMENTATION REQUIRED FOR CREDIT**

- General description of education program for staff on sustainability
- A copy of the education and outreach materials used to educate the government employees on **each** of the government measures (full list below) implemented by the local government
- List in the table below those materials being used as documentation of government employee education

Government Measure	Description of Public Education
1) Government LEED Policy	
2) Government LEED Building	
3) Government ENERGY STAR/EarthCraft Policy	
4) Government ENERGY STAR/LEED Renovation Policy	
7) Government Energy Audits	
8) Government ENERGY STAR Partner	
9) Government ENERGY STAR Purchase Policy	
10) Government LED Street Lights	
11) Government "Lights Out/Power Down" Policy	
12) Government Cool Roof	
13) Government LED Light Bulb Program	
16) Government Renewable Energy Project	
17) Government Green Energy Purchasing	
19) Government Water Audits	
20) Government Ultra-High Efficiency Plumbing Retrofits	
21) Government Rainwater or Reuse Water	
22) Government GEFA WaterFirst Community	
23) Government Green Infrastructure	

27) Government Greenspace Benchmarks	
28) Government No Net Loss of Trees Policy	
29) Government Greenspace Plan	
30) Government Green Roof	
31) Government Landscaping Practices	
39) Government Commute Options	
40) Government Green Fleet Policy	
41) Government No Idling Policy	
42) Government Alternative Fuels Vehicle Retrofits	
43) Government Alternative Fuels	
53) Government Environmentally Preferable Purchasing	
54) Government Traditional Recycling	
55) Government Nontraditional Recycling	
56) Government Recycle Paper Purchasing	
65) Government Facility at a Brownfield	
66) Government Facility at a Greyfield	
65) Government Infill Development	
67) Government Utility Tracking and Management	

**EXAMPLES OF IMPLEMENTATION**

**Example #1:** In 2009, the City of Decatur implemented an employee education program that featured 30 minute Environmental Sustainability training presentations. The presentations addressed several topics, including sustainability policies, anti-idling policies, features of Decatur Fire Station No. 2 (which is certified LEED Silver), purchasing guidelines for environmentally friendly products and recycling guidelines.

**Example #2:** The City of Roswell has created an on-going education program, which offers a wide variety of methods of educating its employees on its sustainability efforts. These efforts include an employee intranet, CORE Academy Program, lunch-n-learn series and webinars/seminars.

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a description of the education and outreach program the local government has implemented to educate employees on its sustainability initiatives. Also provide a copy of various educational materials used (employee emails, newsletters, signs in break rooms, staff meeting presentations, etc.) demonstrating continual outreach and education to employees on **each** of the initiatives the local government has been implementing since its most recent Green Communities certification. For any new measures the local government is seeking for credit, the documentation must be submitted for **each** new measure as outlined in the Documentation Required for Credit section of this measure.



# Education

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## 72) Government Utility Tracking and Management

**Points: 10 or 15**

Establish a historical baseline of energy (electricity and natural gas) and water usage in government buildings and put an ongoing tracking and reporting system into place to monitor and decrease usage long-term.

### DESCRIPTION OF MEASURE

Utility costs represent a significant expenditure in local government budgets. Good energy and water usage information is critical to identifying and prioritizing potential building performance improvement opportunities and tracking the actual impact of any upgrade investments that are made. Continuing to enter new data is vital in maximizing tracking and validating actual cost reductions. As cities and counties improve the energy performance of their public buildings, the money saved can be used for other government functions or reinvested into making additional sustainability improvements.

To earn credit for this measure, the local government must draft a full building inventory, collect twelve months of complete utility data for at least 20% of the buildings in the inventory (electricity/natural gas and water), and enter that information into an Energy Tracking and Management (ET&M) system to establish a historical baseline. This ET&M step does not improve the performance of the building itself, but it documents the building portfolio's utility usage history and creates a strong foundation for all energy and water retrofit planning. The local government must also put an ongoing tracking and reporting system into place to monitor energy usage long-term.

There are three different approaches that can be taken to implement a basic ET&M system:

- A “do it yourself” approach that could be as simple as a routinely updated Excel spreadsheet;
- Use of free ET&M tools, such as EnergySTAR Portfolio Manager;
- Use of fee-for-service or subscription-based ET&M tools.

The local government can select the ET&M method that best meets its needs, as long as the requirements of the measure are satisfied. Some ET&M systems allow for benchmarking. While not required by this measure, benchmarking is a valuable planning tool that allows a local government to compare its building portfolio against other local governments and national averages, which gives facilities planners a general sense of performance compared to similar buildings.

*\*If a local government chooses to use a system that allows for benchmarking, five (5) additional points can be earned under this measure.*

### DOCUMENTATION REQUIRED FOR CREDIT

- A full inventory that lists all local government buildings that includes building name and address/location
- Indication on the inventory of which buildings are using an ET&M system. Include the following additional information for those buildings:
  - Building Description (square footage, year built, property type, and occupancy/usage schedule)
  - List of utility accounts (electric, natural gas, and water) associated with each building
- Documents showing that twelve months of energy (electricity and natural gas) and water have been entered into an ET&M system for at least 20% of the local government's buildings
- Description of the process for routinely entering energy usage data (typically from utility bills) into the ET&M system monthly, and for reporting those results routinely (at least quarterly) to key decision-makers
- Description of the plan for adding all of the jurisdiction's buildings to the ET&M system within 4 years



- Documentation showing that the jurisdiction has quantified an energy-efficiency benchmark for each building in the portfolio using an ET&M tool that allows for benchmarking (*OPTIONAL for an additional 5 points*)

#### **EXAMPLES OF IMPLEMENTATION**

**Example #1:** Gwinnett County has procured and implemented ENERGY Cap, a fee-based ET&M tool that provides a utility usage record and reporting system that interfaces with EnergySTAR Portfolio Manager for benchmarking. To date, the county is tracking energy and water usage in 47 of its buildings and has created a Program Analyst position to administer ENERGY Cap data records and reporting, among other duties.

**Example #2:** The City of Woodstock uses EnergySTAR Portfolio Manager, a free ET&M tool, to track energy and water usage in 9 of its buildings, as well as to benchmark those buildings' performance against similar facilities.

#### **ADDITIONAL INFORMATION**

The Getting to Zero Forum (GTZF) provides a [useful guide](#) for public building utility tracking and benchmarking. This [Master Building List template](#), adapted from the GTZF, can be used to develop the local government's building inventory.

A simple spreadsheet may be used to track utility data over time. This [Utility Data Tracking template](#) can be used to meet the requirements of this measure. It does not provide benchmarking capabilities.

The US EPA created [ENERGY STAR Portfolio Manager](#), a free online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions and waste materials. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment. You can use Portfolio Manager to manage the energy and water use of [any type of building](#). All you need are your energy bills and some basic information about your building to get started.

Capterra summarizes and includes reviews of several fee/subscription-based [Energy Management and Tracking software products](#).

#### **RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide documentation demonstrating that all the facilities owned and operated by the local government have been added to the Energy Tracking and Management (ET&M) system. Provide an updated version of the building inventory (as described in the documentation requirements above for buildings that are in the ET&M system).

Continuing to enter new data is vital in maximizing tracking and validating actual cost reductions. Provide an updated building inventory (as described in the documentation requirements above). Provide a description of how the local government is actively tracking, reporting, and acting on information received from the EM&T program including, the past 4 years of quarterly reports, examples of progress towards decreasing utility usage, and changes or improvements made to your local government's building operations as a result of insights from using the EM&T tool.

If seeking the additional 5 points for benchmarking, provide an update showing that the jurisdiction has quantified an energy-efficiency benchmark for each building being tracked in the portfolio using an ET&M tool that allows for benchmarking.



# Education

## 73) Community Member Education

**Points: 5**

Educate the public, schools, professional associations, businesses, and industries about implemented green communities program measures made available in the jurisdiction.

**DESCRIPTION OF MEASURE**

The local government has created a public awareness and outreach program for citizens to educate them on each community measure that the local government is implementing in an effort to create awareness and a culture of sustainability. The program may include brochures, newsletters, press releases, workshops, promotion on the local access channel, and/or other means for promotion to educate the citizens on each measure. Depending on the measure, outreach may need to be tailored to a specific target group. For example, incentives offered for mixed use developments should be specifically promoted to developers. Local governments receiving credit for this measure will provide at least one example of education materials for *each* community measure for which they have applied.

**DOCUMENTATION REQUIRED FOR CREDIT**

- General description of public awareness and outreach program on sustainability
- A copy of the education and outreach materials used to educate the community on *each* of the community measures (full list below) implemented by the local government
- List in the table below those materials being used as documentation of community member education

Community Measure	Description of Public Education
5) Community Green Building Incentives	
6) Community Green Affordable Housing Incentives	
14) Community Energy Codes	
15) Community Outdoor Lighting Efficiency	
18) Community Solar Ready	
24) Community Water Resource Management Plan	
25) Community Water Education	
26) Community Ultra High Efficiency Plumbing Codes	
32) Community Tree City USA	
33) Community Parking Lot Canopy Requirements	
34) Community Forest Master Plan	
35) Community Gardens & Orchards	
36) Community Farmers Markets	
37) Community Local Food Systems Plan	
38) Community Habitat Certification	
44) Community Complete Streets	
45) Community Traffice Signal Synchronization	
46) Community "Safe Routes to School Program"	
47) Community Bicycle Facilities	
48) Community Bicycle and Pedestrian Plan	
49) Bicycle Friendly Community	

50) Walk Friendly Community	
51) Community Shared/Reduced Parking	
52) Community Plug-In Electric Vehicle Readiness	
57) Community Residential Curbside Recycling	
58) Community Residential Glass Recycling	
59) Community Commercial Recycling	
60) Community Nontraditional Recycling Facilities	
61) Community Household Hazardous Waste Disposal	
62) Community Yard Debris Collection	
63) Community Municipal Measurement Program Participant	
64) Community Recycling Education Program	
68) Community Historic Preservation Ordinance	
69) Community Smart Growth Incentives	
70) Community Revitalization Incentives/Strategies	
74) Community Sustainability Plan	
75) Community Youth Sustainability Engagement	
76) Community Sustainable Business Outreach and Collaboration	

**EXAMPLES OF IMPLEMENTATION**

**Example #1:** The City of Roswell has created a public awareness and outreach program to educate the citizens on its sustainability efforts. The media utilized to effectively educate citizens on sustainability efforts being made by the city include postings on its website, a coordinated Media Relations Program, and periodic updates on the local public access channel RCTV (Roswell City Television). The city’s most important component of the education program involves the [Roswell Green website](#), which consists of an overview of sustainability efforts, incentives and events.

**Example #2:** The City of Decatur informs residents of the city’s sustainability initiatives through their Sustainability Report, [Green Initiatives Report](#), Green Events brochure, Welcome New Resident Packet and other materials displayed in government buildings and at public events.

**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide a description of the education and outreach program the local government has implemented to educate the community on its sustainability initiatives. Also provide a copy of various educational materials used (newsletters, bill inserts, event flyers, etc.) demonstrating continual outreach and education to the community on **each** of the initiatives the local government has been implementing since its most recent Green Communities certification. For any new measures the local government is seeking for credit, the documentation must be submitted for **each** new measure as outlined in the Documentation Required for Credit section of this measure.

# Education

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## 74) Community Sustainability Plan

**Points: 10**

Develop, adopt and implement a sustainability plan.

### DESCRIPTION OF MEASURE

Many local governments have implemented a number of environmental and energy saving programs within their operations and throughout the community, usually on a one-off basis. However, they often lack a single framework for measuring the impact of their programs. A sustainability plan provides a means of bringing everything together under a set of goals and metrics and provides a vision for the future sustainable development of the jurisdiction.

The sustainability plan must: include a vision statement and a comprehensive set of goals for becoming a sustainable community; establish performance metrics to track progress towards these goals; include action plans that have roles for government, citizens, businesses, schools, and civic organizations; and be created through a dialogue that incorporates local stakeholders' desires for the future and an understanding of the impact every community has on regional and global sustainability issues such as water consumption, air pollution, energy use, and waste reduction.

### DOCUMENTATION REQUIRED FOR CREDIT

- A copy of the adopted sustainability plan with date of adoption
- Provide a description of how the sustainability plan is actively being implemented

### EXAMPLES OF IMPLEMENTATION

**Example #1:** The City of Decatur adopted an [Environmental Sustainability Plan](#) in 2012. The plan is a direct response to a charge from the people of the city from the 2010 Strategic Plan. This plan was created as a joint effort between city staff and the Decatur Environmental Sustainability Board (ESB), with significant input from residents and members of the community over the course of a year. The plan outlines 12 goals and several strategies that Decatur should take to deepen its commitment to serving as good stewards of the environment and community resources. It provides guidance for current and future decision makers, city employees, committee members, residents, businesses, and organizations.

**Example #2:** Miami-Dade County, FL has a [GreenPrint](#), a plan that provides the framework and decisive actions that help the county move toward its sustainable living goals. Released in 2010, the plan tracks progress in 137 initiatives over 7 goal areas.

### ADDITIONAL INFORMATION

The [Sustainable Cities Institute](#) has created a How-To manual and checklist for local government sustainability planning. ICLEI–Local Governments for Sustainability USA developed a [Sustainability Planning Toolkit](#) in collaboration with the City of New York's Mayor's Office of Long-Term Planning and Sustainability.

### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide a copy of the most recent version of the plan and a description of any changes that have occurred since the local government's most recent Green Communities certification. Provide a description of how the plan is being implemented, including one or two examples of progress toward achieving targets.





# Education

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## 75) Community Youth Sustainability Engagement

### Points: 5

Develop and implement a program to engage the community's youth around the environment and community sustainability.

#### DESCRIPTION OF MEASURE

Many local governments' definition of sustainability includes some reference to preserving environmental, social, and/or economic resources for the future. A primary benefactor of building a more sustainable community is its youth – the future generation. Engaging local youth in environmental and sustainability initiatives not only teaches them about the subject matter, but also gives them a chance to weigh in on the direction of their community.

The local government has developed and implemented a program to engage youth around several environmental and sustainability issues and/or includes youth on the community's green team. The local government must connect with the youth at least quarterly.

If the local government partners with other organizations, such as a Keep America Beautiful affiliate or established environmental education program, the local government must submit documentation demonstrating how it actively works with the organizations on a regular basis to further youth environmental and sustainability engagement.

#### DOCUMENTATION REQUIRED FOR CREDIT

- General description of the youth sustainability engagement program
- Documentation showing that the local government engages with youth at least once per quarter
- Name and contact information for the local government staff who works on the program

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The [EverGreen Schools Partnership](#) is a program managed by the cities of Alpharetta, Milton, and Roswell, Fulton County as well as Keep Johns Creek Beautiful. This partnership promotes environmental stewardship in schools. K-12 public, private, and home schools are encouraged to participate annually. The program is free and is supported by the local governments.

**Example #2:** The City of Roswell's [Public Works/Environmental Department](#) offers free outreach programs for classrooms and community groups. These hands-on activities teach about the environment and what can be done to protect it.

**Example #3:** When the Baltimore Sustainability Plan was developed in 2008, its [Youth Advisory Group](#) helped shape it. Today, youth continue to help implement the plan in a variety of ways, including participating on the city's Student Environmental Leadership Team and working as Youth Environmental Interns.

**Example #4:** The City of Manhattan Beach created an [Environmental Task Force](#) composed of diverse residents and city officials charged with developing recommendations to the city council to address a range of environmental challenges. In order to assure that young people would be represented, two seats on the sixteen-person task force were set aside for youth members. An eighth-grader and a high school student were selected to serve alongside adult task force members. The group has made recommendations that were approved by the city council, including green building and water conservation measures.

#### ADDITIONAL INFORMATION

The League of California Cities [published an article](#) containing ideas for connecting youth and sustainability. The Institute for Local Government's briefing paper entitled, "[Youth Engagement and Local Planning: Ideas for Youth Commissions](#)" provides ways to engage youth around environmental planning.



**RECERTIFICATION SUBMISSION REQUIREMENTS**

Provide an update on the youth sustainability engagement program and documentation showing that the local government engages with youth at least once per quarter.



# Education

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## 76) Community Sustainable Business Outreach and Collaboration

### Points: 5

Develop and implement an outreach program to engage the business community around the benefits of adopting a sustainability ethic and collaborate on sustainability issues.

#### DESCRIPTION OF MEASURE

Engaging the business community in sustainability is an important means of lessening a community's environmental footprint, as well as strengthening local economic development and prosperity. The local government has developed and implemented a business outreach program to highlight sustainability best practices and collaborate with businesses around sustainability challenges and opportunities. The local government must connect with the business community at least quarterly.

If the local government partners with another organization, such as a chamber of commerce or community improvement district, the local government must submit documentation demonstrating how it actively works with the organization on a regular basis to further sustainability best practice sharing and collaboration.

#### DOCUMENTATION REQUIRED FOR CREDIT

- General description of the sustainable business outreach and collaboration program
- Documentation showing that the local government engages with the business community at least once per quarter
- Name and contact information for the local government staff who works on the program

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** The Savannah Sustainability Alliance, a group of sustainability staff from Savannah, Georgia-area businesses, academic institutions, and local governments, meets on a regular basis to network and share ideas.

**Example #2:** The City of Atlanta initiated the [Atlanta Better Buildings Challenge \(Atlanta BBC\)](#) in support of the City's Power to Change sustainability plan. The Atlanta BBC is a nation-leading public-private initiative with a goal of reducing energy and water consumption by at least 20% in participating buildings across the city by 2020.

**Example #3:** The Santa Monica Chamber of Commerce and City of Santa Monica partner to host the [Sustainable Quality Awards \(SQA\)](#). Awarded annually, the SQA promotes the efforts of local businesses making significant achievements in the areas of sustainable economic development, social responsibility, and stewardship of the natural environment. The SQA nurtures Santa Monica's sustainable business community, inspiring other businesses to adopt their own sustainable practices and providing residents and visitors with a healthy economy and environment.

#### ADDITIONAL INFORMATION

REV provides an overview of ways governments can engage the business community and leverage the growing awareness and interest in sustainability through their reports: [Bringing Sustainability and Profit to Businesses & Organizations](#) and [Roadmap for Sustainability Engagement](#).

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on the sustainable business outreach program and documentation showing that the local government engages with the business community at least once per quarter.



# Innovation

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## 77 – 80) Innovation Measures

### Points: 5

Implement projects, policies, programs, etc. that reduce the local community's environmental impact and are not included in a previously outlined Green Communities measure.

#### DESCRIPTION OF MEASURE

Each innovation measure is worth 5 points and the maximum number of points allowed in the innovation category is 15. Innovation points can apply to a government or community initiative that is not included in any of the above categories. Innovation points will not be awarded for submittals that simply go above and beyond the implementation of an existing Green Communities measure or for partially achieving an existing measure. Local governments must have already implemented innovation measures for which they apply and must show documented environmental benefits.

#### DOCUMENTATION REQUIRED FOR CREDIT

- Description of the initiative and why it is innovative
- Documentation of the measurable environmental benefits of the innovative project, program, or policy.
- Educational material used to educate the local government staff and/or citizens on the innovative measure

#### EXAMPLES OF IMPLEMENTATION

**Example #1:** Douglasville City Council meetings have gone paperless, saving the equivalent of 25 trees each year and reducing the use of other natural resources needed to produce paper, such as water and energy.

**Example #2:** DeKalb County has implemented an ozone system for laundry services at the county jail. The system converts oxygen (O<sub>2</sub>) to ozone gas (O<sub>3</sub>), which serves as a disinfectant for the laundry. The system significantly reduces the need for hot water, detergent and rinse cycles. This results in over \$25,000 in energy savings annually.

#### RECERTIFICATION SUBMISSION REQUIREMENTS

Provide an update on each innovation project including measurable environmental benefits achieved through the implementation of the project since the local government's most recent Green Communities certification. If the local government has already received points for three innovation measures and can demonstrate all three innovation projects are still actively being implemented, the local government is eligible to apply for a fourth innovation measure to receive an additional 5 points. To receive credit for a fourth innovation measure, the local government must submit all the required documentation as outlined in the Documentation Required for Credit section of this measure.



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# Appendix A

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## Green Government Certification Application Form



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### Green Government Certification Application Form

Date: \_\_\_\_\_

Jurisdiction Name: \_\_\_\_\_

Primary Staff Contact Name: \_\_\_\_\_

Department or Division: \_\_\_\_\_

Professional Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Staff Contact Name: \_\_\_\_\_

Department or Division: \_\_\_\_\_

Professional Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please return completed application packet by electronic submission to:**

Kelsey Waidhas, Green Communities Program Manager: [kwaidhas@atlantaregional.org](mailto:kwaidhas@atlantaregional.org)

Call 470-378-1613 or email [kwaidhas@atlantaregional.org](mailto:kwaidhas@atlantaregional.org) for instructions on how to electronically submit your files.



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# Appendix B

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## Green Communities Checklist



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# ARC Green Communities Certification Checklist

(Updated June 2019)

## GREEN BUILDING

Possible Points	Points Applying For	Government Measures
10		1. Require all new large buildings constructed and owned by the local jurisdiction to be LEED certified.
10		2. A local government building is LEED certified.
5		3. Require new buildings constructed and owned by the local jurisdiction to be certified ENERGY STAR or EarthCraft Light Commercial.
5		4. Require local government building renovations to be ENERGY STAR certified or follow LEED guidelines.

**30**    **0**    **Total Government Measures Points**

Possible Points	Points Applying For	Community Measures
5		5. Offer incentives for green building certifications (LEED, EarthCraft, ENERGY STAR) such as expediting planning development review process, offering reductions/waivers of development fees or other methods of encouraging green building.
5		6. Offer incentives for affordable and workforce housing entities to certify affordable housing as EarthCraft House, EarthCraft Multifamily, ENERGY STAR or LEED for Homes.

**10**    **0**    **Total Community Measures Points**

**40**    **0**    **Total Green Building Points**

## ENERGY EFFICIENCY

Possible Points	Points Applying For	Government Measures
10		7. Conduct energy audits of local government facilities and implement recommendations -or- Engage in performance contracting for energy efficiency in government buildings.
5		8. Become a local government ENERGY STAR Partner and develop an Energy Strategy for the Future.
5		9. Adopt a policy to purchase at least ENERGY STAR rated equipment and appliances.
5		10. Install or retrofit Dark Sky-compliant light-emitting diode (LED) lamps in street lights.
5		11. Have a "lights out / power down" and/or a "lights out and electronics off when not in use" policy.
5		12. Have a demonstration cool roof.
10		13. Have a program that encourages the replacement of inefficient light bulbs with more energy efficient light-emitting diode (LED) light bulbs.

**45**    **0**    **Total Government Measures Points**

Possible Points	Points Applying For	Community Measures
5		14. Establish an active inspection program for residential and commercial construction projects to enforce Georgia's energy codes.
5		15. Have ordinances or incentives to operate outdoor lighting more efficiently.

**10**    **0**    **Total Community Measures Points**

**55**    **0**    **Total Energy Efficiency Points**

## GREEN POWER

Possible Points	Points Applying For	Government Measures
10		16. Have a demonstration renewable energy project (such as solar or methane capture).
10		17. Become a U.S. Environmental Protection Agency (US EPA) Green Power Partner.

**20**    **0**    **Total Government Measures Points**



## ARC Green Communities Certification Checklist

(Updated June 2019)

Possible Points	Points Applying For	Community Measures
5		18. Support community solar power efforts by implementing best management practices (BMPs) to promote and facilitate rooftop solar installation.

**5**      **0**      Total Community Measures Points

**25**      **0**      Total Green Power Points

### WATER USE REDUCTION AND EFFICIENCY

Possible Points	Points Applying For	Government Measures
10		19. Conduct water audits (indoor and outdoor) of existing local government facilities and implement recommendations -or- Engage in performance contracting for water use in government buildings.
10		20. Develop a policy and schedule for the replacement of inefficient toilets, urinals, and faucets within government buildings with ultra-high-efficiency plumbing fixtures that meet the following standards: WaterSense labeled toilets using 1.1 gpf or less, urinals using 0.125 gpf or less, and faucets/aerator retrofits using 1.0 gpm or less.
5		21. Use captured rainwater or reuse water to irrigate landscapes at government facilities.
5		22. Become a Georgia Department of Community Affairs WaterFirst Community.
5		23. Have a demonstration green infrastructure project.

**35**      **0**      Total Government Measures Points

Possible Points	Points Applying For	Community Measures
5		24. Comply with Metro Water District Water Resource Management Plan.
5		25. Develop and implement a local water education and public awareness program.
5		26. Adopt local amendments to the Georgia State Minimum Standard Plumbing Code that requires ultra-high efficiency standards for residential bathroom plumbing fixtures.

**15**      **0**      Total Community Measures Points

**50**      **0**      Total Water Points

### TREES AND GREENSPACE

Possible Points	Points Applying For	Government Measures
10		27. Meet at least one of the following benchmarks for greenspace: (1) have 20 acres per 1,000 residents, (2) have at least 8 percent of total land protected for greenspace, or (3) all residents live within ½ mile walking distance to a park.
10		28. Adopt a government no net loss of trees policy for government property.
5		29. Develop, adopt and implement a greenspace plan that provides for connectivity of protected greenspace within and among communities.
5		30. Have a demonstration green roof project.
5		31. Adopt organic and drought tolerant landscape practices at local government facilities.

**35**      **0**      Total Government Measures Points

Possible Points	Points Applying For	Community Measures
5		32. Become a Tree City USA (requires Tree Board or dept to develop a comprehensive tree management program, tree care ordinance, a community forestry program with an annual budget of at least \$2 per capita, Arbor Day observance and proclamation).
5		33. Develop and enforce parking lot canopy standards that result in 50% canopy coverage of impervious parking surfaces within 15 years of completion.
5		34. Adopt a community forest master plan.
5		35. Support and designate space for community gardens or orchards.
5		36. Support and designate space for farmers markets.
5		37. Develop, adopt and implement a local food systems plan to influence and shape how food is produced, processed, distributed, consumed and disposed of within the community.
5		38. Become a Bee City USA or a Community Wildlife Habitat.

**35**      **0**      Total Community Measures Points

**70**      **0**      Total Trees and Greenspace Points



## ARC Green Communities Certification Checklist

(Updated June 2019)

### TRANSPORTATION AND AIR QUALITY

Possible Points	Points Applying For	Government Measures
10		39. Adopt a Commute Option program for employees that supports alternatives to driving alone or driving at the peak.
10		40. Adopt a green fleet policy that includes purchasing the most fuel efficient and least polluting vehicle that will meet the needs for the use of the vehicle (appropriate size and type) and gives preference to the purchase of alternative fuel and/or hybrid fleet vehicles for fleet vehicle replacement.
5		41. Adopt a no-idling policy for local government vehicles.
5		42. Retrofit gasoline-powered government fleet vehicles to use alternative fuels.
5		43. Produce and/or purchase alternative fuel(s) for government fleet vehicles.

**35**    **0**    **Total Government Measures Points**

Possible Points	Points Applying For	Community Measures
10		44. Adopt complete streets policy or ordinance.
5		45. Work to improve traffic signal synchronization to ease congestion and reduce idling times.
5		46. Implement a Safe Routes To School program to promote safe walking and bicycling to school.
5		47. Require end-of-trip bicycle facilities at all community facilities.
5		48. Adopt bicycle and pedestrian friendly policies.
5		49. Become a Bicycle Friendly Community at the Bronze level or higher.
5		50. Become a Walk Friendly Community at the Bronze level or higher.
5		51. Amend development regulations to encourage shared parking, joint parking and/or reduce parking requirements (could adopt a max parking requirement).
5		52. Take steps to become Electric Vehicle ready.

**50**    **0**    **Total Community Measures Points**

**85**    **0**    **Total Transportation and Air Quality Points**

### RECYCLING AND WASTE REDUCTION

Possible Points	Points Applying For	Government Measures
10		53. Implement environmentally preferable purchasing program.
5		54. Implement a recycling program for traditional recycling materials at local government facilities.
5		55. Implement a recycling program for non-traditional recycling materials at local government facilities.
5		56. Purchase recycled copy, computer, and fax paper with at least 30 percent recycled content.

**25**    **0**    **Total Government Measures Points**

Possible Points	Points Applying For	Community Measures
5		57. Offer curbside recycling to all residents through local operations or solid waste contracts.
5		58. Offer glass recycling to all residents through local operations, solid waste contracts or drop off locations.
5		59. Offer recycling services to commercial businesses through local operations or solid waste contracts.
5		60. Have recycling drop off location(s) or regularly scheduled events for electronics, rechargeable batteries and cell phones.
10		61. Operate recycling drop off location(s) or regularly scheduled events for properly disposing of common household hazardous wastes.
5		62. Implement organics and yard debris collection for composting and other beneficial uses.
5		63. Become a Municipal Measurement Program participant to measure and improve your local recycling program's performance.
5		64. Develop and implement a local recycling and public awareness program.

**45**    **0**    **Total Community Measures Points**

**70**    **0**    **Total Recycling and Waste Reduction Points**

# ARC Green Communities Certification Checklist

(Updated June 2019)

## LAND USE

Possible Points	Points Applying For	Government Measures
10		65. Locate one or more local government facilities at a brownfield site.
5		66. Locate one or more local government facilities at a greyfield site.
5		67. Locate one or more local government facilities at an infill site.

**20**    **0**    **Total Government Measures Points**

Possible Points	Points Applying For	Community Measures
5		68. Adopt a local historic preservation ordinance.
5		69. Offer incentives that support smart growth (such as incentives for development and redevelopment in existing downtown areas, transit oriented development, traditional neighborhood development, mixed use development and/or in-fill development).
5		70. Analyze potential areas and develop incentives and/or other revitalization strategies for reuse of buildings, greyfield redevelopment and / or brownfield redevelopment. Make this information available to developers and promote.

**15**    **0**    **Total Community Measures Points**

**35**    **0**    **Total Land Use Points**

## EDUCATION

Possible Points	Points Applying For	Government Measures
5		71. Educate staff on the green community measures being implemented and offered within the jurisdiction.
5 or 10		72. Establish a historical baseline of energy (electricity and natural gas) and water usage in government buildings and put an ongoing tracking and reporting system into place to monitor and decrease usage long-term.

**15**    **0**    **Total Government Measures Points**

Possible Points	Points Applying For	Community Measures
5		73. Educate the public, schools, professional associations, businesses, and industries about implemented green communities program measures made available in the jurisdiction.
10		74. Develop, adopt and implement a sustainability plan.
5		75. Develop and implement a program to engage the community's youth around the environment and community sustainability.
5		76. Develop and implement an outreach program to engage the business community around the benefits of adopting a sustainability ethic and collaborate on sustainability issues.

**25**    **0**    **Total Community Measures Points**

**40**    **0**    **Total Education Points**

## INNOVATION

Possible Points	Points Applying For	Innovation Measures
5		77. Implement projects, policies, programs, etc. that reduce the local community's environmental impact.
5		78. Implement projects, policies, programs, etc. that reduce the local community's environmental impact.
5		79. Implement projects, policies, programs, etc. that reduce the local community's environmental impact.
5		80. <i>Reserved for Recertification</i> : Implement projects, policies, programs, etc. that reduce the local community's environmental impact.

**20**    **0**    **Total Innovation Points**



## ARC Green Communities Certification Checklist

(Updated June 2019)

### TOTALS

Possible Points	Points Applying For	Major Categories
40	0	Green Building
55	0	Energy Efficiency
25	0	Green Power
50	0	Water Use Reduction and Efficiency
70	0	Trees and Green Space
85	0	Transportation and Air Quality
70	0	Recycling and Waste Reduction
35	0	Land Use
40	0	Education
20	0	Innovation
<b>490</b>	<b>0</b>	<b>Total Points Applying For</b>

<b>Bronze</b>	175 - 229 Points
<b>Silver</b>	230 - 279 Points
<b>Gold</b>	280 - 329 Points
<b>Platinum</b>	330 - 490 Points

