Accountability Form
Bay-Friendly Scorecard for
Civic and Commercial Landscapes

Declarations made in this Accountability Form are made to the Bay-Friendly Landscaping & Gardening Coalition solely for the purpose of determining the project's eligibility for Bay-Friendly rating. No declaration or affirmation shall be construed as a warranty or guarantee of performance of the landscape.

In declaring conformance with Accountability requirements, project applicants should be aware that during an audit process, the Bay-Friendly Landscaping & Gardening Coalition may request to see supporting documents (drawings, calculations, etc.) for the practices claimed below. During the audit if it is found that the implementation of practices does not meet the standards outlined in the Scorecard or Rating Manual, signatures from the Responsible Party may no longer be accepted as verification.

Instructions:
This form lists all practices in the scorecard requiring a signed Accountability Form for verification. The appropriate signature and source references (as required by the Rater Manual), must be provided here for measures that are being attempted by the project.

Step 1. To verify that requirements have been met, the appropriate responsible party (as required by the Rater Manual) shall initial all practices below for which the project is attempting to earn points.

Step 2. Complete the Accountability Signatures section at the end of the form. This section must be completed by all responsible parties who have initialed practices on the form.

Step 3. Return form to project Bay-Friendly Rater and/or project team leader.

| Project Name: |
| Owner/Developer: |
| Rater: |

Scorecard Measures Requiring Accountability Verification

A. SITE PLANNING

Bay-Friendly Practice | Responsible Party
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1. Select and evaluate the site carefully
   b. Per the following source, the site is not located within an urban growth boundary and avoids environmentally sensitive sites. Source*:

   *Source must be identified, i.e. City or County General Plan documents

   c. This project (check one):
   - [ ] results in the clean up of a contaminated site (Brownfield); OR
   - [ ] is located in a designated redevelopment area.
   If a Brownfield, the report and author of the strategy for cleanup is referenced in the design documents.

2. Consider the potential for fire
   a. Design features and practices in the fire mitigation plan have been included in the constructed landscape.
5. Minimize site disturbance
   a. The property was walked with equipment operators prior to clearing and grading to identify boundaries and ensure limit requirements listed in Rater Manual are met.

   b. Vegetation and/or hydrology has been restored per requirements described in the Rater Manual.

7. Conserve or restore natural areas and wildlife corridors
   c. As installed, the project creates or protects a diverse plant buffer of low maintenance vegetation along creeks, shorelines or monocultured landscaped areas.

B. STORMWATER AND SITE DRAINAGE

1. Minimize impervious surfaces
   b. As installed, all water that falls on impervious surfaces is first directed into a pervious surface before flowing into storm drain.

2. Design a system to capture and filter storm water
   a. As installed, the project captures and directs a minimum of 95% of runoff from all parking lot surfaces to landscape-based BMP’s and meets all other requirements described in the Rater Manual.

   As installed, the project incorporates landscape measures that capture and filter (check one)
   b. 85% of average stormwater runoff OR
   c. 100% of average stormwater runoff

   per requirements described in the Rater Manual.

   f. As installed, the project directs rain water from all down spouts to planters, swales or landscaped areas as described in the Rater Manual.

C. EARTHWORK AND SOIL HEALTH

3. Protect soil from compaction
   a. The project has been walked with equipment operators prior to clearing and grading to clarify boundaries as described in the Rater Manual.
4. Aerate compacted soils
   Soil has been ripped or tilled to a depth of at least (check one)
   a. 8" OR
   b. 12"

5. Feed soils naturally & avoid synthetic fertilizers
   a. No materials prohibited by OMRI have been used in the construction or establishment phases of this project.

8. Use IPM design and construction practices to prevent pest problems
   b. As installed, synthetic chemical pre-emergent herbicides prohibited by OMRI have been avoided.

D. MATERIALS

1. Use salvaged items & recycled content materials
   a. As installed, the project landscape materials are salvaged or made from recycled materials or FSC certified wood (check all applicable)
      i. Decking (100% of non structural materials)
      ii. Fencing (100% on non structural materials)
      iii. Outdoor furniture such as bike racks, benches, tables and chairs (50% minimum)
      iv. Planters or retaining walls (100% of either or both)
      v. Parking stops or lighting/sign posts (100% or either or both)
      vi. Play structures or surfaces (100% of either or both)
      vii. Edging or decorative glass mulch (100% or either or both)
      and meet requirements as described in the Rater Manual.

   b. As installed, a minimum of 25% of recycled aggregate (crushed concrete) is specified for walkway, driveway, roadway base and other uses as described in the Rater Manual.

   c. As installed, flyash or slag replaces Portland cement at a rate of (check one)
      i. 20%
      ii. 25%

3. Reduce the heat island effect with cool site techniques
   a. As installed, at least 50% of the paved site area includes cool site techniques as described in the Rater Manual.

4. Design lighting carefully
   a. High efficiency, low energy consuming fixtures have been installed for all site lighting, as described in the Rater Manual.
c. As installed, exterior luminaries emit no light above horizontal or are Dark Sky certified, as described in the Rater Manual.

d. As installed, the site and exterior building lighting does not cast direct beam illumination onto adjacent properties or right of ways.

5. Choose and maintain equipment for fuel conservation
   a. Solar powered pump(s) have been installed for water features.

6. Specify low embodied energy products
   a. As installed, 100% of any stone and non-concrete hardscape materials were produced within 500 miles of the project site as detailed in the Rater Manual.

7. Use Integrated Pest Management
   a. As installed, Integrated Pest Management criteria have been met as described in the Rater Manual. Synthetic pre-emergent herbicides are not used as a first weed control method.

8. Use organic pest management
   a. As installed, organic pest management criteria have been met as described in the Rater Manual.

E. PLANTING

1. Select appropriate plants: choose and locate plants to grow to natural size and avoid shearing
   a. Required: As installed, no species will require shearing.

2. Select appropriate plants: do not plant invasive species
   a. Required: None of the species listed by Cal-IPC as invasive in the San Francisco Bay Area have been planted as part of this project.
3. Grow drought tolerant CA native, Mediterranean or climate adapted plants.
   a. Drought tolerant California native, Mediterranean or other climate adapted plants that require occasional, little or no summer water have been installed for:
      i. Required: 75% of all non-turf plants
      ii. 100% of all non-turf plants
   b. As installed, 100% of non-turf plants require no irrigation once established.

4. Minimize the lawn
   a. Turf has not been installed in areas less than 8 feet wide or in medians, unless irrigated with subsurface or low volume irrigation.
   b. Turf has not been installed on slopes exceeding 10%.
   c. As installed, total irrigated area planted as turf has been limited to (check one)
      i. Required: A maximum of 25%, with sports or multiple use fields exempted
      ii. A maximum of 15%, with sports or multiple use fields exempted
      iii. No turf is specified

5. Implement hydrozoning
   a. As installed, plants have been grouped by water requirements and sun exposure as described in the Rater Manual.

6. Provide shade to moderate building temperatures
   a. As installed, trees have been protected or planted such that 50% or more of west facing glazing and walls will be shaded (at 4:00 pm in September) by the trees at their mature size AND trees are deciduous.

7. Plant trees
   a. As installed, at least 50% of the paved site area is shaded by trees or other vegetation.
   b. As installed, at least one tree species is large stature as described in the Rater Manual
8. Diversify

**Check one in the size category that applies to this project**

a. (Landscapes less than 20,000 square feet) As installed, the project has a minimum of:

- □ 20 distinct species OR
- □ 30 distinct species

b. (Landscapes 20,000 square feet to 1 acre) As installed, the project has a minimum of:

- □ 30 distinct species
- □ 40 distinct species
- □ 50 distinct species

c. (Landscapes of greater than 1 acre) As installed, the project has a minimum of 40 distinct plant species AND

- □ 1 additional species per acre over 1 acre OR
- □ 2 additional species per acre over 1 acre

9. Choose California natives first

a. CA natives have been installed for a minimum of 50% (by number) of non-turf plant as described in the Rater Manual. All plantings conform to the requirements of this credit.

F. IRRIGATION

1. Design for on-site rainwater collection, recycled water and/or graywater use

b. A system has been installed that can store and use rainwater or graywater to satisfy a percentage of the dry season landscape irrigation (check one)

- □ i. 10% OR
- □ ii. 50% OR
- □ iii. 100%

2. Design and install high efficiency irrigation systems

a. Required: Weather based (automatic, self adjusting) irrigation controller that includes a moisture sensor and/or rain shutoff has been installed for this project.

b. Required: Sprinkler and spray heads have not been installed in areas less than 8 feet wide as described in the Rater Manual.

c. Irrigation equipment with an operational distribution uniformity of 80% or greater, such as drip or bubblers, have been installed for (check one):

- □ i. 75% or greater of non-turf irrigated areas
- □ ii. 100% or greater of non-turf irrigated areas
d. Irrigation equipment with a precipitation rate of 1 inch or less per hour and an operational distribution uniformity of 70% or greater has been installed for all turf areas.

e. As installed, the irrigation system will be operated at 70% of reference ET.

3. Install a dedicated meter for landscape water use or install a submeter
   a. A dedicated irrigation meter or submeter has been installed to track irrigation water.

G. MAINTENANCE

All maintenance practices are for the long term and require a minimum commitment of one year.

1. Keep plant debris on site
   a. Grasscycling will be performed as part of ongoing maintenance as described in the Rater Manual.

   b. Mulch will be produced from on-site plant debris as part of ongoing maintenance as described in the Rater Manual.

   c. Compost will be produced from plant debris as part of ongoing maintenance as described in the Rater Manual.

2. Separate plant debris for clean green discounts
   a. As part of ongoing maintenance, all exported plant debris will be separated from other refuse and taken to a facility where it will be used to produce compost or mulch.

3. Protect soil from compaction
   a. As part of ongoing maintenance, soil will not be worked when wet, generally between October and April, as described in the Rater Manual.

4. Feed soils naturally & avoid synthetic fertilizers
   a. As part of ongoing maintenance, turf will be topdressed with finely screened quality compost after aeration and/or 1-4 times per year.

   b. As part of ongoing maintenance, compost, compost tea or other naturally occurring, non-synthetic fertilizers will be used for all landscape areas.
c. As part of ongoing maintenance, fertilizers that are not allowed by Organic Materials Research Institute will not be used.

5. Mulch regularly
   a. Ongoing maintenance includes regular reapplication of organic mulch to a minimum depth of 3 inches.

6. Manage and maintain irrigation system so every drop counts
   a. As part of ongoing maintenance, the dedicated meter or submeter will be read and water use reported according to the established schedule.

   b. The property owner has been provided: 1. precipitation rate for each valve zone, 2. area calculations for each irrigation zone and the irrigation plans which include the location of irrigation supply shut off, 3. internet address for watering index information.

   c. Ongoing maintenance will include regular checking of irrigation equipment, and/or checking soil moisture content with soil probes before watering AND/OR immediate replacement of broken equipment with equal or superior materials.

8. Choose and maintain your materials, equipment & vehicles carefully
   a. As part of ongoing maintenance, all oil leaks will be repaired immediately and equipment repairs will be done on-site.

   b. Landscape maintenance equipment uses biobased lubricants and/or alternative fuels.

9. Use organic pest management
   a. Pesticides prohibited by OMRI in its generic materials list will not be used in the maintenance of this landscape.

H. INNOVATION

5. Design your own Bay-Friendly innovation
   As installed the project meets the requirements of the proposed innovation.
As a responsible party, by signing below I declare to the Bay-Friendly Landscaping & Gardening Coalition that requirements that I have initialed above have been met and that I agree to, if audited, provide the necessary supporting documents (drawings, calculations, etc.)

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