



Steps to Submitting a ReScape California Rated Landscape Project

1 Prepare for the Project

The Rater is responsible for contracting with the project Client for services. In preparation for your first meeting with the Client, always download the latest versions of key documents.

What to Download

- Rating Manual
- Policy & Procedures Handbook
- Accountability Form
- Project Application - includes:
 - Project Intake Form
 - Project Data Form
 - Water Calculator
 - Scorecard
 - Rater Checklist
 - Innovation Request Form
 - Final Submittal Form
 - Benefits Summary
 - Evaluation



Tips

- Before submitting the project application to ReScape California, ensure that the Client:

- understands the ratings system
- is aware of applicable fees
- is committed to achieving ReScape California Rating

- Raters should include all fees for Project Application and Project Certification in the contract with the Client. The Rater will pay all fees related to the project rating directly to ReScape California.

2 Submit the Project Application

The Rater will submit the following documentation by email for review by ReScape California. Failure to properly complete and submit complete documentation will stop the application review process. The Rater will be notified via email and receive comments to assist in the verification process.

What to Submit

- Initial Project Application - includes:
 - Project Intake Form
 - Project Data Form
 - Water Calculator
 - Planning Scorecard
- Initial Application Fee



Tips

- Early in the design phase, not all information may be available. In this case, provide an estimate or state that the information is unknown at this time. The data forms will be updated when final documentation for the project is submitted.

- Submit the application as early as possible in the design phase to allow time for the project team to set goals and have access ReScape California tools and support. Projects that begin with the intention to create ReScape Landscapes are often able to incorporate more ReScape practices and avoid costly change orders.

- All of the information necessary to fill out the project application should be provided by the project team. The Rater is responsible for obtaining and compiling this information from the project team.

3 Verify and Gather Documentation

Throughout the project, the Rater will compile various types of project information to verify the implementation of ReScape practices and pass or fail each practice on the Scorecard. The Scorecard automatically calculates the ReScape Rated score.

Types of Documentation

In addition to the downloaded and completed tools (see Step 1), additional documentation may include:

- Bid Documents, Specifications, Receipts, Exhibits, Maintenance Manuals, Calculation Worksheets and/or Signed Accountability Forms

What to Submit



- Innovation Request Form (if necessary)
- All Signage that includes the ReScape logo or branding

Tips

- Retain organized documentation for each practice on file for five years after the date of final rating and make them available ReScape California for a desk review or when a quality assurance audit is conducted for the project.

- Innovations should be submitted to ReScape California for review before Step 4 to avoid any delay in issuing the ReScape Rating.

- Signage that describes ReScape California practices/principles or uses the ReScape logo should be submitted before the signs are made. ReScape California will reserve the right to approve, reject and comment on the submitted signage and request revisions if necessary.

4 Submit the Final Rating Results

The Rater will submit the Final Project Application, signed accountability forms, photos and Final Application Fee (including desk review fee if necessary). ReScape California will schedule an in-person desk review (if required) with Rater to review verification documents and provide feedback. Not all projects require a desk review. See the Policies & Procedures Handbook to learn more. ReScape will notify the Rater when the final rating results have been accepted and will mail Letter(s) of Qualification and Rated Sign(s) when the verification has been approved as complete.

What to Submit

- Final Project Application - includes:
 - Final Project Intake Form
 - Final Project Data Form
 - Water Calculator
 - Final Scorecard
 - Rater Checklist
 - Innovation Request Form
 - Final Submittal Form
 - Benefits Summary
 - Evaluation
- Project photos



- Final Application Fee (Including desk review fee if needed)
Includes one Letter of Qualification and one ReScape Rated Landscape sign

- Additional Letter of Completion Fee (optional)
- Additional Rated Signage Fee (optional)

Tips

- Check the Project Intake Form to ensure that the Contact Information and date are accurate before submitting the Final Rating Results. The Project Contact and the Rater will receive digital copies of the ReScape Rated Letter of Qualification and Logo Materials. The Project Contact will be mailed a Letter of Qualification and ReScape Rated Sign