



# Greater Triangle Stewardship Development Awards™ Program

## Program Policy Manual

### 1 Purpose

The purpose of the Greater Triangle Stewardship Development Awards™ (GTSDA) Program is to recognize land developments and redevelopments that go beyond compliance in protection of water quality, preservation of natural habitats and open space, use of green building techniques, enhancement of community fabric, and education of the public.

### 2 Recognition Categories.

There are four categories of recognition that may be bestowed upon an eligible project submitted by an applicant for recognition under the GTSDA Program.

2.1 **Gold Stewardship Development Award** is the highest level of distinction available in the GTSDA Program. This honor is only bestowed on substantially complete land development projects that have achieved high marks in all applicable criteria as determined by the selection panel. The project or the applicable project phase must be substantially complete and demonstrate accomplishment of project goals to receive Gold Stewardship Development status. Individual single-family homesites are not eligible.

2.2 **Silver Stewardship Development Award** is the second-highest level of award for a substantially complete land development project or applicable phase that may not achieve the standard of the Gold Stewardship Development Award. Individual single-family homesites are not eligible.

2.3 **Stewardship Honorable Mention** may be awarded if a substantially complete land development project or applicable phase does not qualify for a Gold or Silver Stewardship Award but does have elements that merit recognition. Individual homesites are not eligible

2.4 **Stewardship Development Design Recognition** may be awarded for a project that has not yet been substantially completed but that shows exemplary promise for implementing the principles of the GTSDA Program. Projects receiving Development Design Recognition may reapply in subsequent years for GTSDA Program recognitions for which only complete projects are eligible. The site plan must have received all state and federal permits (associated with design phase) as well as local government approval. Individual single-family homesites are not eligible.

### **3 Basic Requirements**

In order to qualify for any recognition awarded by the GTSDA Program, the project must meet the following basic requirements:

1. Project is located in Chatham, Durham, Franklin, Granville, Johnston, Orange, or Wake Counties,
2. Project is in compliance with or exceeds all applicable local, state, and federal regulations.
3. Participating Developers/Owners allow visits to site by the Judging Panel, Governing Council, and Program affiliates and provide additional information as requested.
4. Periodic evaluation of the project is authorized in perpetuity.
5. The applicant has not made a monetary contribution to the GTSDA Program for the current awards cycle.

### **4 Application Process**

Applications shall be accepted at any time up to the deadline of the year for which the project is being considered. Each year the application deadline will be established by the Program Governing Council and is subject to extension at their discretion. Any applications submitted after the deadline will be considered for the following year's GTSDA Program cycle. In order for applications to be complete, they must contain all information listed on the checklist on the Application Form, including a project narrative that demonstrates how the project meets the evaluation criteria.

### **5 Judging Panel**

A slate of independent review judges will be selected by the GTSDA Program Governing Council. The Judging Panel shall be comprised of professionals in the fields of engineering, natural resources sciences, planning, architecture, landscaping,

and others as deemed necessary. The GTSDA Program Governing Council will make the final determination of recipients of the awards based on recommendations from the Judges' Panel evaluations.

## **5.1 Conflict of Interest.**

5.1.1 An individual has a conflict of interest if he or she has a financial interest as owner, member, partner, officer, employer, stockholder, contractor, or other participant in a private business or professional enterprise that will be affected by the outcome of any project under consideration. Personal conflict of interest includes if the person has family member with financial interest in the project.

5.1.2 Any Judging Panel member, any Technical Committee member, or any GTSDA Program Governing Council member **shall** declare a conflict and remove themselves from any proceeding concerning the project that generates the conflict of interest.

5.1.3 No applicant may be considered for a GTSDA Program recognition in a GTSDA award cycle during which they have made a monetary contribution to the Program.

## **5.2 Judging Process**

### **5.2.1 Applicant Screening**

After the July applications deadline, the Technical Committee will meet to review whether the submitted applications are eligible for consideration under the current GTSDA Program cycle.

*Examples of reasons for ineligibility may include:*

- application was incomplete,
- project does not meet basic program criteria,
- project previously received a Gold Stewardship Development Award,
- project is not located within an eligible area, and
- project was reviewed in a previous year, did not qualify, and no substantial changes have been made.

Once the GTSDA Program has determined which applications are eligible under the Program, they will forward all eligible applications to the panel of judges and notify applicants of their eligibility or ineligibility. Applications deemed ineligible will be advised of the reasoning for that determination.

For all eligible projects, applicant presentations will then be scheduled along with site visits as necessary. All applicants will be given an opportunity to present their project's merits to the panel of judges either at the project site or at a neutral location. At the discretion of the GTSDA Program, site visits may be waived if a project has not begun work on the ground.

#### 5.2.2 Evaluation Process

The Judging Panel will evaluate how well applicants meet the specific criteria established in several principle areas (see “Expanded Criteria Guidelines”) based on all the information submitted in the application as well as site visits and applicant presentations. Each application will be judged on the overall creativity, design, and mitigation of environmental impacts of the land development project. Primary emphasis will be placed on the specific criteria applicable to each project. A standard evaluation form will be used to rate the degree to which a project meets relevant criteria. If a project has applied for recognition in a past GTSDA cycle and did not receive recognition or received a Development Design Recognition award, the Judging Panel may also review the evaluation notes from the prior judges. The Judging Panel will make recommendations to the Governing Council on which projects should which type of recognition under the GTSDA Program.

#### 5.2.3 Decision of GTSDA Program Recognition

Awards will be conferred at an Awards Banquet or other public event. After site visits have been conducted and judges have submitted their project evaluations, the Governing Council will discuss judges’ recommendations and finalize the recognitions and awards to be conferred. After determinations are made, applicants will be notified of the final decisions at least four weeks prior to the awards conferral event and/or prior to the RSVP deadline and provide feedback provided by the Judging Panel during the application evaluation process. After the event, all eligible applicants will receive a letter thanking them for participation in the program as well as any recognition materials not conferred at the event (e.g., electronic version of the GTSDA Program logo for use in promoting projects that received Gold Stewardship Recognition).

## 6 Recognition Benefits

### 6.1 Gold Stewardship Development Award Benefits

The Gold Stewardship Development awardee will be presented with official signage displaying the GTSDA Program logo that may be used on site at the award-winning project only. The sign is not transferable to other project sites or to other locations.

Upon receipt of a Gold Stewardship Development Award, a recipient will be conferred a digital image of the GTSDA Program logo which may be used by the recipient in association with the award-winning project only and may not be used in general marketing or other ways by the recipient that are not directly related to the award-winning project.

### **6.2 Silver Stewardship Development Award Benefits**

The Silver Stewardship Development awardee will be presented with a plaque identifying the project that receives the recognition. There is no right, express or implied, to use the logo of the GTSDA Program on any marketing materials or on any other materials. The awardee may mention receiving the Silver Stewardship Development award specifically but only in materials related specifically to the award-winning project.

### **6.3 Stewardship Honorable Mention Benefits**

The Stewardship Honorable Mention honoree will be presented with a certificate acknowledging the element(s) of the project that merited recognition. This recognition confers no rights to use the trademarked logo of the Greater Triangle Stewardship Development Awards Program in any way. Any reference to receipt of the Stewardship Honorable Mention must be clearly limited to the specific elements receiving recognition.

### **6.4 Stewardship Development Design Recognition Benefits**

The Development Design Recognition honoree will be presented with a certificate acknowledging the element(s) of the project that merited recognition. This recognition confers no rights to use the trademarked logo or name of the Greater Triangle Stewardship Development Awards Program in any way. Any reference to receipt of the Development Design Recognition must be clearly limited to the specific elements receiving recognition.

## **7 Right to Use of GTSDA Logo**

The logo and name of the Greater Triangle Stewardship Development Awards™ Program are a trademark owned by the GTSDA Program and shall be used only with the express permission of the GTSDA Program Governing Council and only for the purposes granted. The right to use the logo may be revoked at any time at the discretion of the GTSDA Program Governing Council. Examples of grounds for revocation include findings that the logo was used in a manner inconsistent with Program Policy (established herein); the project has violated a local, state, or federal regulation; or the project no longer meets the criteria for the award that was granted.

## **8 Retraction of Award**

The GTSDA Program, at its sole discretion, reserves the right to revoke any recognition for failure to comply with program requirements or criteria. In applying for recognition by the Greater Triangle Stewardship Development Awards™ Program, the applicant authorizes the GTSDA Program to make future periodic evaluations to ensure that project continues to meet the standards of the recognition conferred. All applicants sign a statement on the Application Form indicating agreement to return any recognition and forfeit all benefits if it is found by the GTSDA Program Governing Council that the subject project failed to maintain the level, nature, and quality development represented in the application. Failure to keep a project in compliance with all applicable local, state, and federal regulations or substantial change to a project relative to the elements that resulted in conferring the recognition are grounds for retraction of a recognition and associated benefits.