

# Online Scoresheet – Project Self-Assessment

You are invited to use the online scoresheet for project self-assessments. This file describes the steps in assessing a project online.

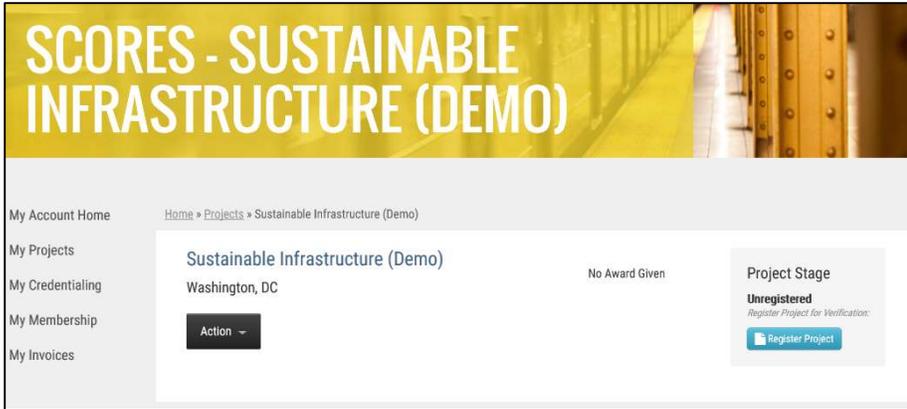
- 1) **Login to your account.** At [www.sustainableinfrastructure.org](http://www.sustainableinfrastructure.org), select “Login”.
- 2) **Open your project.** Navigate to “My Projects” to see your list of projects. Click on the name of the project to work on the Envision assessment.

The screenshot displays the 'Projects Overview' page. On the left is a navigation menu with 'My Projects' selected. The main content area features a search bar and a table of projects. The table has the following data:

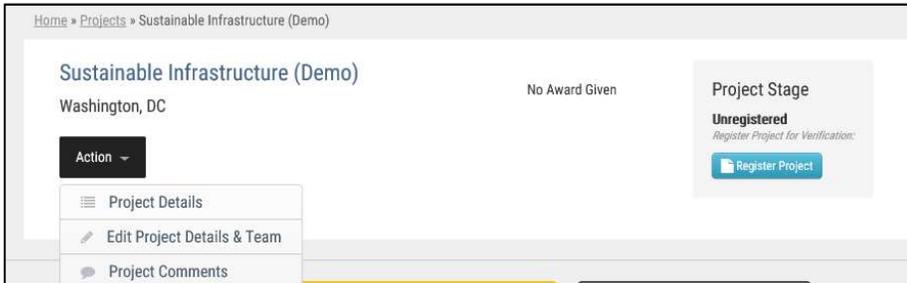
Project Name	Project Lead	Project Status	Modified	
Sustainable Infrastructure (Demo)	Denise Nelson, Institute for Sustainable Infrastructure, Vice President <a href="#">Edit Team</a>	Unregistered <i>Register Project for Verification:</i> <a href="#">Register Project</a>	04/25/2016	
Sustainable Project (demo)	Denise Nelson, Institute for Sustainable Infrastructure, Vice President <a href="#">Edit Team</a>	<i>Appeal has been completed: Final scores have been awarded.</i> <a href="#">Print Award</a>	03/24/2016	

- 3) **View the “Scores” page.** The “Scores” page is the project assessment summary. This is the main page for the project. From here you can edit the project details, select credit levels of achievement in the summary table, access the detailed credit pages, and view the results graphs. Each one of these items is described in detail below.
- 4) **View project summary.** The top bar lists the project name and location. It will also include the potential award level in progress if one has been achieved.

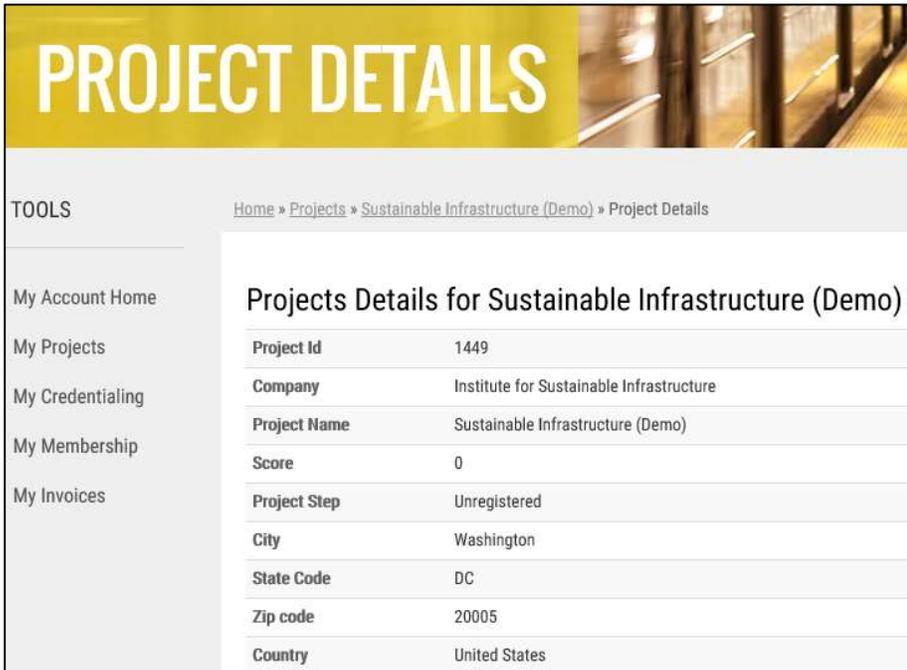
The project stage box indicates the next step in the verification process. For self-assessments, this box will say “unregistered” and provide an option to register the project. You may register a project at any point in the self-assessment; just keep in mind that registration is \$1000 and formally enters the project in the verification process. The full verification fee is based on the project size.



- 5) **View project summary actions.** The “Action” button allows you to view and edit project details and comments.



- 6) **View project details.** From the “Action” button, select “Project Details”. You will find a list of the project details provided when the project was created.

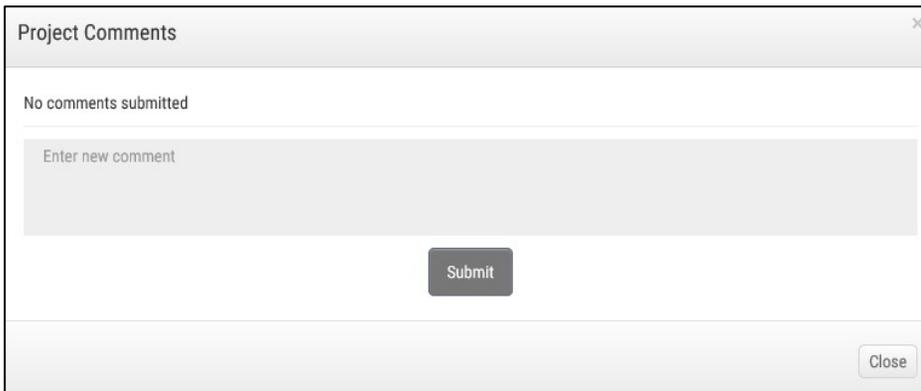


- 7) **Edit project details.** From the “Action” button, select “Edit Project Details & Team”. You will be able to update the project details provided when the project was created.



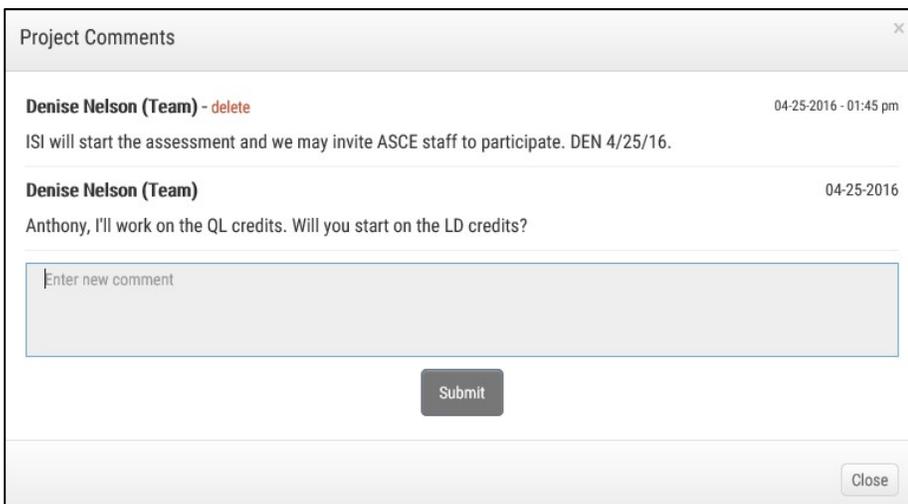
The screenshot shows a web interface for updating project details. At the top, there is a yellow banner with the text "UPDATE - SUSTAINABLE INFRASTRUCTURE (DEMO)". Below the banner, the breadcrumb navigation reads "Home > Projects > Sustainable Infrastructure (Demo) > Update". On the left, there is a sidebar with navigation links: "My Account Home", "My Projects", "My Credentialing", and "My Membership". The main content area is titled "Project Name and Location" and contains three input fields: "Sustainable Infrastructure (Demo)", "United States" (with a dropdown arrow), "Washington", "District Of Columbia" (with a dropdown arrow), and "20005".

- 8) **Provide project comments.** From the “Action” button, select “Project Comments” to view and enter comments. These comments are visible to everyone on the project team. If the project is submitted for verification, these comments are visible to the verifier.



The screenshot shows a "Project Comments" dialog box. The title bar says "Project Comments" with a close button (X). The main content area displays "No comments submitted". Below this is a text input field with the placeholder text "Enter new comment". A "Submit" button is centered below the input field. In the bottom right corner, there is a "Close" button.

Once comments are submitted, they will be saved here. There is an option to delete comments if necessary.



The screenshot shows the "Project Comments" dialog box with one comment displayed. The comment is from "Denise Nelson (Team)" and is dated "04-25-2016 - 01:45 pm". The text of the comment is "ISI will start the assessment and we may invite ASCE staff to participate. DEN 4/25/16." There is a "delete" link next to the name. Below the comment is another comment from "Denise Nelson (Team)" dated "04-25-2016" with the text "Anthony, I'll work on the QL credits. Will you start on the LD credits?". Below the second comment is a text input field with the placeholder "Enter new comment", a "Submit" button, and a "Close" button in the bottom right corner.

9) **View the summary scoresheet.** The summary scoresheet lists the 60 credits organized into the five categories. Each category can be expanded by clicking on the category banner and minimized by selecting the “-“ in the top right corner. The summary statements say “0 credits in progress, 0 credits completed” referring to the number of credits you have assessed.

 <b>QUALITY OF LIFE</b> 13 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 181 Possible points
 <b>LEADERSHIP</b> 10 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 121 Possible points
 <b>RESOURCE ALLOCATION</b> 14 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 182 Possible points
 <b>NATURAL WORLD</b> 15 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 203 Possible points
 <b>CLIMATE AND RISK</b> 8 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 122 Possible points

 <b>QUALITY OF LIFE</b> 13 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 181 Possible points
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10) **Assess credits in summary scoresheet.** You can select credit levels of achievement in the summary scoresheet by clicking on the point value boxes.

 <b>QUALITY OF LIFE</b> 13 credits	0 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	0 of 181 Possible points																
Purpose	<input type="checkbox"/> QL1.1 Improve Community Quality of Life <input type="checkbox"/> QL1.2 Stimulate Sustainable Growth and Development <input type="checkbox"/> QL1.3 Develop Local Skills and Capabilities	              	<div style="text-align: right; margin-bottom: 5px;">Set Improved as score</div> <table border="1"> <thead> <tr> <th></th> <th>S</th> <th>C</th> <th>R</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>0</td> <td>2</td> <td>5</td> </tr> <tr> <td>N/A</td> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>N/A</td> <td>0</td> <td>1</td> <td>2</td> </tr> </tbody> </table>		S	C	R	N/A	0	2	5	N/A	0	1	2	N/A	0	1	2
	S	C	R																
N/A	0	2	5																
N/A	0	1	2																
N/A	0	1	2																

Your selections will appear as gray boxes with a bold border.

 <b>QUALITY OF LIFE</b> 13 credits	3 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	4 of 181 Possible points – 2%																								
Purpose	<input type="checkbox"/> QL1.1 Improve Community Quality of Life <input type="checkbox"/> QL1.2 Stimulate Sustainable Growth and Development <input type="checkbox"/> QL1.3 Develop Local Skills and Capabilities	              	<table border="1"> <thead> <tr> <th></th> <th>I</th> <th>E</th> <th>S</th> <th>C</th> <th>R</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>0</td> <td>2</td> <td>5</td> <td>10</td> <td>25</td> </tr> <tr> <td>N/A</td> <td>0</td> <td>1</td> <td>2</td> <td>5</td> <td>16</td> </tr> <tr> <td>N/A</td> <td>0</td> <td>1</td> <td>2</td> <td>5</td> <td>15</td> </tr> </tbody> </table>		I	E	S	C	R	N/A	0	2	5	10	25	N/A	0	1	2	5	16	N/A	0	1	2	5	15
	I	E	S	C	R																						
N/A	0	2	5	10	25																						
N/A	0	1	2	5	16																						
N/A	0	1	2	5	15																						

- 11) **Assess credits on the detailed credit page.** Click on the credit name to view the detailed credit page. You will see the credit intent, metric, and level of achievement table. You can click on the “Select” button for the appropriate level.



## QL2.5 ENCOURAGE ALTERNATIVE MODES OF TRANSPORTATION

« Previous
Next »

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**Intent**

Improve accessibility to nonmotorized transportation and public transit. Promote alternative transportation and reduce congestion.

**Metric**

The degree to which the project has increased walkability, use of public transit, and nonmotorized transit.

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No Level	Improved	Enhanced	Superior	Conserving	Restorative
<p><b>(0) No Level of achievement</b> No level of achievement to be awarded.</p>	<p><b>(1) Transit access.</b> The location of the completed project encourages the use of transit or nonmotorized transportation (e.g., walking or cycling). The completed project is located within walking distance of pedestrian-accessible, multimodal transportation. Restrictions on parking of motorized vehicles is incorporated into the design.  (A, B)</p>	<p><b>(3) Non-motorized or transit friendly.</b> The completed project creates or offers convenient access to transit. The completed project is designed for convenience in movement to transit facilities. Extended contiguous trails and bicycle networks connect to the site and/or the completed project.  (A, B, C)</p>	<p><b>(6) Non-motorized and transit friendly.</b> The completed project is located in a place and configured in such a way that encourages the use of nonmotorized transportation and transit for access. The location selected is convenient to extended and contiguous walking and bike paths. Secure bicycle lockers are available. Facilities for users of the completed project incorporate appropriate support policies.  (A, B, C, D)</p>	<p><b>(12) Public transportation enhancements.</b> The project enhances public transportation facilities or implements programs to encourage the use of public and nonmotorized transportation. Enhancements include provisions for sheltered and well-lit bus stops, tram stops, or transit access points. Enhancements also include effective display of information such as time and route of public transportation.  (A, B, C, D, E)</p>	<p><b>(15) Reviving transportation options.</b> The project is designed and constructed in a way that rehabilitates pathways, bike paths, rail and/or water modes of transportation that were unused and/or in disrepair and/or removes barriers to the use of alternative modes of transportation. The project integrates these underutilized assets to the existing transportation infrastructure and the larger transportation infrastructure strategy.  (A, B, C, D, E, F)</p>
<span style="border: 1px solid gray; padding: 2px 10px;">Select</span>	<span style="border: 1px solid gray; padding: 2px 10px;">Select</span>	<span style="border: 1px solid gray; padding: 2px 10px;">Select</span>	<span style="border: 1px solid gray; padding: 2px 10px;">Select</span>	<span style="border: 1px solid gray; padding: 2px 10px;">Select</span>	<span style="border: 1px solid gray; padding: 2px 10px;">Select</span>

You can scroll down to see the credit evaluation criteria.

### Evaluation Criteria and Documentation

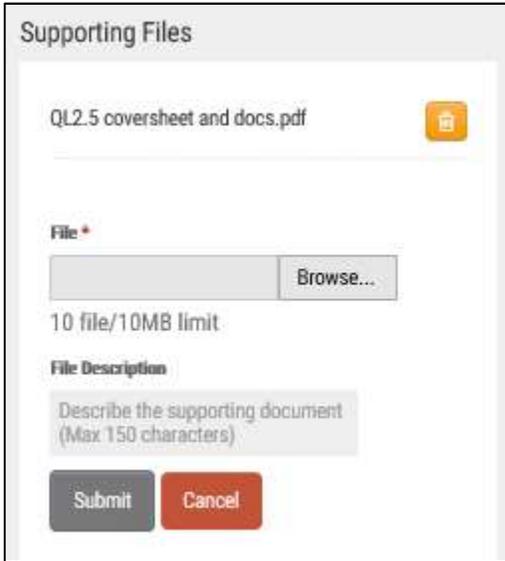
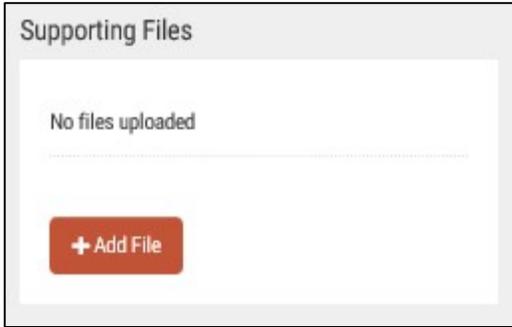
**A. Is the completed project located within walking distance and is it pedestrian accessible to multimodal transportation facilities?**

1. Location and design drawings showing proximity and accessibility to transportation facilities. The generally accepted standard for walking distance is 0.5 miles or a 10-minute walk.
2. Degree of convenience and accessibility.

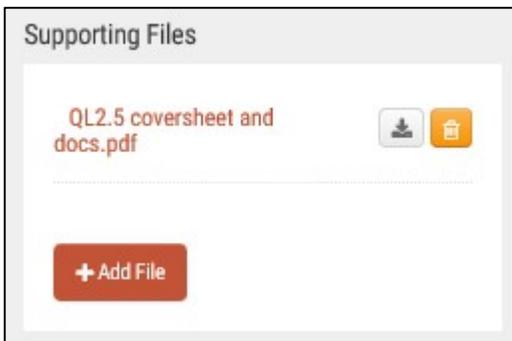
**B. Does the completed project and associated infrastructure restrict the parking of motorized vehicles?**

1. Location and design drawings showing parking availability in and around the completed project.
2. Parking spaces available relative to expected use of the completed project and availability of alternative transportation. Comparisons to other parking-restricted facilities and infrastructure.

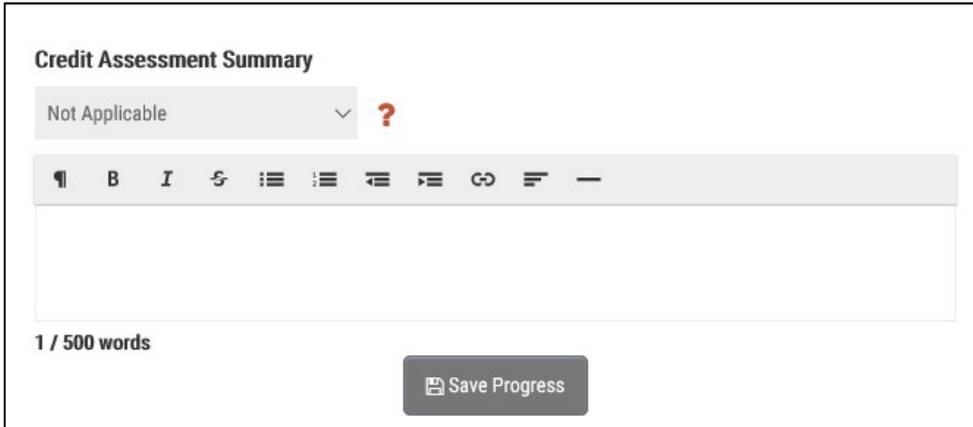
You can upload documentation. You can upload up to 10 files per credit. Files are restricted to PDF format and a maximum 10MB size.



You will be able to download or delete any files posted.



By default, all credits are considered “Applicable.” You can designate a credit as “Not Applicable,” provide comments on the credit assessment, and save your work in progress.



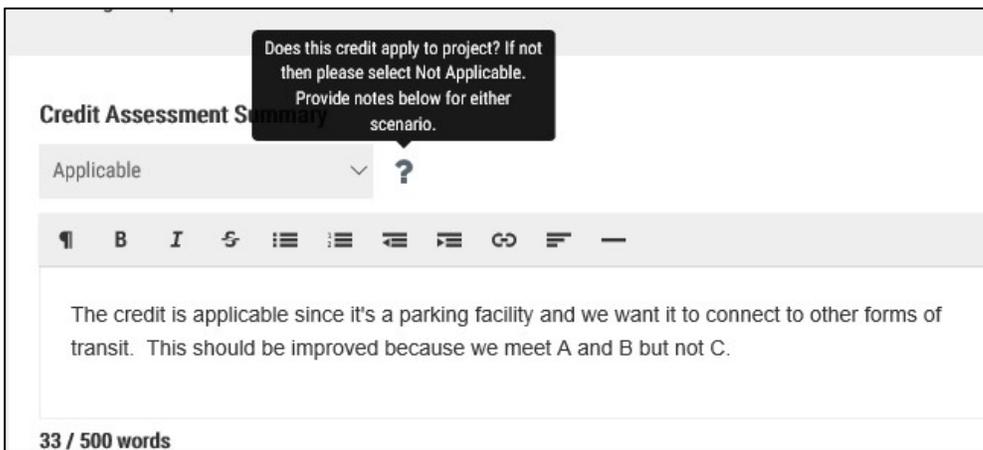
**Credit Assessment Summary**

Not Applicable ?

**B I** *[Rich text editor icons]*

1 / 500 words

**Save Progress**



**Credit Assessment Summary**

Applicable ?

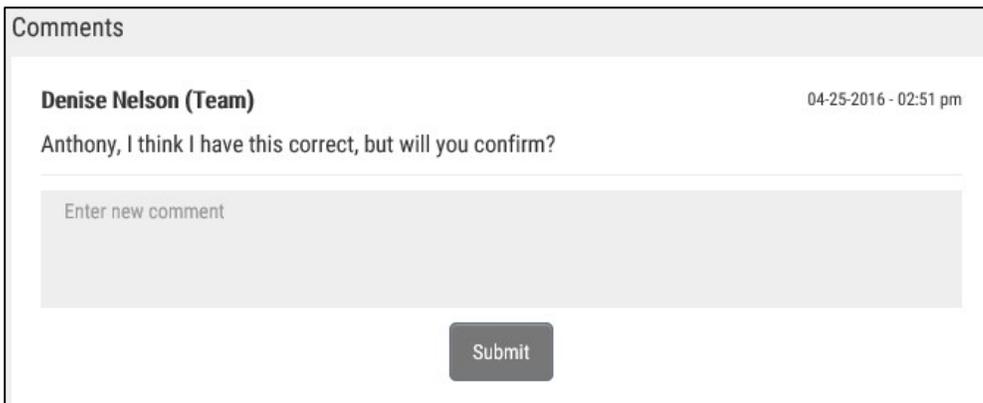
**B I** *[Rich text editor icons]*

The credit is applicable since it's a parking facility and we want it to connect to other forms of transit. This should be improved because we meet A and B but not C.

33 / 500 words

*Does this credit apply to project? If not then please select Not Applicable. Provide notes below for either scenario.*

You can provide comments on the credit to your project team. These comments are visible to everyone on the project team. If the project is submitted for verification, these comments are visible to the verifier.



**Comments**

**Denise Nelson (Team)** 04-25-2016 - 02:51 pm

Anthony, I think I have this correct, but will you confirm?

Enter new comment

**Submit**

You can review the credit description and list of related credits online.

### Description

It is important to integrate the completed project to the existing public transportation network and incorporate improvements whenever possible and practical. An overdependence on cars and other motorized vehicles has had long-lasting and detrimental effects on cities. Widening streets and large areas of surface parking have caused cities to spread out, making movement more difficult for pedestrians, bicyclists, and those dependent on public transportation.

The completed project is located within walking distance to pedestrian- accessible, multimodal transportation facilities and parking of motorized vehicles is restricted.

Moreover, the completed project is located in a place that encourages the use of nonmotorized transportation for access. The location selected is convenient to extended and contiguous walking and bike paths. Secure bicycle lockers are made available. Facilities for workers in the completed project are designed to incorporate the appropriate support facilities. User policies are designed to encourage nonmotorized transportation.

### Related Envision Credits

- QL2.4 Improve Community Mobility and Access
- QL2.6 Improve Site Accessibility, Safety and Wayfinding

When you are ready to continue to another credit, you can use the “Previous” and “Next” buttons at the top of the page or you can select the project name link to return to the summary scoresheet.



12) **Restrict credit users.** By default, all team members are able to edit all credits. However, the project team leader can designate who is able to edit individual credits. On the summary scoresheet, the project team leader will see a person symbol for each credit. After selecting the symbol, he/she will see a list of project team members. He/she can select the members who should be able to edit the credit.

<input type="checkbox"/> QL2.3 Minimize Light Pollution			N/A	0	1	2	4	8	11
<input type="checkbox"/> QL2.4 Improve Community Mobility and Access			N/A	0	1	4	7	14	-
<input type="checkbox"/> QL2.5 Encourage Alternative Modes of Transportation			N/A	0	1	3	6	12	15
<input type="checkbox"/> QL2.6 Improve Site Accessibility, Safety and Wayfinding			N/A	0	-	3	6	12	15

**Allow credit editing for these users only** ✕

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**Project Team**

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Nelson, Denise  
nelson@sustainableinfrastructure.org + Select

---

Kane, Anthony  
kane@sustainableinfrastructure.org ✕ Remove

---

*Please note, a user must be associated with project to show up in this list.*

13) **View credit notes.** If there are credit notes, there will be a red dot next to the notes symbol on the summary scoresheet. Select the notes symbol to view the notes.

<input type="checkbox"/> QL2.5 Encourage Alternative Modes of Transportation	   	N/A	0	1	3	6	12	15
<input type="checkbox"/> QL2.6 Improve Site Accessibility, Safety and Wayfinding	   	N/A	0	-	3	6	12	15

**Credit Assessment Summary**

Applicable ▼ ?

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The credit is applicable since it's a parking facility and we want it to connect to other forms of transit. This should be improved because we meet A and B but not C.

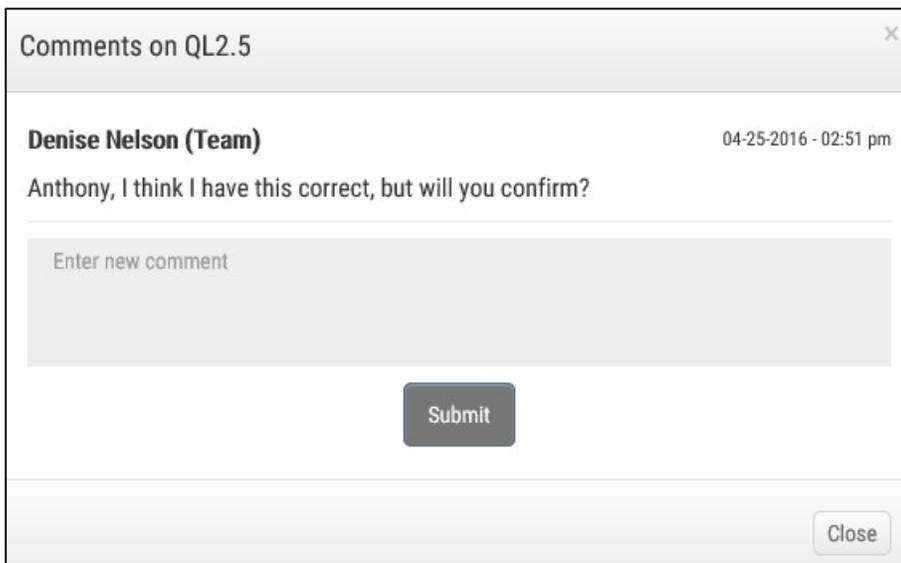
14) **View credit documents.** If there are credit documents, there will be a red dot next to the paperclip symbol on the summary scoresheet. Select the paperclip symbol to view the documents.

<input type="checkbox"/> QL2.5 Encourage Alternative Modes of Transportation	   	N/A	0	1	3	6	12	15
<input type="checkbox"/> QL2.6 Improve Site Accessibility, Safety and Wayfinding	   	N/A	0	-	3	6	12	15



15) **View credit comments.** If there are credit comments, there will be a red dot next to the comment symbol on the summary scoresheet. Select the comment symbol to view the comments.

<input type="checkbox"/> QL2.5 Encourage Alternative Modes of Transportation						N/A	0	1	3	6	12	15
<input type="checkbox"/> QL2.6 Improve Site Accessibility, Safety and Wayfinding						N/A	0	-	3	6	12	15



16) **Confirm credits were assessed.** If the credit was assessed, the check mark will be black on the summary scoresheet. If not, the check mark will be gray on the summary scoresheet.

<input type="checkbox"/> QL2.5 Encourage Alternative Modes of Transportation						N/A	0	1	3	6	12	15
<input type="checkbox"/> QL2.6 Improve Site Accessibility, Safety and Wayfinding						N/A	0	-	3	6	12	15

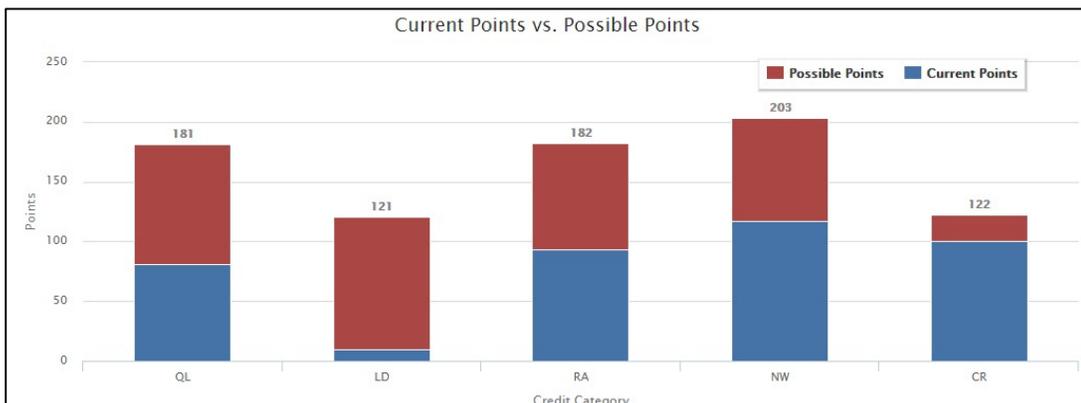
17) **Track progress in assessing credits.** The category banners in the summary scoresheet indicate the number of credits reviewed and completed, the date of the last update, and the number of points achieved.

 <b>QUALITY OF LIFE</b> 13 credits	13 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	54 of 170 Possible points – 32%
 <b>LEADERSHIP</b> 10 credits	9 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	27 of 105 Possible points – 26%
 <b>RESOURCE ALLOCATION</b> 14 credits	4 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	23 of 182 Possible points – 13%
 <b>NATURAL WORLD</b> 15 credits	4 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	2 of 174 Possible points – 1%
 <b>CLIMATE AND RISK</b> 8 credits	4 credits in progress, 0 credits completed Last updated 04/25/2016 by Denise Nelson	Project progress	21 of 101 Possible points – 21%

18) **View draft score (table).** You can view your progress at any time. Be sure to select “Refresh Summary” for the latest data.

Project Summary		Submitted Score Information			Verified Score Information		
Credit Category	Applicable	Submitted	Percentage	Applicable	Verified	Percentage	
QUALITY OF LIFE	181	81	45%	181	0	0%	
LEADERSHIP	121	10	8%	121	0	0%	
RESOURCE ALLOCATION	182	93	51%	182	0	0%	
NATURAL WORLD	203	117	58%	203	0	0%	
CLIMATE AND RISK	122	100	82%	122	0	0%	
Total Points / %	809	401	50%	809	0	0%	

19) **View draft score (graph).** You can view your progress at any time.

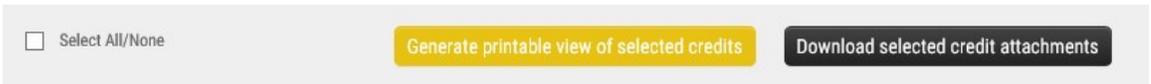


20) **View potential award level.** The top bar shows the potential award level in progress if one has been achieved.



The screenshot shows a web interface for a project titled "Sustainable Infrastructure (Demo)" located in "Washington, DC". On the left, there is a dark button labeled "Action" with a downward arrow. In the center, there is a bronze trophy icon with the number "27" on it, and the word "Bronze" written below it. On the right, there is a light gray box titled "Project Stage" which contains the text "Unregistered" and "Register Project for Verification:" followed by a blue button labeled "Register Project". At the top of the page, there is a breadcrumb trail: "Home » Projects » Sustainable Infrastructure (Demo)".

21) **Export project data.** You can execute a bulk download of project data. First, you can select which credits you want to export or select all credits. Then select "Download selected credit attachments."



The screenshot shows a horizontal bar with three elements. On the left, there is a checkbox followed by the text "Select All/None". In the center, there is a yellow button with the text "Generate printable view of selected credits". On the right, there is a dark button with the text "Download selected credit attachments".