

**Project Name:** \_\_\_\_\_

**Project ID:** \_\_\_\_\_

As a key step in the verification quality assurance process, the ENV SP is responsible for ensuring a high-quality submission that adheres to ISI's policies and guidance, as issued and updated from time-to-time. Please indicate that you have reviewed the submission for the following common errors and omissions. Failure to address these items will likely result in no level of achievement being verified for one or more credits and a lower overall score.

**PLEASE SUBMIT** your signed checklist by emailing it to your assigned ISI contact person or include it as part of the upload for credit QL1.1.

### **Guide, Policies, and Credit Interpretations**

I acknowledge that I have reviewed the latest *Guide to Envision Verification for Applicants* (the Guide), policies, and published Credit Interpretations posted on the ISI website. (Note, these documents are updated from time to time and the latest versions would apply at the time of project submission.)

### **Environmental, Social, and Governance Safeguards**

I attest that, to the best of my knowledge, all environmental, social, and environmental safeguards were adhered to on the project. Please reference the Guide - Appendix C.

### **Levels of Achievement**

I confirm that a level of achievement has been selected for all credits on the Online Scoresheet. (Note, if you decide not to pursue one or more credits, 'No Level' must be selected as the level of achievement.)

### **ISI Credit Coversheet Templates**

I confirm that, in accordance with Policy 10.2 in the Guide, the ISI issued Credit Coversheet Templates were used for all submitted credits. (Note, no coversheets are required for credits for which 'No Level' of achievement is selected; applicants are not required to explain why they are not pursuing credits.)

### **Not Applicable Credits**

I acknowledge that credits deemed Not Applicable, are appropriately justified as outlined in the Guide, section 3.2., noting that project scope, local laws, budgets, stakeholder priorities, etc. are not justifiable reasons. I further confirm that credit coversheets, along with a rationale, have been provided for any credits assessed as Not Applicable. (Note that even if a credit is deemed Not Applicable, a coversheet is required along with the rationale and documentation illustrating the credit's lack of applicability to the project. Refer to the Guide, section 3.2.)

**Evaluation Criteria**

I confirm that each criterion (A, B, etc.) relevant to the assessed level of achievement has been addressed individually and that explanations are provided. (Note that supporting documentation is required to back-up your claims / statements made in the credit coversheet, so a narrative / explanation is necessary to outline key findings from the documentation and your rationale. Explanations should not be combined for more than one evaluation criterion. Also, an individual evaluation criterion cannot be assessed 'Not Applicable'. Refer to the Guide, sections 3.2. and 3.3.)

**Stand-alone Credit Submittals**

I confirm that narratives provided in credit coversheets do not reference other credits, or documentation provided for other credits. (Refer to the Guide, section 3.3.)

**Supporting Document Attachments**

I confirm that supporting documentation is in PDF format and that relevant sections are highlighted and/or annotated to draw the verifier's attention to sections / pages / excerpts that back-up statements made in the coversheet. (Note that only PDF files are accepted. Pertinent information found on web pages should be submitted as PDFs for review rather than web links and video files may be incorporated as screen shots with transcribes / summaries. On occasion, ISI may request documentation in a format other than PDF, e.g., an Excel file, if the PDF document does not contain sufficient detail for the verifier to interpret it. However, all efforts should be made by the project team to clearly explain files, how calculations were conducted, etc. Refer to the Guide, section 3.3.)

**Project Boundary / Scope**

I attest that a project boundary and scope has been provided and is consistently applied across credits. A site map has also been included in the project submittal, indicating the boundary and all project elements. (Note, Envision v3 applicants can share this information in the 'define the project' section on the ISI website, while Envision v2 applicants are required to provide this information as part of the upload for credit QL1.1, or by email to their assigned ISI contact for dissemination to the verifier. Refer to the Guide, section 3.3.)

**Innovation Points**

I have reviewed that the Innovation points claimed fall within one of the options to earn points and that points are assessed according to the guidelines. (Refer to the Guide, section 3.2. for the options to earn innovation points. Note that in Envision v3, points are awarded in 2-point increments, whereas in Envision v2, points are awarded in 1-point increments. Innovation points cannot be earned in multiple categories for the same innovation strategy.)

**Pending Credit Submittals** (Envision v3 only)

I confirm that credit coversheets, along with supporting documentation, have been provided for any “Pending” credits. (Note this is applicable to v3 project submissions only. If a credit is deemed “Pending”, a coversheet needs to be submitted along with the rationale and supporting documentation to justify your assessment of the pending level of achievement. Refer to the Guide, section 3.3.)

**Naming Resubmitted Files** (Round 2 review only, for both Envision v2 and v3 project submittals)

I acknowledge that, if required, resubmitted files require clear renaming. (When resubmitting credits for second review, please be sure to label the file accordingly so that it can be clearly distinguished from the original file submitted for first review by the verifier.)

**ENV SP:**

\_\_\_\_\_

name

signature

**Date:**

\_\_\_\_\_