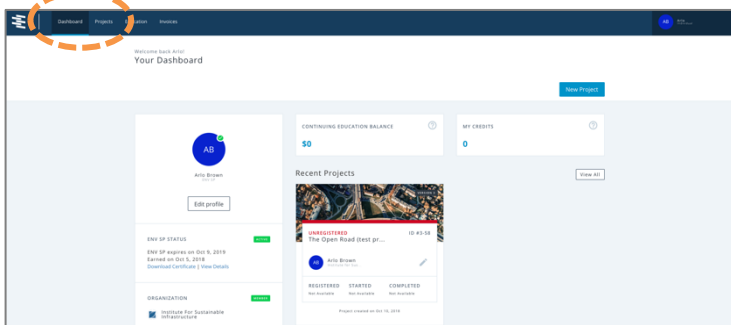


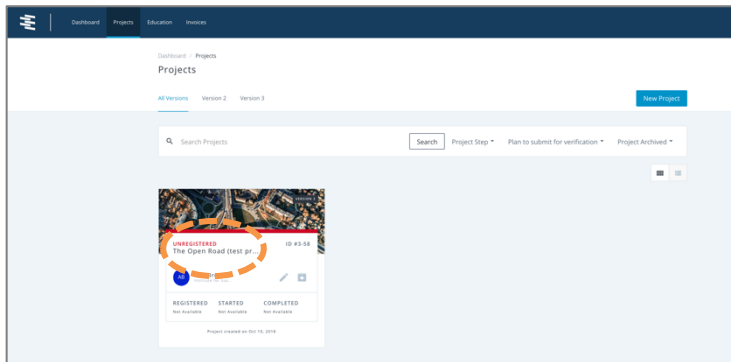
# SELF-ASSESSMENTS

## Online Tutorial

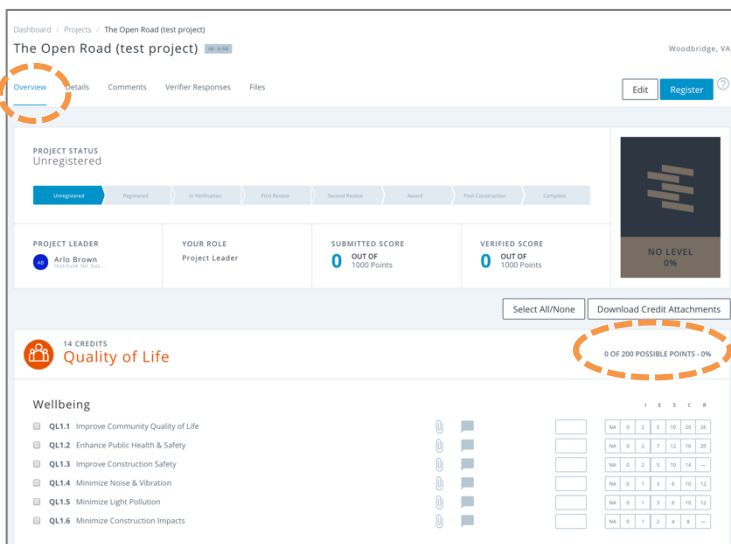
You are invited to use the online scoresheet for project self-assessments. This file describes the steps in assessing a project online.



Login to your account. Recent projects can be found on your 'Dashboard', and when you navigate to 'Projects' you can view a list of all of your projects.

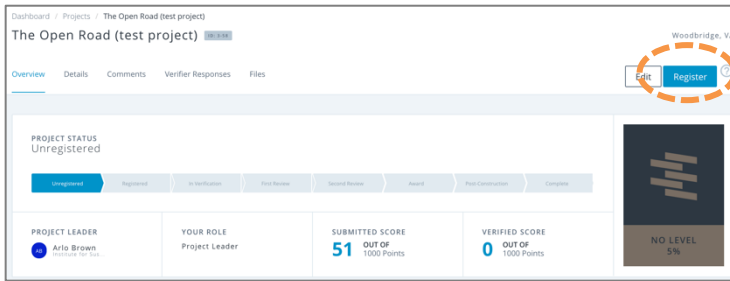


Click on the name of the project to work on the Envision assessment.



The 'Overview' page shows the project assessment summary along with summary information for each credit. This is the main page for the project. From here you can edit the project details, select credit levels in the summary scoresheet, access the detailed credit pages, and view the results graphs.

At the top of each credit category is a summary of the points achieved based on the credits assessed.



Dashboard / Projects / The Open Road (test project)

The Open Road (test project) Unregistered

Overview Details Comments Verifier Responses Files

PROJECT STATUS: Unregistered

PROJECT LEADER: Arlo Brown

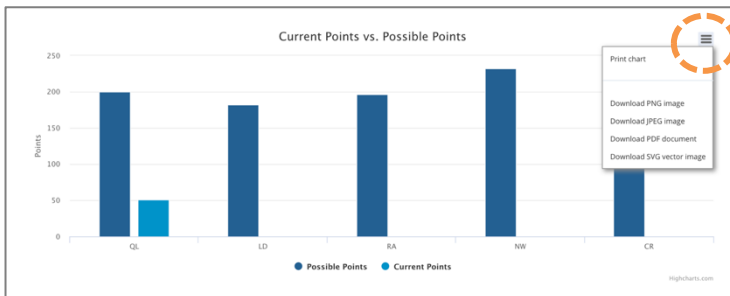
YOUR ROLE: Project Leader

SUBMITTED SCORE: 51 OUT OF 1000 Points

VERIFIED SCORE: 0 OUT OF 1000 Points

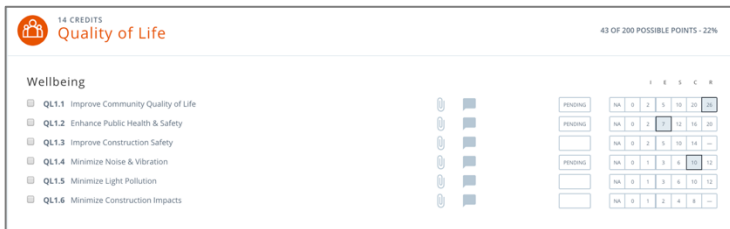
NO LEVEL 5%

At the top of the 'Overview' page you will find a summary of the project's status. A potential award level will be indicated if one has been achieved. The project status indicates the next step in the verification process. For self-assessments, this progress bar will show "unregistered". To register your project at any time, click the blue button labeled "register".



Scroll to the bottom of the 'Overview' page to view a graph of your progress at any time.

You may also export the progress data by clicking on the graph's menu button and selecting how you'd like to export the data.



14 CREDITS Quality of Life 43 OF 200 POSSIBLE POINTS - 22%

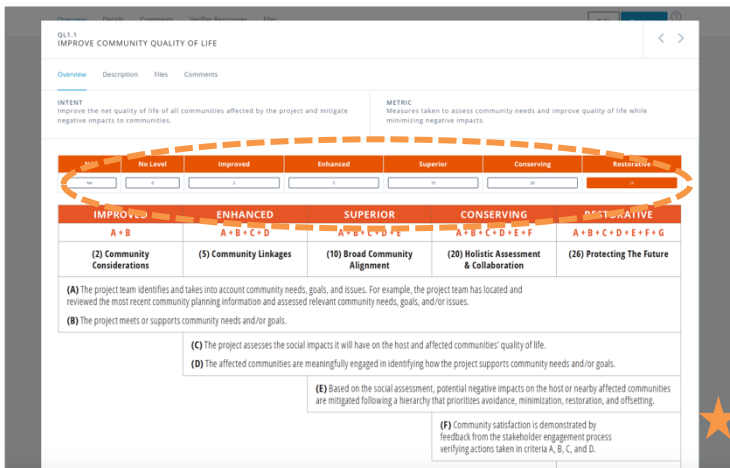
Wellbeing

- QL1.1 Improve Community Quality of Life
- QL1.2 Enhance Public Health & Safety
- QL1.3 Improve Construction Safety
- QL1.4 Minimize Noise & Vibration
- QL1.5 Minimize Light Pollution
- QL1.6 Minimize Construction Impacts

	1	2	3	4	5
PENDING	NA	0	2	5	20
PENDING	NA	0	2	5	20
PENDING	NA	0	1	1	10
	NA	0	1	1	10
	NA	0	1	1	10

**Assessing credits:** Credits may be assessed directly in the summary scoresheet. You can select credit levels of achievement in the summary scoresheet by clicking on the point value boxes. You may also designate credits as "not applicable" here.

You may also assess credits on the detailed credit page. In the summary scoresheet, click on the credit name to view the detailed credit page. You will see the credit intent, metric, and level of achievement table. Click the button for the appropriate level.



QL1.1 IMPROVE COMMUNITY QUALITY OF LIFE

Overview Description Files Comments

INTENT: Improve the net quality of life of all communities affected by the project and mitigate negative impacts to communities.

METRIC: Measures taken to assess community needs and improve quality of life while minimizing negative impacts.

Level selection bar: No Level, Improved, Enhanced, Superior, Conserving, Restorative

IMPROVED	ENHANCED	SUPERIOR	CONSERVING	RESTORATIVE
A + B	A + B + C + D	A + B + C + D + E + F	A + B + C + D + E + F	A + B + C + D + E + F + G
(2) Community Considerations	(5) Community Linkages	(10) Broad Community Alignment	(20) Holistic Assessment & Collaboration	(26) Protecting The Future

(A) The project team identifies and takes into account community needs, goals, and issues. For example, the project team has located and reviewed the most recent community planning information and assessed relevant community needs, goals, and/or issues.

(B) The project meets or supports community needs and/or goals.

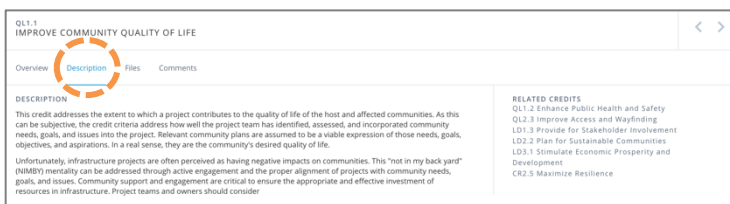
(C) The project assesses the social impacts it will have on the host and affected communities' quality of life.

(D) The affected communities are meaningfully engaged in identifying how the project supports community needs and/or goals.

(E) Based on the social assessment, potential negative impacts on the host or nearby affected communities are mitigated following a hierarchy that prioritizes avoidance, minimization, restoration, and offsetting.

(F) Community satisfaction is demonstrated by feedback from the stakeholder engagement process verifying actions taken in criteria A, B, C, and D.

You can scroll down to see the credit evaluation criteria and documentation as well as details pertaining to performance improvement as they are printed in the Envision Guidance Manual. To go back to the summary scoresheet, click in the grey area outside of the detailed credit page box.



QL1.1 IMPROVE COMMUNITY QUALITY OF LIFE

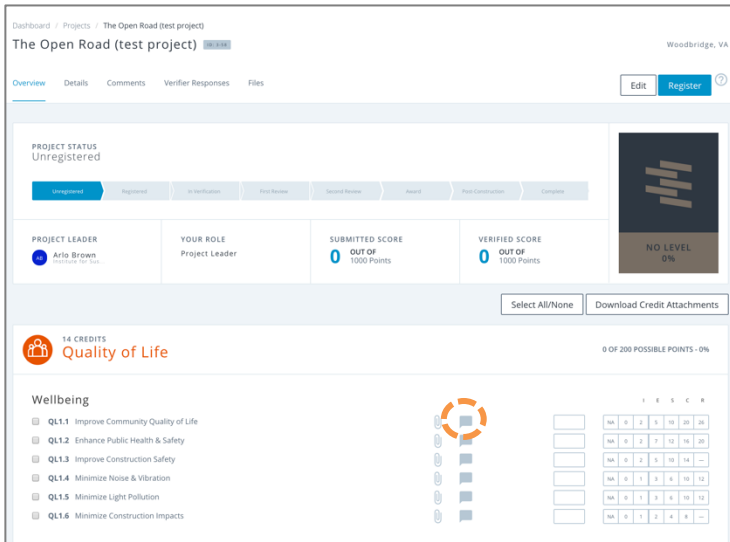
Overview Description Files Comments

DESCRIPTION: This credit addresses the extent to which a project contributes to the quality of life of the host and affected communities. As this can be subjective, the credit criteria address how well the project team has identified, assessed, and incorporated community needs, goals, and issues into the project. Relevant community plans are assumed to be a viable expression of those needs, goals, objectives, and aspirations, in a real sense, they are the community's desired quality of life. Unfortunately, infrastructure projects are often perceived as having negative impacts on communities. This "not in my back yard" (NIMBY) mentality can be addressed through active engagement and the proper alignment of projects with community needs, goals, and issues. Community support and engagement are critical to ensure the appropriate and effective investment of resources in infrastructure. Project teams and owners should consider

RELATED CREDITS

- QL1.2 Enhance Public Health and Safety
- QL2.3 Improve Access and Wayfinding
- LD1.3 Provide for Stakeholder Involvement
- LD2.2 Plan for Sustainable Communities
- LD3.1 Stimulate Economic Prosperity and Development
- CR2.5 Maximize Resilience

To access the credit description, click on 'Description' in the detailed credit page. You will also see related credits here. To access the previous and next credits, click on the arrow buttons.



Dashboard / Projects / The Open Road (test project)  
The Open Road (test project) UNREGISTER Woodbridge, VA

Overview Details Comments Verifier Responses Files Edit Register

PROJECT STATUS: Unregistered

PROJECT LEADER: Arlo Brown

YOUR ROLE: Project Leader

SUBMITTED SCORE: 0 OUT OF 1000 POINTS

VERIFIED SCORE: 0 OUT OF 1000 POINTS

NO LEVEL 0%

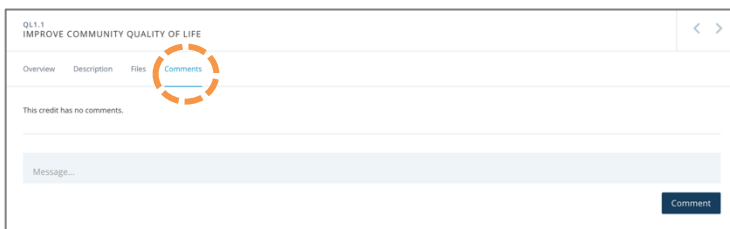
14 CREDITS: Quality of Life (0 OF 200 POSSIBLE POINTS - 0%)

Wellbeing

- QL1.1 Improve Community Quality of Life
- QL1.2 Enhance Public Health & Safety
- QL1.3 Improve Construction Safety
- QL1.4 Minimize Noise & Vibration
- QL1.5 Minimize Light Pollution
- QL1.6 Minimize Construction Impacts

You may view or add comments for individual credits by selecting the message bubble icon next to the credit name on the summary scoresheet page. Alternatively, you may access the comments by selecting “Comments” from the menu on the detailed credit page.

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 **not** reviewed or considered by the verifier.



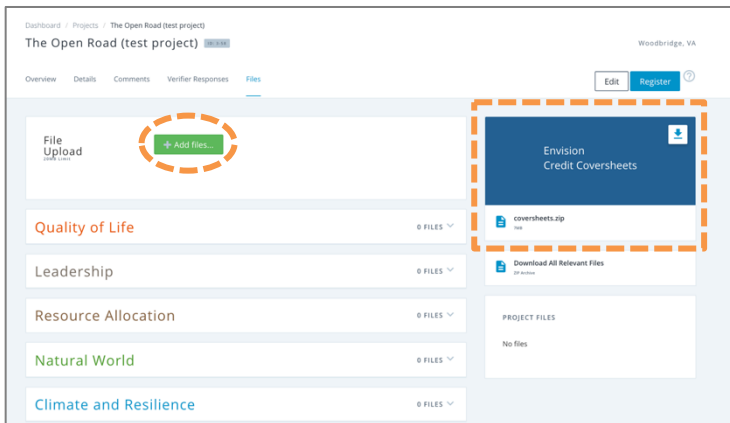
QL1.1 IMPROVE COMMUNITY QUALITY OF LIFE

Overview Description Files Comments

This credit has no comments.

Message...

Comment



Dashboard / Projects / The Open Road (test project)  
The Open Road (test project) UNREGISTER Woodbridge, VA

Overview Details Comments Verifier Responses Files Edit Register

File Upload + Add files...

Quality of Life 0 FILES

Leadership 0 FILES

Resource Allocation 0 FILES

Natural World 0 FILES

Climate and Resilience 0 FILES

Envision Credit Coversheets

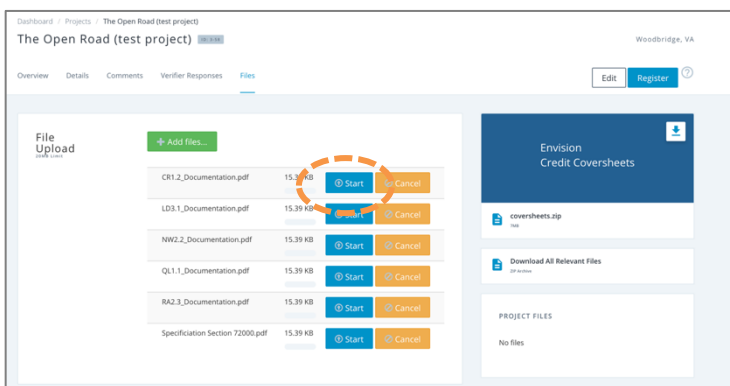
coversheets.zip

Download All Relevant Files

PROJECT FILES: No files

**File Management:** From the project ‘Overview’ page, click ‘Files’ from the project menu. All Envision Credit Coversheets may be downloaded from this page.

To add new files to your project, click the green button labeled “+ Add files...” There is a 20 MB limit for each file, and .pdfs are the only allowable file type.



Dashboard / Projects / The Open Road (test project)  
The Open Road (test project) UNREGISTER Woodbridge, VA

Overview Details Comments Verifier Responses Files Edit Register

File Upload + Add files...

CR1.2_Documentation.pdf	15.39 KB	Start	Cancel
LD3.1_Documentation.pdf	15.39 KB	Start	Cancel
NW2.2_Documentation.pdf	15.39 KB	Start	Cancel
QL1.1_Documentation.pdf	15.39 KB	Start	Cancel
RA2.3_Documentation.pdf	15.39 KB	Start	Cancel
Specification Section 72000.pdf	15.39 KB	Start	Cancel

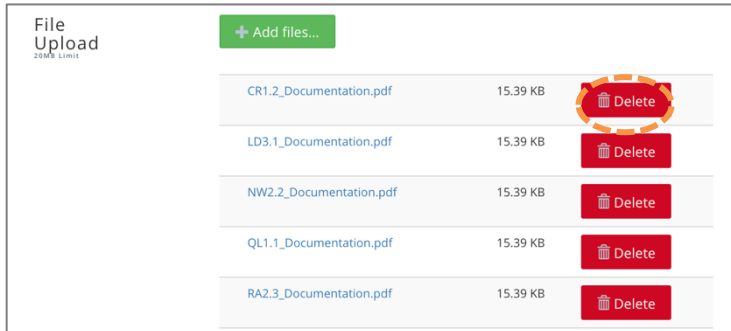
Envision Credit Coversheets

coversheets.zip

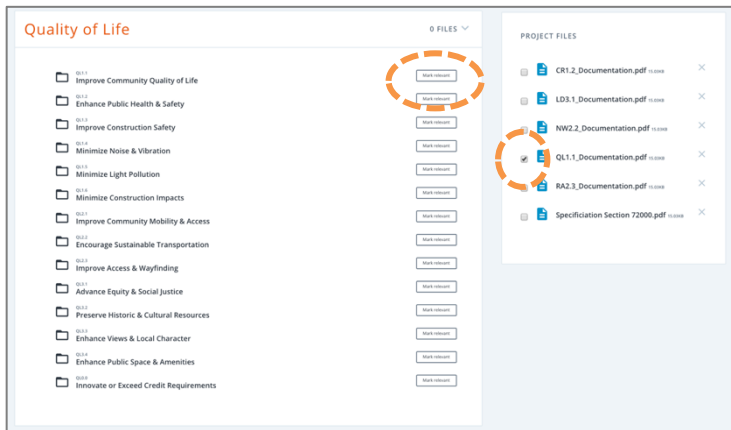
Download All Relevant Files

PROJECT FILES: No files

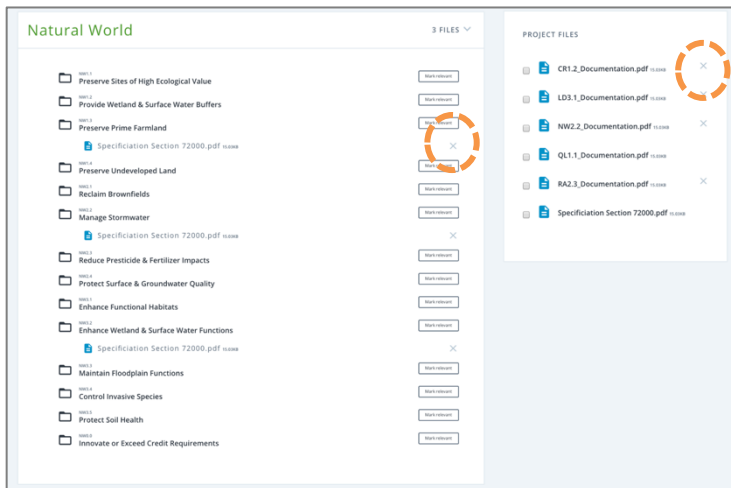
You may add files one at a time, or in bulk. Remember to click the blue button labeled “Start” to begin each file upload. Selecting the yellow button labeled “Cancel” will cancel the individual file upload.



When your files have been uploaded, you will be allowed the option to delete them. You also have the option to delete files from the project files pane (see below).

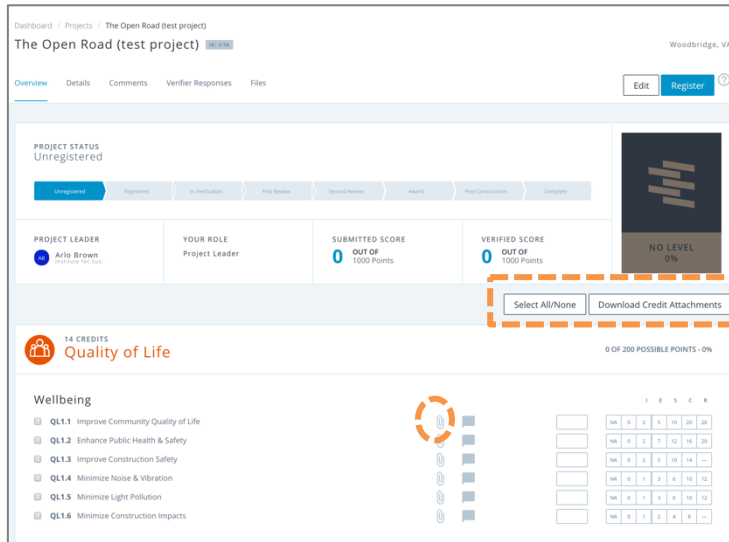


To “attach” or associate a file to an individual credit, use the check box to select the file(s) from the ‘Project Files’ list, then click the button labeled “mark relevant” next to the individual credit.



If you need to remove a file from an individual credit, you can click the “X” next to the file name as it appears underneath the individual credit. This “disassociates” the file from the credit, but it does not delete the file from your project.

In order to completely delete a file from your project, click the “X” next to the file name in the ‘Project Files’ list.



Dashboard / Projects / The Open Road (test project) Woodbridge, VA

The Open Road (test project)

Overview Details Comments Verifier Responses Files

PROJECT STATUS  
Unregistered

PROJECT LEADER  
Arlo Brown  
Project Leader

SUBMITTED SCORE  
0 OUT OF 1000 Points

VERIFIED SCORE  
0 OUT OF 1000 Points

NO LEVEL  
0%

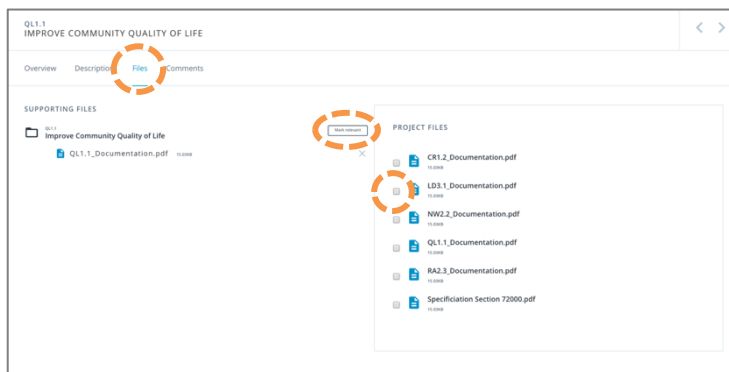
Select All/None Download Credit Attachments

14 CREDITS  
Quality of Life  
0 OF 200 POSSIBLE POINTS - 0%

Wellbeing

- QL1.1 Improve Community Quality of Life
- QL1.2 Enhance Public Health & Safety
- QL1.3 Improve Construction Safety
- QL1.4 Minimize Noise & Vibration
- QL1.5 Minimize Light Pollution
- QL1.6 Minimize Construction Impacts

You may also manage your credit files from the scoresheet summary page and the detailed credit page. To attach a file to a specific credit, click the paperclip next to the credit name in the scoresheet summary. Alternatively, you can reach this screen by clicking on “Files” from the menu on the detailed credit page. Use the check box to select the file(s) you wish to associate with the credit, then click the white button labeled “Mark Relevant”. You are not able to upload files directly from this view. The only files that will appear in the ‘Project Files’ list on this view are files that have been previously uploaded via the project files page.



QL1.1 IMPROVE COMMUNITY QUALITY OF LIFE

Overview Description Files Comments

SUPPORTING FILES

- QL1.1 Improve Community Quality of Life
- QL1.1\_Documentation.pdf

PROJECT FILES

- CR1.2\_Documentation.pdf
- LD3.1\_Documentation.pdf
- NW2.2\_Documentation.pdf
- QL1.1\_Documentation.pdf
- RA2.3\_Documentation.pdf
- Specification Section 72000.pdf

Mark Relevant

From the project ‘Overview’ page, you may execute a bulk download of project data. First, you can select which credits you want to export or click the button labeled “select all/none”. Then click the button labeled “Download credit attachments.”