

Envision v2 Projects

Submission Timelines & Application for Extension

You are receiving this document as you are one of the listed contacts for one or more projects registered under the Envision v2 framework. We appreciate you registering your project(s); registration sends an important signal of your commitment to improve the sustainability and resilience of your project(s).

As you are aware, the latest version of Envision—Envision v3—was launched in 2018 and project registrations for Envision v3 opened in July of that year. Due to the launch of Envision v3, project registrations under v2 closed on January 1, 2019. Per our [Guide to Envision Verification for Applicants](#), projects registered to pursue verification under v2 are required to **complete the verification** process by December 31, 2020 which is the sunset date for v2. (To complete the verification process by the v2 sunset date, most projects will need to submit by June or July 2020 at the latest to allow sufficient time for the iterative review process.)

To-date, there are a number of registered projects for which an estimated submission or re-submission date has not been provided. We would like to support the verification of as many v2 projects as possible; therefore, we are requesting all currently registered v2 projects complete this form to indicate submission/re-submission timelines, and, where necessary, request an extension. ISI will review all applications and grant extensions on a case-by-case basis. Where we are unable to accommodate requests for extensions, project teams will have the ability to cancel their v2 project registration and re-register under Envision v3¹, or simply cancel their v2 registration². (Please note that if we do not hear from you by December 31, 2020, your Envision v2 project registration(s) will be automatically cancelled.)

This form is due by Friday, March 6th. ISI may not be able to grant extensions after this date. Please send your completed application to Melissa Penecad, Managing Director & Director, Sustainable Projects: penecad@sustainableinfrastructure.org.

Project Information (please submit one form per project)

Name of Project:	
Project ID:	
Your Name (First, Last):	
Phone Number:	
Email Address:	
Your Role on the Project (e.g., Project Owner, Lead ENV SP, Project Leader):	
Submission timeline (for projects currently in verification, provide your re-submission timeline):	
If you do not anticipate being able to complete the verification process for your project by December 31, 2020, please provide a rationale for ISI's consideration:	

¹ Registration fees for Envision v3 increased from \$1,000 to \$2,000. Therefore, any projects that wish to re-register under v3 will be required to pay an additional \$1,000 project registration fee.

² Refer to Policy 3.4 Registration Closure & Cancellation for more information: [ISI Policies](#).

Additional Important Information for all v2 Projects

On January 30, 2019, ISI communicated via email to all listed contacts for Envision v2 projects important information and resources available to project teams. The contents of that email are contained below for reference.

Resources available to Envision Verification Applicants/Submitting Teams which are available on the [Resources](#) page on our website:

- **Guide to Envision Verification for Applicants:** This Guide, while originally written for projects intending to pursue verification under Envision v3, is also applicable for projects pursuing Envision v2 verification. All projects registered to pursue verification under both Envision v2 and Envision v3 are expected to review this Guide and adhere to the policies and guidance contained therein.
- **Example Credit Coversheets:** ISI has prepared a package of example credit coversheets, based on successfully verified projects, to aid project teams with their submissions.
- **Credit Coversheet Templates:** ISI has developed credit coversheet templates for all 60 credits in the Envision v2 framework. Project teams are required to use these templates when submitting their project(s) for verification.
- **Credit Interpretations:** ISI has issued a few credit interpretations for select credits in the Envision v2 framework. Project teams should familiarize themselves with these credit interpretations prior to submitting their project for verification.
- **Envision Verification Quality Assurance Checklist (QA Checklist):** A QA Checklist is available to help Envision Sustainability Professionals (ENV SPs) ensure a high-quality submission that adheres to ISI's policies and guidance. The QA Checklist is required to be completed and signed by the lead ENV SP for each project.
- **Pre-Verification Credit Review:** As an optional service available to all registered projects, ISI will review up to two (2) credit submittals prior to your project being submitted for verification. ISI recommends all projects take advantage of this service, which is especially helpful for first time submitters. The pre-verification credit review does not constitute an official assessment of the credits; rather, the purpose of this review is to provide feedback on the structure and content of the submittals to help project teams identify potential area(s) of improvement.

Agreement and Signature

By submitting this form, you:

- Confirm you have reviewed and understand the contents of this form.
- Affirm to the best of your knowledge, that the submission/re-submission timelines provided are reasonable and attainable.
- Confirm you have the authority to communicate on behalf of the project team.
- Confirm the project team will do their best to meet the timelines provided and will communicate any delays to ISI in a timely fashion.

Name	
Signature	
Date	