



ISI Policies

This document contains all policies related to the use of the Envision® sustainable infrastructure framework, including policies related to Envision verification, the Envision Sustainability Professional (ENV SP) credential, and credential maintenance program.

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INTRODUCTION

The Institute for Sustainable Infrastructure is a non-profit 501(c)(3) headquartered in the District of Columbia, United States.

The Institute for Sustainable Infrastructure (ISI) provides infrastructure solutions that enhance the human experience, deliver superior financial performance and drive continuous environmental improvement. Its leading tool, Envision, results from a collaboration with the Harvard University Zofnass Program for Sustainable Infrastructure, the American Council of Engineering Companies (ACEC), the American Public Works Association (APWA) and the American Society of Civil Engineers (ASCE). ISI members include government agencies, companies and individuals using Envision to develop more sustainable infrastructure world-wide. Envision supported infrastructure projects are currently under development across the U.S., Canada, Italy, Turkey, and elsewhere.

THE ENVISION FRAMEWORK

There are six components that comprise the Envision framework:

1. **Envision Guidance Manual:** The written framework.
2. **Envision Pre-Assessment Checklist:** An early-phase high-level pre-assessment.
3. **Envision Online Scoresheet:** The detailed online assessment tool and calculator.
4. **Envision Sustainability Professional Credential (ENV SP):** Professional training in Envision use.
5. **Envision Verification:** Independent third-party project review process.
6. **Envision Awards:** Recognition for qualifying verified projects.

POLICIES

The latest *ISI Policies* is available for download from the ISI website. If you previously downloaded a copy of this document, be sure to check the website often for updates as the latest version of this document will always be online.

1.0 GENERAL

1.1 UPDATES AND REVISIONS

1.1.1 Policy Updates and Revisions *[Issued 2018-09-12]*

ISI reserves the right to update and change the policies articulated in this document. Updates and changes shall apply immediately upon ISI's publishing of the same.

1.1.2 Fee Updates and Revisions *[Issued 2018-09-12, Updated 2019-03-08]*

ISI reserves the right to change the fees associated with any of its programs, including membership fees, credentialing fees, verification fees, credential maintenance fees, etc. Changes to fees will not apply retroactively; meaning, if a fee has already been formally committed to in writing (such as an accepted proposal to an owner, published fees for a training event, etc.) or a portion of the fee has already been paid for some aspect of the Envision program, there will not be an adjustment by ISI for the difference between the original and the subsequent published fee.

1.1.3 Envision Framework Updates and Revisions *[Issued 2018-09-12]*

ISI reserves the right to make revisions to the Envision Guidance Manual. Updates/revisions to the Guidance Manual shall take immediate effect; however, such changes will not apply to projects retroactively; meaning, if a project has already completed the verification process, any changes to the requirements set forth in the Guidance Manual will not impact those projects.

ISI encourages users of the Envision framework to use the version of the Envision Guidance Manual available online as it is always the most up-to-date version. Any major revisions – e.g., the launch of a new version of the Envision Guidance Manual, will be communicated to users well in advance.

From time to time, clarifications to the Envision Guidance Manual are published. These are known as Credit Interpretations. Any published Credit Interpretations take immediate effect but are not applied retroactively.

1.2 TRADEMARK POLICY

1.2.1 Trademarks *[Issued 2018-09-12]*

ISI owns all rights to several proprietary trademarks, logos and other graphic images, including, but not limited to, the “Envision” logo, the “Institute for Sustainable Infrastructure” logo, and the Envision verification trademarks (collectively, the “Marks”) and, pursuant to licenses from ISI, in the event you receive an Envision award, ISI has the right to grant you the limited right to use the Marks. The Marks constitute valuable intellectual property held by ISI and their licensors and are protected by law. You acknowledge and agree that any unauthorized use of these Marks constitutes intellectual property infringement.

After your project has registered, or while your project is under review, ISI may grant you the limited right to use the applicable Marks to indicate that you are pursuing verification under the Envision program. You are prohibited from using the Marks in any manner that indicates or implies (as determined by ISI in its sole and absolute discretion) that the project has achieved, or will achieve, an Envision award at any level. In the event that your project earns an Envision award, then, subject to the terms and conditions of this document, ISI grants you a non-exclusive, non-sublicenseable, non-transferable, revocable (in the sole discretion of ISI), royalty-free, limited license to use the applicable Marks and the level of Envision award achieved, for the purposes of indicating the level of Envision award granted in relation to the project.

In connection with all use of the Marks, you agree to use the Marks in accordance with all applicable laws, rules and regulations, and you will comply at all times with any ISI Trademarks Policy(ies) as published by ISI and as may be updated from time to time, and any other reasonable related standards associated with the use of the Marks as provided by ISI in writing to you.

All rights not expressly granted herein are reserved by ISI and no license is granted hereunder for the use of the Marks for any purpose beyond the uses set forth in this section, or to any other intellectual property of ISI. You acknowledge and affirm ISI's ownership of the Marks and the validity and enforceability thereof, and you shall not engage in or support any action, claim or challenge that is inconsistent with the foregoing. All use of the Marks and the goodwill associated therewith shall inure to the sole benefit of ISI.

You acknowledge that the Marks and the goodwill associated therewith possess special, unique, and extraordinary characteristics, which make difficult the assessment of monetary damages that ISI would sustain as a result of your unauthorized use of the Marks. You recognize that ISI would suffer irreparable injury by such unauthorized use and agree that injunctive and other equitable relief is appropriate in the event of a breach by you of any of the terms of this policy. Such remedy shall not be exclusive of any other remedies available to ISI, nor shall it be deemed an election of remedies by ISI.

2.0 CREDENTIALING

2.1 ENVISION SUSTAINABILITY PROFESSIONAL CREDENTIAL

2.1.1 Envision Sustainability Professional Credential Requirements and Prerequisites *[Issued 2012, Updated 2018-10-01]*

To become an Envision Sustainability Professional (ENV SP), an individual must take ISI's official ENV SP training either online or in-person by an Approved ISI Trainer and pass an online exam. An ENV SP must remain in good standing through the ongoing credential maintenance. There are no other requirements or minimum qualifications to become an ENV SP.

2.1.2 Credential Exam *[Issued 2018-10-01]*

The *exam* may be attempted up to three (3) times. Once an exam has started, it must be completed within 72 consecutive hours. The exam is open book and is comprised of multiple-choice questions. A passing grade is 75%.

If a passing grade is not earned after three exam attempts, the ENV SP training must be re-taken, and all applicable fees to re-take the training and exam is the responsibility of the applicant.

2.2 CREDENTIAL MAINTENANCE

2.2.1 Inactivation of ENV SP Credential *[Issued 2018-10-01]*

The ENV SP credential is valid for 1 year. On the first anniversary of earning the credential, credential maintenance begins. If the credential is not maintained per the required renewal fees and completion of education hours, the credential expires. Credential holders will be listed as "inactive" on the ISI website, and may no longer use the "ENV SP" designation.

2.2.2 Renewal Fees *[Issued 2018-10-01]*

Envision Sustainability Professionals are responsible for the renewal fee at the beginning of the reporting period. Payments will be accepted only in US dollars and will be accepted by credit/debit card via the ISI website. Submitted payments cover renewal of the credential for the coming year. For example, if a renewal fee is submitted on time, on the first day of the reporting period, on June 1, 2020, the credential is active until May 31, 2021. During this 1-year period the ENV SP has access to required credential maintenance courses and "Continuing Education credit".

2.2.3 Continuing Education Credit *[Issued 2018-10-01]*

Each paid renewal fee supports the purchase of continuing education content from ISI's website. ENV SPs are allocated an amount of "Continuing Education credit" in the amount paid for renewal (i.e. members pay a \$50 renewal fee and receive \$50 Continuing Education credit; non-members pay an \$80 renewal fee and receive \$80 Continuing Education credit). For each renewal period, an ENV SP's Continuing Education credit is automatically used to purchase the ISI prescribed courses. Any remaining credit may be used at the ENV SP's discretion. The amount of Continuing Education credit is shown as a dollar value in the credential holders account under "Continuing Education Balance". This balance can be found on the individual's Dashboard and on the Education tab.

Continuing Education credit will "roll-over" from year to year and will not expire. Continuing Education credit cannot be re-allocated to other users. Continuing Education credit can only be used to purchase ISI prescribed content or other continuing education modules. Continuing Education credit cannot be used to purchase any of the following, including, but not limited to: registration or verification fees; credential training (online or in-person); exams; credential maintenance renewal fees.

2.2.4 Past Due *[Issued 2018-10-01]*

Credential holders will have a 6-month grace period in which to renew their credential, which starts after the reporting period has ended. While you will be able to earn hours during this time, your reporting period does not change.

For example, if your renewal period is June 1, 2020 – May 31, 2021, you will be past due on June 1, 2021. Your grace period will be June 1, 2021 – November 30, 2021. If you renew any time within the 6-month grace period, your reporting period remains the same. Your next reporting period will be June 1, 2021 – June 1, 2022; all renewal fees and hours will be due on June 1 regardless of when your last renewal was submitted. If you don't report enough hours and successfully renew by the end of the grace period, your credential will be rendered "inactive".

2.2.5 Self-Reported Hour Reviews *[Issued 2018-10-01]*

All self-reported hours are subject to ISI approval. Self-reported hours will display as "pending" for a maximum of 2 weeks (14 days) while ISI review is occurring.

2.2.6 Failure to Comply *[Issued 2018-10-01]*

Each Envision Sustainability Professional is responsible for demonstrating full compliance with *credential maintenance* guidelines. Unsupported, misstated, or fraudulent reporting of education hours is cause for action by ISI and may be grounds for disciplinary action, up to and including revocation of the ENV SP credential.

Failure to fulfill and/or report the required education hours for the credential maintenance reporting period will result in inactivation of the Envision credential. Failure to submit the

required renewal fee for the credential maintenance reporting period will result in inactivation of the Envision credential.

2.2.7 Waivers/Extensions *[Issued 2018-10-01]*

If unforeseen circumstances prevent you from being able to complete your credential maintenance in your 1-year reporting period, you may request a waiver or extension. Situations that could be recognized by ISI as warranting a waiver or extension include: long term unemployment; military deployment; or health problems. This list is not exhaustive nor do these circumstances guarantee a waiver or extension. Written requests must be received at least 30 days before the end of your reporting period. ISI reviews requests on a case-by-case basis and only grants waivers or extensions in situations where you were prevented from completing your credential maintenance.

2.2.8 Reinstatement *[Issued 2018-10-01]*

To regain a credential after expiration, one must apply, register, train and retest as a new candidate. Such individuals are responsible for all applicable fees.

2.2.9 Maintenance Renewal Closure *[Issued 2018-10-01]*

ISI retains the right to close the credential maintenance portal and course library at any time, for any reason, and without notice. The closure of the portal means that no education hours may be tracked, and no renewals may be submitted.

3.0 VERIFICATION AND AWARDS

3.1 MINIMUM PROGRAM REQUIREMENTS AND PREREQUISITES

3.1.1 Compliance with Minimum Program Requirements *[Issued 2018-09-12, Updated 2019-03-08]*

Project teams must demonstrate compliance with the Minimum Program Requirements that were in place at the time of project registration. Project teams may voluntarily elect to demonstrate compliance with a revised version of the Minimum Program Requirements rather than the version of such requirements (if any) that existed at the time of project registration. Minimum Program Requirements are contained in the *Guide to Envision Verification for Applicants*.

ISI reviews each project submission prior to sending it to the verifier to ensure it meets the Minimum Program Requirements for verification. Projects that do not comply with the above requirements will be notified by ISI and required to address any gaps before the project is verified.

3.1.2 Minimum Program Requirements Updates and Revisions *[Issued 2018-09-12, Updated 2019-03-08]*

The Minimum Program Requirements for any of ISI's programs may be revised and updated from time-to-time. Minimum Program Requirements take immediate effect and, unless otherwise indicated, are not applied retroactively.

3.1.3 Program Prerequisites *[Issued 2018-09-12, Updated 2019-03-08]*

While applicants are not required to pursue specific credits in the Envision framework (i.e., there are no credit prerequisites for verification), projects must attest to adhering to a number of environmental, social, and governance (ESG) safeguards as contained in the *Guide to Envision Verification for Applicants*.

Project teams must demonstrate compliance with the version of the prerequisites that were in place at the time of project registration. Project teams may voluntarily elect to demonstrate compliance with a revised version of the prerequisites rather than the version of such requirements (if any) that existed at the time of project registration.

3.1.4 Program Prerequisites Updates and Revisions *[Issued 2018-09-12, Updated 2019-03-08]*

The Prerequisites for any of ISI's programs may be revised and updated from time-to-time. Prerequisites take immediate effect and, unless otherwise indicated are not applied retroactively.

3.2 PROJECT ELIGIBILITY

3.2.1 Project Type *[Issued 2018-09-12]*

Envision is a holistic sustainability framework for all types and sizes of physical infrastructure. This includes, but is not limited to: airports, bridges, dams, landfills, levees, parks, power generating stations, pipelines, railways, streetcars, stormwater management systems, water treatment plants, and other components that make up civil works.

Envision is not designed to evaluate human-occupied, interior conditioned buildings as stand-alone projects, but can be used in conjunction with building rating systems. Envision is also not designed to evaluate non-physical infrastructure such as policies, programs, or master plans, though some of the documentation requirements for Envision credits include policies, descriptions of programs, and information contained in master plans.

3.2.2 Project Phase *[Issued 2018-09-12]*

A project may be submitted for verification at or after 95% design completion, meaning all major design decisions have been made, though project teams may indicate their intention to pursue verification by registering their project at any earlier point in the project timeline (e.g., before it reaches 95% design completion).

Projects may not be submitted for verification before 95% design completion has been reached unless special permission been granted in writing by ISI.

Furthermore, projects may not be submitted for verification once they have been fully constructed and operational for more than three (3) years unless specially permission has been granted in writing by ISI.

3.3 PROJECT REGISTRATION

3.3.1 Project Registration *[Issued 2018-09-12]*

In order to participate in the Envision verification program, a project team must first register a project with ISI. Registration is the process whereby project teams create an Online Envision Scoresheet on the ISI website, provides basic information about the project (refer to the *Guide to Verification for Applicants*) and remits the applicable project registration fee (refer to the fee table in the *Guide to Verification for Applicants*).

3.3.2 Payment of Registration Fees *[Issued 2018-09-12]*

The project registration fee is a flat fee due within 30 days from the date of registration and prior to the project submitting for verification (whichever comes first). The current fees are listed on the *ISI website*.

Fees may be remitted to ISI by credit card at the time of registration or by check; however, ISI reserves the right to not fully process the registration for any project or provide any services to the project team until payment has been received in full. If payment is not received within 30 days after a project is registered, such registrations may be canceled at the discretion of ISI.

3.3.3 Registration Timeline *[Issued 2018-09-12]*

Projects are required to register at least two weeks before verification. This timeline helps to ensure ISI has sufficient time to deliver pre-verification communications and/or services to the project team, review the project to ensure it meets the Minimum Program Requirements, and hire a third-party verifier to conduct a review of the project. Failure to register a project at least two weeks in advance of submission may result in delays to the verification timeline.

3.4 REGISTRATION CLOSURE & CANCELLATION

3.4.1 Registration Closure *[Issued 2019-03-08]*

ISI retains the right to close registration for Envision verification at any time, for any reason, and without notice. Such closure will generally occur when a new version of Envision is released. The closure of registration means that no new projects may register under that version of Envision. The closure of registration is effective immediately upon the date announced by ISI (12:00 am eastern standard time).

3.4.2 Registration Closure Sunset Date for Registered Projects *[Issued 2018-09-12, Updated 2019-03-08]*

Closure of registration for a version of Envision shall not impact the status of previously registered projects. Projects that are registered under a version that is subject to closure will be allowed to proceed through the Envision verification process until the established sunset date for the version. The sunset date for any version shall occur no sooner than two (2) years after the close of registration for that version.

Projects registered to pursue verification under a version of Envision subject to closure must complete the verification process within two (2) years after the registration closure date unless special permission (granted only in exceptional cases) has been provided by ISI in writing. Failure to complete the verification process within this timeframe could result in the project having to re-register under a new version of Envision. No fees paid to ISI will be refunded in this event.

3.4.3 Registration Cancellation After Sunset Date *[Issued 2018-09-12, Updated 2019-03-08]*

After the sunset date has passed, ISI will no longer allow new projects to register under this framework version nor accepting new verification applications from projects registered under this version. All project registrations associated with projects for which a verification application has not been submitted are canceled.

3.4.4 Registration Cancellation by Project Teams *[Issued 2018-09-12]*

Projects that are registered to pursue verification may cancel their registration at any time; however, fees paid or owing to ISI are non-refundable and non-transferrable. Projects that have begun the verification process may also elect to discontinue the process at any time; however, verification fees paid or owing to ISI are non-refundable and non-transferrable.

3.4.5 Registration Cancellation Due to Inactivity *[Issued 2018-09-12]*

Subsequent to registering a project with ISI, project teams shall maintain a level of activity designed to affect a complete project submission for Envision verification. Project teams shall remain in periodic contact with ISI to inform ISI of progress being made or to update ISI on the date by which the project will be submitted for verification. ISI reserves the right to cancel any registered project that remains inactive, as determined solely by ISI.

3.4.6 Effect of Registration Cancellation *[Issued 2018-09-12]*

Any projects listed as “registered” on the ISI website will be removed from this listing upon cancellation.

No refunds of any fees will be provided in the instance that a project registration is canceled in accordance with these terms.

If Envision verification is sought in relation to a project for which registration is canceled, the project must be reregistered as a new project under the Envision framework. If, at the

time of registration cancellation, no applicable framework version remains open for registration, such project is ineligible for consideration under the verification program.

3.5 ROLES

3.5.1 Envision Sustainability Professional *[Issued 2018-09-12, Updated 2019-03-08]*

At least one Envision Sustainability Professional (ENV SP) in good standing (“active”) must be associated with the Online Envision Scoresheet in order for a project to be submitted for verification. The ENV SP will be responsible for ensuring a high-quality submission in accordance with current ISI guidance, policies, credit interpretations etc., and must sign off on the *Verification Submittal Quality Assurance Checklist*.

The ENV SP associated with the Online Scoresheet must remain active for the duration of the project verification process.

3.5.2 Project Leader *[Issued 2018-09-12, Updated 2019-03-08]*

The individual who initially creates the project will be identified by ISI as the project leader. The project leader is provided the authority to select members of the project team and to delegate certain tasks to individual team members. The project leader will receive all formal communications from ISI regarding the project. It is the responsibility of the project leader to transmit any information provided by ISI to any or all project team members. The project leader may be substituted at any time through the Online Scoresheet controls. He/she does not have to be an Envision Sustainability Professional but must have an account with ISI to be a project leader.

ISI must be provided with current contact information for the project leader for the duration of time that the project is registered or maintains Envision verification.

If a project changes hands, the former project leader must notify ISI by email of the transfer.

3.5.3 Verifier *[Issued 2018-09-12, Updated 2019-03-08]*

ISI contracts trained Envision verifiers in order to ensure practicing professionals are engaged in the independent peer-review verification process. Verifiers must meet certain qualifications as designated by ISI. The role of the verifier is to provide a rigorous, transparent, third-party review of the project as submitted by the project team online.

3.5.4 ISI Reviewer *[Issued 2019-03-08]*

Working alongside contracted third-party verifiers, an ISI Reviewer will undertake documentation reviews of infrastructure projects seeking Envision verification. The ISI Reviewer is an internal ISI staff member responsible for directly liaising with third-party verifiers to ensure timely, consistent, and high-quality project verifications. The ISI Reviewer also ensures the correct application of ISI guidance and policies on the part of both the verifier and project team.

3.6 INQUIRIES & INTERPRETATIONS

3.6.1 Credit or Rating System Inquiries *[Issued 2018-09-12]*

Project teams may encounter challenges in applying credit requirements to their projects. The ISI project manager assigned to registered projects is available to respond to credit or rating system inquiries. Project teams may obtain information regarding how credit requirements are interpreted by ISI as it pertains to their specific project.

Responses to inquiries received by email or phone from an Envision user, an ISI staff member or the ISI project manager assigned to a given project are not necessarily considered precedent-setting and may be interpreted differently by the verifier assigned to the project. ISI does its best to provide a reasonable level of assurance; however, ISI is not able to guarantee the results of a review for a specific credit.

3.6.2 Credit Interpretations *[Issued 2018-09-12]*

Inquiries to ISI may result in the publication of formal Credit Interpretations (CIs). CIs are precedent-setting rulings that are applicable to all projects pursuing Envision verification. CIs may not apply retroactively to projects that have already been verified using the Envision framework, even if the CI would result in a material change to the project's score or overall award level.

Current CIs are available on the *ISI website*. Project teams must familiarize themselves with any applicable CIs prior to submitting a project for verification.

3.7 DOCUMENTATION REQUIREMENTS & CONFIDENTIALITY

3.7.1 Credit Submittals *[Issued 2018-09-12]*

The Envision verification program is an online, documentation-based verification program. To complete a project verification, credit submittals must be provided for every credit in the Envision framework being pursued by the project team, even credits for which N/A (not applicable) is being sought. A credit submittal consists of a credit narrative or *credit coversheet* and supporting documentation.

3.7.2 Credit Coversheets *[Issued 2018-09-12]*

ISI has developed a set of credit coversheets for the Envision framework. Project teams pursuing verification must use ISI's *credit coversheet templates*. Coversheets must be submitted for verification in English unless otherwise specified or arranged with ISI.

3.7.3 Evaluation Criteria and Documentation *[Issued 2018-09-12]*

Each credit in the Envision framework has a series of evaluation criteria and associated documentation guidance. Evaluation criteria are denoted with letters and documentation

guidance is denoted with numbers beneath the evaluation criteria. Project teams must fulfill all required evaluation criteria for the level of achievement being sought. The numbered items provide ISI's best guidance as to the type(s) of documents that could best demonstrate achievement for the evaluation criteria.

Specific documentation guidance varies from credit to credit. Usually, however, documentation consists of policies, meeting minutes, plans, drawings, specifications, calculations, maps, and other related media (collectively, "documentation"). Documentation provided as evidence of compliance for one or more evaluation criteria must be highlighted, annotated or in some way made easily accessible to the verifier who will be reviewing the project. Specific references to supporting documentation must be made in the *credit coversheet* for each credit. Where possible, documentation should be submitted in English. If this is not possible, other arrangements can be made with ISI.

3.7.4 Credit Applicability *[Issued 2018-09-12]*

Only whole credits may be deemed "not applicable". ISI does not allow individual evaluation criteria within a credit to be deemed "not applicable".

3.7.5 Classified Information and Export Controls *[Issued 2018-09-12]*

ISI does not wish to receive classified information through the *Envision Online Scoresheet*. Any information or material uploaded to the *ISI website* or, in rare cases sent to ISI via email or file transfer, will be deemed not to be classified. Further, by submitting information, project team members represent that such information, be it submitted in connection with an Envision verification application or otherwise, is not controlled for export under the International Traffic in Arms Regulations, 22 C.F.R. Part 120 et seq., or the Export Administration Regulations, 15 C.F.R. Part 730 et seq.

3.7.6 Non-Disclosure Agreement *[Issued 2018-09-12, Updated 2019-03-08]*

ISI and/or the contracted third-party verifier will sign a Non-Disclosure Agreement (NDA) or confidentiality agreement upon request. Such an NDA or confidentiality agreement is required to be provided by the project team to ISI. Note that an NDA or confidentiality agreement being in place for a given project does not negate: Policies 13.11.2 and 3.11.3.

Requesting ISI and/or its verifier(s) to sign an NDA or confidentiality agreement may result in delays to the verification timeline.

3.7.7 Transfer of Registration or Online Scoresheet Ownership *[Issued 2018-09-12, Updated 2019-03-08]*

Additional information may be required by ISI to substantiate the transfer of registration or *Envision Online Scoresheet* ownership. Such information may vary depending on circumstances specific to the project type and the means by which the project is transferred. ISI may, in its sole discretion, require the submission of such additional information prior to granting any subsequent owner access to any project information.

Project teams that submit for verification retain access to their project files and documentation. ISI will never share project files with anyone no matter the requester or authorization level. Requests to view any project documentation, including *coversheets* and supporting documentation must go through the Project Leader.

3.8 PROJECT SUBMISSION AND REVIEW

3.8.1 Project Submission *[Issued 2018-09-12]*

Upon submission of a project for verification, ISI will first conduct a review of the submission to ensure it complies with all Minimum Program Requirements. If one or more Minimum Program Requirements are not satisfied, ISI will notify the project team and request that any deficiencies be met before the project is resubmitted for review.

3.8.2 Quality Assurance *[Issued 2018-09-12, Updated 2019-03-08]*

Prior to the commencement of a review of a project by ISI, the project team must acknowledge they have read and accept the most up to date policies, *Guide to Verification for Applicants*, Credit Interpretations, and other relevant resources. This is done by submitting a signed copy of the *Verification Submittal Quality Assurance Checklist* which is available on the ISI website.

3.8.3 Project Verification *[Issued 2018-09-12]*

The requirements, schedule, and policies for an Envision verification will vary across the Envision verification pathways. ISI will strive to meet the timelines stipulated within our project verification policies as they are set forth in this document. However, if ISI is unable to meet these projected timelines, no project team shall be entitled to a refund of any portion of the fees associated with registration, Envision verification services, and/or other fees that have been remitted to ISI in relation to the Envision verification program.

3.8.4 Notice of Submission *[Issued 2018-09-12]*

ISI requires two (2) weeks' notice prior to the project being submitted for verification. This two week notice period provides sufficient time for ISI to send the project team a list of potential verification companies, the team to conduct a conflict of interest check and to notify ISI of any potential conflicts, and for ISI to hire one of the remaining verifiers from the list. Failure to notify ISI of the submission date at least two weeks in advance, and failure to notify ISI of any changes to the submission timeline could result in delays to the overall verification timeline.

3.8.5 Verification Timelines *[Issued 2018-09-12]*

ISI endeavors to complete the verification of a project pursuing verification Pathway A: Design + Post Construction within 18 weeks. This timeline does not include any time needed by the project team to prepare the project for re-submission during the design

stage (if required), nor does it account for the time between the final design review and the post-construction review.

ISI endeavors to complete the review of a project pursuing verification Pathway B: Post-Construction within 12 weeks from the date of submission. This timeline does not include any time needed by the project team to prepare the project for re-submission.

3.8.6 Project Completion *[Issued 2018-09-12]*

Upon the completion of a project, the final score will be considered “accepted” on the ISI website; however, ISI will provide the project team an opportunity to appeal one or more credit decisions or re-submit one or more credits for an additional review (in cases where additional information is made available to potentially support a higher level of achievement). The results of the appeals and additional credit review processes could impact the overall score of the project and the project’s award level. If an appeal or credit re-submittal for additional review has not been made within 30 days of project completion, the final credit scores and overall project score shall be deemed conclusive, even if a Credit Interpretation is later released by ISI that would support the acceptance of a denied credit.

Once a project has been fully verified, it cannot be resubmitted for verification in an attempt to increase the overall score, even if new information is discovered that could have benefited the project when it was first submitted for third-party verification. However, if an Envision verified project undergoes a significant upgrade such that it differs substantially from the project that was originally submitted for verification, it may apply for verification as a separate project.

3.8.7 Direct Contact with Verifier *[Issued 2018-09-12]*

Project teams may not communicate directly by any means (e.g., phone, email, in-person) with the third-party verifier assigned to their project unless facilitated and supervised by ISI. Project teams that make, or attempt to make, direct contact with the verifier assigned to their project may result in a new verification process with a different verifier being initiated, and an assessment of additional fees up to 100% of the verification fees quoted for the project.

3.8.8 Verification Fees *[Issued 2018-09-12]*

Verification fees are determined based on the estimated total cost of the project being submitted for verification, the verification pathway selected by the project team (e.g., Pathway A: Design + Post-Construction, Pathway B: Post-Construction), and the membership status of the submitting team.

To calculate the total cost of a project, costs associated with land acquisition; eminent domain/expropriation fees; planning and feasibility studies; architectural and engineering design; construction, including materials and labor; and construction financing should all be included.

In addition, ISI may calculate the Envision verification fees at a premium rate if special requests are made or there are other special characteristics of the project or the submission itself that need to be accounted for (e.g., the language of submission, if a fast-tracked review process is requested, if additional preliminary reviews are requested).

3.8.9 Payment of Verification Fees *[Issued 2018-09-12]*

Project verification fees are due in full prior to the initial project score being returned to the team by the verifier. Typically, this is between 45 and 60 days after the project is submitted for verification. To avoid any delays to the verification timeline, ISI recommends paying the verification fees prior to submitting for verification where possible.

Verification fees may be remitted to ISI by check or wire transfer. For wire transfer details, please contact ISI.

3.8.10 Credits Not Pursued *[Issued 2019-03-08]*

Should a project team decide not to pursue a given credit(s), the verifier will not review such credit(s), nor suggest that the team should pursue such credit(s), even if documentation exists in other credits that suggest a level of achievement could be attained. If at a later time during the verification process or subsequent to the conclusion of the verification process the team wishes to have new credits assessed, see *policy 3.8.11*.

3.8.11 New Credit Submittals *[Issued 2019-03-08]*

New credits (e.g., credits that were not previously submitted by the project team for review) will be allowed during the verification process as outlined below:

For projects pursuing verification Pathway A: Design + Post-Construction:

- a) New credits (e.g., credits that were not previously submitted by the project team for review) may be submitted for review between the first and second design reviews, though project teams are to limit the number of new credits submitted to two (2) or otherwise pay the fee for additional credit reviews.

For projects pursuing verification Pathway B: Post-Construction:

- a) New credits (e.g., credits that were not previously submitted by the project team for review) may be submitted for review between the first and second reviews, though project teams are to limit the number of new credits submitted to two (2) or otherwise pay the fee for additional credit reviews.

New credits (e.g., credits that were not previously submitted by the project team for review) will **not** be allowed once the verification process has concluded, as outlined below:

For projects pursuing verification Pathway A: Design + Post-Construction:

- a) New credits (e.g., credits that were not previously submitted by the project team for review) may not be submitted for review after the conclusion of the second design review.

- b) New credits (e.g., credits that were not previously submitted by the project team for review) may not be submitted for projects pursuing Pathway A in the post-construction review stage. During post-construction review, the verifier will only review credits that were marked as “pending” during the design review stage as the purpose of the post-construction review is to confirm that commitments made during design were carried out successfully through construction.

For projects pursuing verification Pathway B: Post-Construction:

- a) New credits (e.g., credits that were not previously submitted by the project team for review) may not be submitted for review after the conclusion of the second post-construction review.

3.9 VERIFIER POLICY

3.9.1 Verifier Selection *[Issued 2018-09-12]*

One (1) to two (2) weeks prior to a project being submitted for verification, ISI will provide the submitting team with a short list of potential verifiers.

Submitting teams may not select their verifier from this list; rather, they are to inform ISI of any potential conflicts of interest (e.g., a proposed firm worked on the project in any capacity) that exist with any of the proposed verifiers.

ISI will then choose from one of the remaining verifiers. Verifiers are selected at the sole discretion of ISI.

3.9.2 Use of Tools and Guidance Provided by ISI *[Issued 2019-03-08]*

ISI reserves the right to issue and update new tools and verifier guidance. Verifiers are expected to ensure consistent, high-quality reviews that adhere to the latest guidance provided by ISI as issued and updated from time-to-time.

3.9.3 Direct Contact with Project Team *[Issued 2019-03-08]*

Verifiers may not communicate directly by any means (e.g., phone, email, in-person) with the project team unless facilitated and supervised by ISI. Verifiers that make, or attempt to make, direct contact with the project team may result in a new verification process with a different verifier being initiated at the verifier’s expense.

3.9.4 Scoring Disagreements *[Issued 2019-03-08]*

In instances where the verifier and the ISI Reviewer disagree on a level of achievement for one or more credits and cannot reach consensus, ISI’s ruling will stand.

3.9.5 Project Confidentiality *[Issued 2018-09-12]*

ISI holds project information submitted for review to the highest standards of confidentiality and also requires third-party verifiers to treat project information as

confidential. Verifiers are not permitted to discuss or otherwise disclose project-specific information.

3.9.6 Verifier Anonymity *[Issued 2019-03-08]*

The verifier shall not publicly advertise his or her role as a verifier on a specific project in any forum or form whatsoever at any point during or following a verification process, whether the project earned an Envision award or not.

Verifiers may indicate they are Envision verifiers on their CVs/resumes; however, specific projects verified may not be identified by name. If verifiers wish to include their verification work in CVs/resumes, they may identify projects only by size, type, and location at the state/province and country level. Any further identifying characteristics may not be disclosed.

3.9.7 Suggesting Higher Performance than Submitted *[Issued 2019-03-08]*

The verifier may assess a higher level of achievement where the documentation presented support such. However, as it exposes ISI to risk, where the documentation is not sufficient to assess a higher level of achievement, the verifier shall not suggest the team resubmit credit documentation to satisfy a higher level of achievement.

3.9.8 Assessing Credits not Submitted *[Issued 2019-03-08]*

As it exposes ISI to risk, the verifier shall not assess credits not submitted for verification, even if the verifier should feel that the team could reasonably gain points for a particular credit not submitted.

3.10 ADDITIONAL CREDIT REVIEW & APPEALS

3.10.1 Additional Credit Reviews for Previously Submitted Credits Following Verification Completion *[Issued 2018-09-12, Updated 2019-03-08]*

Upon completion of verification (e.g., after the third-party verifier has completed their final review of a project during the design review phase and/or post-construction review phase), the project team is presented with the option or to modify and re-submit one or more credits previously submitted for an additional review (e.g., if additional documentation is made available to potentially support a higher level of achievement for one or more credits).

The opportunity to re-submit credits for an additional review is only available for 30 days after completion of verification. Each additional review may only apply to a single credit; however, multiple credits may be resubmitted for an additional review simultaneously.

The decisions are final once an additional review of a credit has been completed; no further opportunities to re-submit the same credits are available.

New credits (e.g., credits that were not previously submitted by the project team for review) will not be allowed to be submitted once a verification review phase has been concluded (e.g., the end of the design review phase or the end of the post-construction review phase).

3.10.2 Additional Credit Review Fees *[Issued 2018-09-12]*

The fee associated with an additional credit review is a flat fee, per each credit re-submitted. Project teams will only incur this fee in the event they elect to re-submit a credit for an additional review. Fees must be remitted to ISI by credit card at the time an additional credit review is requested, or by check; however, ISI shall not initiate the review until payment has been received in full. If payment is not received within thirty (30) days after the submission of a credit for additional review, such additional review shall be cancelled. Refer to the *Guide to Envision Verification for Applicants* for fees associated with appeals.

3.10.3 Appeals *[Issued 2018-09-12, Updated 2019-03-08]*

Upon verification completion (e.g., after the third-party verifier has completed their final review of a project and returned the final scores to the project team), the project team is presented with the option to formally accept the determination of ISI, resubmit credits previously submitted at a higher level of achievement, or to initiate an appeal of one or more credit decisions.

The opportunity to appeal credit decisions is only available for 30 days after verification completion. Each appeal may only apply to a single credit; however, multiple appeals can be submitted simultaneously.

The decisions of the appeals board are final.

3.10.4 Appeal Fees *[Issued 2018-09-12]*

The appeal fee is a flat fee, per each appeal. Each appeal can address only one credit. Project teams will only incur this fee in the event they elect to submit an appeal. Fees must be remitted to ISI by credit card at the time an appeal is requested, or by check; however, ISI shall not initiate the review of an appeal until payment has been received in full. If payment is not received within thirty (30) days after the submission of an appeal, such appeal shall be cancelled. Refer to the *Guide to Envision Verification for Applicants* for fees associated with appeals.

3.11 AWARDS POLICY

3.11.1 Physical Awards *[Issued 2018-09-12]*

ISI has entered into an exclusive partnership with an awards manufacturer. Projects that have earned at least 20% of applicable points in the Envision framework may purchase physical awards (e.g., plaques and/or trophies) from our awards manufacturer. The project name as provided on the ISI website is the project name that is eligible to be engraved on

the award. Modifications are generally not possible without express written permission from ISI. Visit <http://envisionawards.org> for more information. Physical awards are not included in the verification fees paid to ISI.

3.11.2 Public Announcement *[Issued 2018-09-12]*

All projects that have earned an Envision award will be posted on ISI's website within three months of the final score being issued. ISI will post on its website the name, location, award level, and a brief description of the project based on information provided by the project team.

3.11.3 Use and Disclosure of Project Information *[Issued 2018-09-12]*

Other than the name, location, award level, and brief description of the project based on information provided by the project team, ISI will not disclose any additional information about the project without express written consent from the project leader.

Once a project team consents to information about a project being made public, ISI reserves the right to include such information in articles, case studies, presentations, webinars or other public forums.

3.11.4 Revocation *[Issued 2018-09-12]*

In very rare situations, an Envision award may be revoked. Circumstances under which an Envision award would be revoked:

- a) A project pursuing verification Pathway A: Design + Post-Construction fails to address credits marked as pending within 1 year of the project being constructed and becoming fully operational
- b) Project documentation submitted to ISI for review is found to be materially incorrect or misleading

Should revocation of an Envision award occur, ISI will remove the project from the *awards list* on the ISI website. No fees will be refunded.

3.11.5 Change of Award Level *[Issued 2019-03-08]*

For projects pursuing verification Pathway A: Design + Post-Construction, it is possible for the award level earned after the iterative design review stage to increase or decrease based on the results of the post-construction review. In these rare cases, ISI will update the project's award level on the *awards list* on the ISI website, and any other communications channels under ISI's control. The project team is also required to update any public announcements about the project's award level within its control.