As a key step in the verification quality assurance process, the Project Leader and/or Lead ENV SP is responsible for ensuring a high-quality submission that adheres to ISI's policies and guidance.

Prior to submitting the project for verification, the Project Leader and/or Lead ENV SP must confirm that the project submission complies with the following expectations. Failure to address these may result in the delay of the project's verification and/or a lower score for your project.

FIRST REVIEW QUALITY ASSURANCE CHECKLIST

☐ **Guide, Policies, and Credit Interpretations**
I attest that I have reviewed the latest *Guide to Envision Verification for Applicants* (the Guide), *ISI Policies*, and published Credit Amendments available on my ISI dashboard website. These documents are updated from time to time. The latest versions will be applicable to the project at the time of project submission.

☐ **Environmental, Social, and Governance Safeguards**
I attest that, to the best of my knowledge, all environmental, social, and governance safeguards (ESG) were adhered to on the project. Required ESG safeguards are described in the Guide.

☐ **Project Phase**
For Pathway A: Design + Post-Construction, I attest that the project is being submitted at or after 95% design completion, with all substantive design decisions made, unless special permission has been granted in writing by ISI. For Pathway B: Post-Construction, I attest that the project has been submitted at or after 95% construction completion, with all substantive construction complete, to within 3 years in operation, unless special permission has been granted in writing by ISI.

☐ **Project Boundary / Scope**
I attest that a project boundary and scope has been provided and is consistently applied across all credits. A project site map has also been included in the Envision Online Scoresheet, indicating the project boundary and all project elements.

☐ **Credit Coversheet Templates**
I attest that the ISI issued credit coversheet templates (i.e., Envision Coversheets), available on the ISI website, were completed for each credit pursued. The credit coversheets are uploaded separate from any supporting documentation.

☐ **Levels of Achievement**
I attest that the levels of achievement or applicability (e.g., "NA") selected for all credits on the Envision Online Scoresheet accurately reflects what is presented on the credit coversheets. For Pathway A: Design + Post-Construction projects, the Pending status (i.e. "P" or "NP") has been selected for all relevant credits. Note that no credit coversheet or supporting documents are needed for credits not being pursued, but applicants must mark "0" on the Envision Online Scoresheet.

☐ **Credit Submittals**

I attest that a credit submittal (i.e., credit coversheet and supporting documentation) was provided for each credit being pursued, including credits deemed Pending and credits being pursued as Not Applicable. Credit submittals are not required for credits not being pursued. Every credit submittal is stand-alone and does not reference other credits, or documentation provided for other credits.

☐ **Not Applicable Credits**

I attest credits deemed Not Applicable are appropriately justified with supporting documentation. The following are not acceptable justifications for deeming a credit 'not applicable': the scope of the contract does not address the issue; achieving the credit is deemed to be too expensive, difficult, or time-consuming; local laws or regulations prohibit meeting the requirements; those conducting the Envision assessment do not have decision-making authority; or stakeholders have indicated that the issue is not a priority. Individual evaluation criterion within a cannot be deemed Not Applicable.

☐ **Evaluation Criteria and Documentation Guidance**

I attest that for each credit submittal, all evaluation criteria (lettered items) and associated documentation guidance (numbered items) relevant to the desired level of achievement are explained within the credit coversheet and referenced within supporting documents. Each criterion was addressed separately without reference to other criterion within the credit or other credits.

☐ **Supporting Documentation**

I attest that supporting documentation is provided to support all statements or claims made in the credit coversheet narratives. All pertinent sections of supporting documentation are highlighted and/or annotated to draw attention to relevant sections / pages / excerpts. All coversheet references to supporting documentation cite specific and appropriate page numbers.

☐ **Innovation Points**

I attest that any Innovation points claimed fall within one of the criteria identified within the relevant credit category. Innovation points are awarded in 2-point increments and cannot be earned in multiple categories for the same strategy.

☐ **Pending Credit Submittals**

For Pathway A: Design + Post-Construction, I attest for all credits deemed Pending, supporting documentation is provided that will give the verifier confidence that the expectations for the desired level of achievement will be met during the Post-Construction Review. The documentation that will be provided with the Post-Construction Review must be thoroughly described in the Pending Documentation Table and within the relevant criteria. For Pathway B: Post-Construction, I attest that credit submittals reflect the final constructed (i.e., as-built) project and there is no pending documentation for the project.

SECOND REVIEW QUALITY ASSURANCE CHECKLIST

☐ **Resubmitted Files**
I attest that resubmitted credit submittals address the items identified in the First Review verifier comments and results cover letter.

☐ **Updated Credit Coversheet Narratives**
I attest that the credit coversheet narratives have been modified in a way that clearly shows what text has been changed (e.g., track changes).

PATHWAY A: POST-CONSTRUCTION REVIEW QUALITY ASSURANCE CHECKLIST

☐ **Guide, Policies, and Credit Interpretations**
I attest that I have reviewed the latest *Guide to Envision Verification for Applicants* (the Guide), *ISI Policies*, and published Credit Amendments available on my ISI dashboard website. These documents are updated from time to time. The latest versions will be applicable to the project at the time of project submission.

☐ **Environmental, Social, and Governance Safeguards**
I attest that, to the best of my knowledge, all environmental, social, and governance safeguards (ESG) were adhered to on the project. Required ESG safeguards are described in the Guide.

☐ **Project Phase**
I attest that the project has been submitted at or after 95% construction completion, with all substantive construction complete, to within 3 years in operation, unless special permission has been granted in writing by ISI.

☐ **Material Project Changes**
I attest that the Post-Construction submission credit submittals reflect the final constructed (i.e., as-built) project. Any substantive changes since the Design Review have been updated with the Post-Construction Review.

☐ **Updated Credit Coversheet Narratives**
I attest that the credit coversheet narratives have been modified in a way that clearly shows what text has been changed (e.g., track changes).

☐ **Supporting Documentation**
I attest that supporting documentation is provided to support all statements or claims made in the credit coversheet narratives. All pertinent sections of supporting documentation are highlighted and/or annotated to draw attention to relevant sections / pages / excerpts. All coversheet references to supporting documentation cite specific and appropriate page numbers.