



Guide to Envision Verification for Applicants

This guidance document contains important information for applicants (users) of the Envision® sustainable infrastructure framework, including current policies, procedures, submission tips, and pricing.

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1.0 INTRODUCTION

Congratulations on your decision to pursue Envision verification for your infrastructure project!

You are on your way to increasing the value and sustainability of your project. This guide will lead you through the process of submitting your project for review and formal recognition from the Institute for Sustainable Infrastructure (ISI).

Project teams pursuing Envision verification should use this document in conjunction with the official Envision Guidance Manual and ISI Policies available on the ISI website:

www.sustainableinfrastructure.org. References to ISI Policies are made throughout this guide (e.g., “Refer to Policy X.X.X”). All applicants must adhere to the ISI Policies and the requirements and guidance contained within this guide and its attached appendices.

1.1 HISTORY OF ENVISION

In 2010, the Institute of Sustainable Infrastructure (ISI) was founded as a collaboration between the three largest engineering membership organizations in the North America: American Council of Engineering Companies (ACEC), American Society of Civil Engineers (ASCE), and the American Public Works Association (APWA). Members of these organizations sought to develop a common system for defining, measuring, and assessing the application of sustainability principles on infrastructure projects.

ISI is a non-profit organization whose mission is to develop and manage Envision, a framework to encourage systemic changes in the planning, design, and delivery of sustainable, resilient, and equitable civil infrastructure through education, training, and third-party project verification.

The origin story of Envision is rooted in collaboration. Soon after its founding, ISI connected with an initiative at the Harvard Graduate School of Design’s Zofnass Program for Sustainable Infrastructure that was in the process of creating a tool for rating infrastructure. Rather than develop competing systems, the two entities partnered to create the first Envision Framework for Sustainable Infrastructure. The first version, released in 2012, was named Envision v2 in recognition of the earlier works of each organization that accelerated the final development. The first Envision v2 project was verified in 2013.

As with many ideas that evolve from initial concept to practical application, updates to the Envision framework were necessary. After receiving extensive feedback and facilitating an approach involving numerous technical committees, ISI released the Envision Sustainable Infrastructure Framework Version 3 (i.e., Envision v3) in 2018. The updated version was designed to better address all stages of project delivery and emphasize community cohesion, social equity, and resilience.

As of 2019, all new projects registering for verification were required to use the Envision v3 framework. However, given the importance of maintaining consistency over the design life, projects originally registered under Envision v2 were allowed to verify under the older version.

Envision v3 is the version of the framework that is referenced throughout this document. Should a new version of Envision be developed, projects registered with Envision v3 will be allowed to continue to follow this guidance.

1.2 THE ENVISION FRAMEWORK

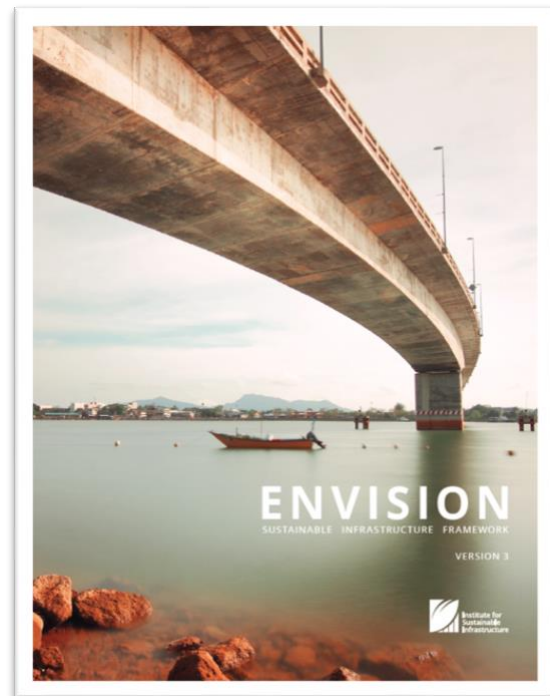
The Envision framework is comprised of six components. Throughout this document, references are made to each of the following:

1. **Envision Guidance Manual:** The written framework.

The Envision Guidance Manual is the foundational component of the Envision framework. It contains 64 sustainability indicators, called 'credits', that cover the full dimensions of infrastructure sustainability. Credits are organized into five categories and 14 subcategories:

- **Quality of Life:** Wellbeing, Mobility, Community
- **Leadership:** Collaboration, Planning, Economy
- **Resource Allocation:** Materials, Energy, Water
- **Natural World:** Siting, Conservation, Ecology
- **Climate and Resilience:** Emissions, Resilience

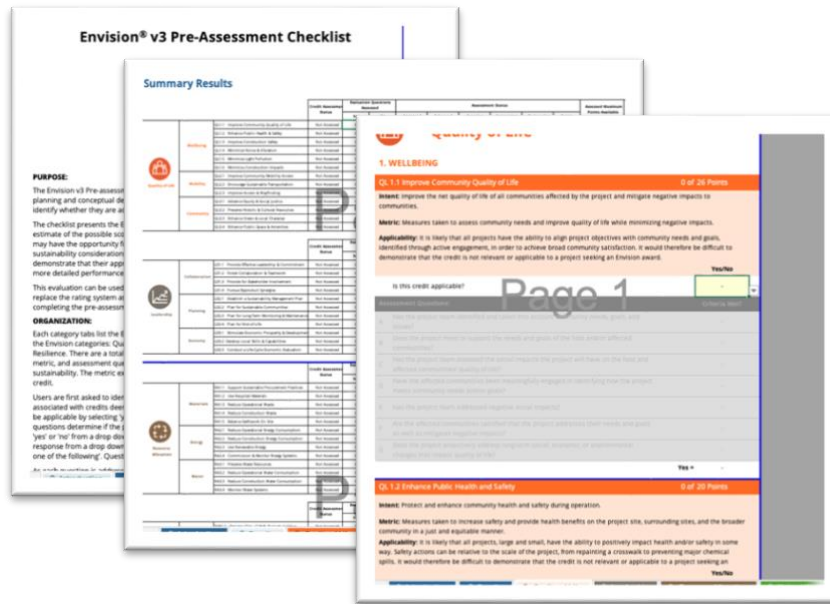
Each credit includes a two-lettered code identifying the credit category and numbering based on its position within the subcategories. For example, QL2.1 Improve Community Mobility and Access is in the Quality of Life (QL) category and the second subcategory, Mobility.



In addition to credit titles and identification numbers, each credit includes sections describing the intent, metric, total possible points, levels of achievement, description, performance improvement, evaluation criteria and documentation guidance, and related Envision credits.

2. **Envision Pre-Assessment Checklist:** An early-phase high-level pre-assessment.

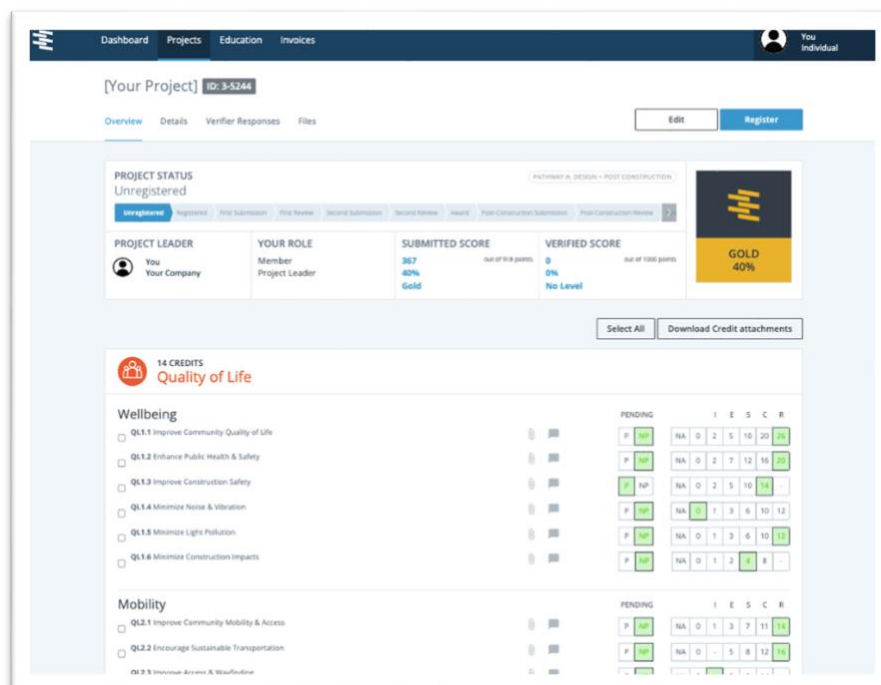
The Envision Pre-Assessment Checklist, also called the Envision Checklist, is an Excel-based tool structured as a series of yes/no questions based on the evaluation criteria questions found in the Envision Guidance Manual. It can be helpful early in the project planning phase when specific performance data necessary for an in-depth assessment is still unknown. It is also an educational tool designed to help Envision users become familiar with the sustainability aspects of infrastructure planning, design, and construction. The Envision Pre-Assessment Checklist can be used to quickly compare project alternatives before key project decisions have been finalized.



The tool is locked to protect the embedded formulas, but there is no password. To use as a project management tool, unprotect the sheets and add columns for additional credit-specific information, like assignment of team members, lists of supporting documents, or notes on limitations for the desired level of achievement. Once unprotected, do be careful to not delete content from any of the formula-based cells.

3. Envision Online Scoresheet: The detailed online assessment tool and calculator.

The Envision Online Scoresheet (Scoresheet) is an online tool that allows project teams to collaboratively assess projects, upload documentation, and describe the project. It includes a digital version of the Envision Guidance Manual, a scorecard, a project status overview, a project details section and a file upload tool. The Envision Online Scoresheet is used to register and submit the project for verification. Envision account holders may access the Envision Online Scoresheet on the ISI website.



4. **Envision Sustainability Professional Credential (ENV SP):** Professional training in Envision use.

An ENV SP is an individual who has completed ISI's training and credentialing program on how to use Envision. The training is available online through self-paced modules on the users ISI dashboard or live by an ISI-approved trainer. To be eligible to submit for Envision verification, at least one ENV SP must be on the project team (refer to *Policy 3.5.3*). However, ISI encourages anyone involved in the planning, design, or construction of sustainable infrastructure to attain their ENV SP credential as it sets a common understanding and makes collaboration and teamwork more effective.



5. **Envision Verification:** Independent third-party project review process.



While many project teams use Envision as a self-assessment tool, ISI also offers a project verification program. Envision verification is an independent third-party peer-review process to confirm a project meets Envision levels of achievement. Pursuing Envision verification helps validate the quality of sustainability strategies, provides confidence to owners and stakeholders, and offers project teams valuable feedback.

6. **Envision Awards:** Recognition for qualifying verified projects.

Projects that complete the Envision verification process and achieve sufficient points earn an Envision award. Award levels are based on the percentage of applicable points received as a result of the review.



1.3 USING ENVISION

Envision can and should be used throughout the entire life cycle of a project. The sooner Envision is applied, the greater the value it can deliver. Using Envision early in the planning and design phases can help project teams:

- Determine the right project to pursue;
- Establish sustainability goals, targets, and objectives for the project; and
- Determine how best to design the project to meet the sustainability goals and the needs of the host and affected communities.

Using Envision early in the planning and design phases may also save time for applicants during verification. The following sections provide a high-level overview of how to use Envision at each stage of the project life cycle.

Planning: In the planning stage, Envision is used to assess community values, engage stakeholders, and build consensus around the best project solutions and strategies. It guides decisions when defining scope, prioritizing projects, and comparing alternatives.

Design: In the design phase of a project, Envision provides a thorough evaluation of key design elements. Each credit's level of achievement could benchmark relative impacts and spark ideas for expanding toward higher degrees of sustainability. Integrating Envision into the design process centers decision making on sustainability considerations throughout project development.

Construction: During construction, Envision guides actions to align with the intentions set during planning and design. It also provides opportunities to creatively address challenges that were not anticipated during design. Care is taken to measure and document the engineering estimates made earlier and address impacts related to the construction process.

Operations and Maintenance: During operations and maintenance, it is important to track sustainable performance. The Envision framework includes several key performance indicators

(KPIs) that can be monitored over the project life. Several credits recommend setting up processes for tracking and monitoring such KPIs during operation. In this way, Envision supports evaluation of sustainability impacts across project life-cycles.

Communication and Education: The Envision framework provides an organized system for educating stakeholders and garnering support. The transparent nature of the framework demonstrates the relationship to the triple bottom line that balances social, economic, and environmental issues. This transparency also helps in effectively promoting the sustainability achievements and awards received by projects.

Important tools, including the Envision Guidance Manual, Envision Online Scoresheet, and Envision Pre-Assessment Checklist, can be accessed or downloaded from an individual's ISI account. Log in or create an account by going to ISI's website at www.sustainableinfrastructure.org.

1.4 BENEFITS OF ENVISION AND VERIFICATION

Using Envision provides benefits to projects in many ways, such as:

- Long-term viability through increased resiliency and preparedness;
- Lower costs through management and stakeholder collaboration;
- Reduced negative impacts on the community and environment;
- Potential to save owners money over time through efficiency;
- Credibility of a third-party rating system; and
- Increased public confidence and involvement in decision-making.

Envision users, including owners, planners, designers, engineers, architects, contractors, and others find value in attaining third-party verification. The benefits of pursuing verification include:

- Offers community stakeholders confidence that the project addresses needs and concerns;
- Instills rate-payers or tax-payers with assurance that money is spent in the best interest;
- Demonstrates sustainability and resiliency achievements are considered noteworthy through an independent, internationally recognized system;
- Motivates the project team to achieve better outcomes through collaboration;
- Provides an objective measure of sustainable performance;
- Draws attention to the good work being undertaken;
- Emphasizes the importance of tracking metrics, collecting documentation, and following sound methodologies from inception through to construction and operations; and
- Offers a quality control/quality assurance measure to confirm project assessments are accurately completed by the appropriate agency, department, or municipality.

1.5 DETERMINING ELIGIBILITY FOR VERIFICATION

Envision is designed as a holistic sustainability rating system for all types and sizes of both public and private 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 types of infrastructure. While initially developed for use

in the United States and Canada, the Envision framework is being successfully applied throughout the world.

Envision is *not intended* to evaluate interior, conditioned, buildings with the primary purpose of human occupation, such as offices, schools, single family homes, or multi-unit residential buildings. It does not include metrics related to occupant comfort, such as daylighting or indoor air quality. To include these elements, project teams should consider using Envision in conjunction with green building rating systems. Infrastructure related buildings, such as maintenance or operator facilities, may be included in the Envision project boundary.

Envision is not designed to verify non-physical infrastructure such as policies, programs, or master plans, although some Envision credits could be supported through documents related to policies, descriptions of programs, and information contained in master plans.

Projects can and should use Envision from the earliest planning stages. However, projects will not have sufficient and appropriate documentation to complete an Envision verification submission until all major design decisions have been made.

The following guidelines can be used to determine a project's eligibility for Envision verification:

- The submission is for physical infrastructure. *Refer to Policy 3.2.1.*
- There is at least one Envision Sustainability Professional (ENV SP) responsible for ensuring a high-quality submission on behalf of the project team. *Refer to Policy 3.5.3.*
- The project is at or after 95% design completion. *Refer to Policy 3.2.2.*
- The project has been fully operational for less than three years. *Refer to Policy 3.2.2.*

If a project team is uncertain about the eligibility of your project, contact ISI before registering.

2.0 ENVISION VERIFICATION

The following sections provide more detail on the Envision verification process, including an overview of the steps involved and a closer look at each of the elements.

2.1 OVERVIEW

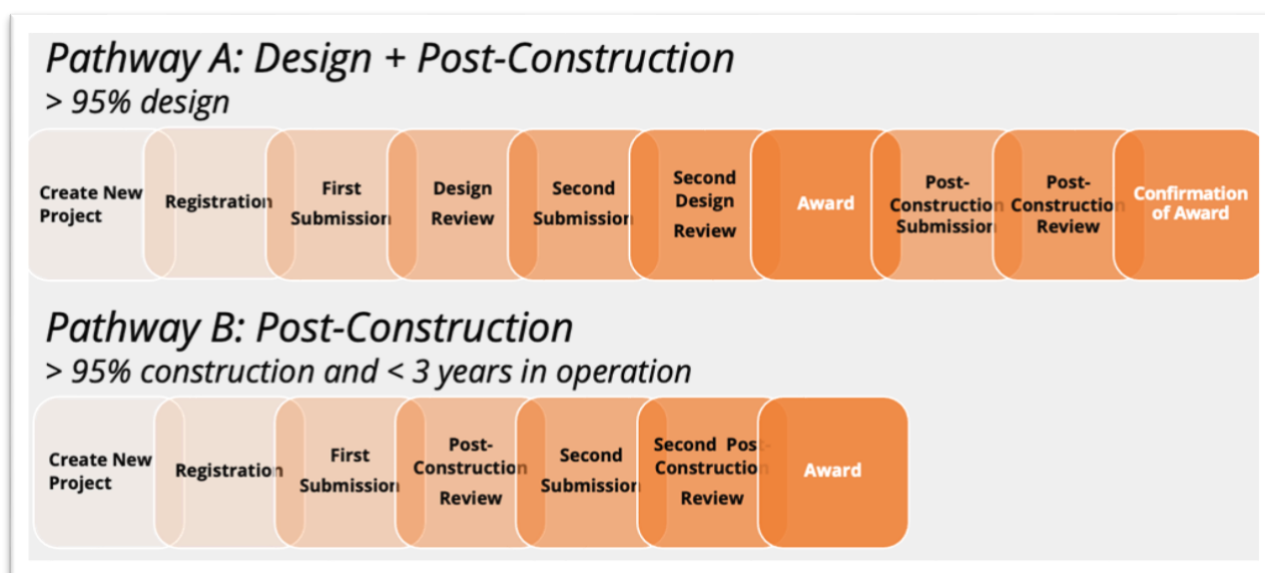
The purpose of Envision is to foster the dramatic and necessary improvement in the sustainable performance and resiliency of physical infrastructure by helping owners, planners, engineers, contractors, and other stakeholders implement cost-effective, resource-efficient, and adaptable long-term investments. Recognition is an important component of increasing awareness and initiating this systemic change. To this end, ISI offers the Envision verification program to recognize sustainable project achievements.

When pursuing Envision verification, project teams may choose one of two verification pathways:

In **Pathway A: Design + Post-Construction** (Pathway A), the project team pursues Envision verification after the design phase (at or after 95% design completion) and seeks to earn an Envision award. Project teams are then required to complete an additional post-construction review to confirm the Envision award. The post-construction review validates that the commitments made during design were carried through during construction.

In **Pathway B: Post-Construction** (Pathway B), the project team pursues Envision verification after the construction phase (at or after 95% construction completion, and within three years of operation), seeking to earn an Envision award.

Envision Verification Pathways



2.2 VERIFICATION PROCESS STEPS

2.2.1 Create New Project

Create an Envision Online Scoresheet for the project by logging into the ISI account, clicking “New Project”, and providing basic information about the project.

To initially create an Envision Online Scoresheet, the user will need to provide basic information about the project, including the name, location, and the selected verification pathway. Additional information will be required later in the process. Refer to [Appendix A](#) for the full list of project information required before submitting for Envision verification.

When a user creates the Scoresheet on the ISI platform, they are automatically designated as the Project Leader. This role is pivotal as the Project Leader acts as the primary contact for the project

Verification Steps at a Glance

Step	Pathway A: Design + Post-Construction	Pathway B: Post-Construction
1	Create New Project Create an Envision Online Scoresheet for the project by logging into your ISI account, clicking “New Project”, and providing basic information about your project. At this stage, the project is unregistered but the Scoresheet may be used to start the process of evaluating the project and sharing the project online with team members.	
2	Registration Registering the project signals the intent to pursue project verification. Project teams must provide additional details about the project, such as constructed cost. An invoice is generated for the project’s registration fee and payment is expected within 30 days. Once the project registers, an ISI Point of Contact will be assigned to help facilitate the verification process.	
3	Design Review Pathway A project teams can submit for verification at or after 95% design.	Post-Construction Review Pathway B project teams can submit for verification between 95% construction completion to within 3 years of operation
	The project team develops their Envision application by completing the Envision Online Scoresheet, including the upload of all application materials. Once the Envision Online Scoresheet is finalized, the project is ready to be submitted for the independent, third-party verification process. Upon submission for verification, an invoice will be generated for the project’s verification fee and ISI will conduct a Quality Assurance check. If accepted for verification, the First Review begins seven calendar days after submission. The First Review takes up to 60 calendar days. Payment of the verification fee is required before the First Review results are returned to the project team. The project team can elect to accept the results of the First Review or revise the application to address the Verifier Comments and resubmit for a Second Review. New credits may be included in the resubmission but will only be reviewed once. The Second Review takes up to 30 calendar days from the date of resubmission.	
4	Award Projects may accept the results, submit an Additional Review, or make an Appeal. If the project team accepts the results and the project earned sufficient points for an Envision Award, the award will be available at this time. Project teams have 30 calendar days to make their selection.	
5	Post-Construction Review Pathway A projects are required to submit a post-construction review to confirm the Envision Award level. This can be submitted between 95% construction completion to within 3 years of operation. The project team must attest that the project application reflects the final constructed project and submit validation which shows commitments made during design review were carried through construction. The Post-Construction Review takes up to 30 calendar days at no additional cost.	
6	Confirmation of Award: After the Post-Construction Review, projects may accept the results, submit an Additional Review, or make an Appeal. If the project team accepts the results and the project has maintained their award level, the Envision Award is confirmed. If the award level has changed, the new Envision Award level will be issued.	

with ISI and holds the authority to represent the project. Additionally, it's mandatory to assign a Lead Envision Sustainability Professional (ENV SP) for the project. While there can only be one Project Leader and one Lead ENV SP per project, they can be the same person. Responsibilities like modifying the project team, registering the project, and submitting it for Envision verification are exclusively handled by either the Project Leader or the Lead ENV SP. The Project Leader has the flexibility to delegate their role to another team member at any point by revising Envision Online Scoresheet. Moreover, the assigned Admin for the File Owner have the authority to reassign the Project Leader if needed. *Refer to Policies 3.5.2, 3.5.3, and 3.5.4.*

2.2.2 Register Project

Register an infrastructure project by providing additional details about the project, requesting an invoice, and submitting payment.

Only the Project Leader or Lead ENV SP can register a project. Registration is an important step in the Envision verification process as it signals your intent to pursue Envision verification. Before registering, it is important to confirm the project is eligible for Envision verification. *Refer to Policies 3.2.1 and 3.2.2.*

A project may be registered at any time in the project delivery process, from early planning stages to shortly before submitting for verification. *Refer to Policy 3.3.3.*

There are many benefits to registering a project, including:

- **Welcome Email.** After registering the project, the Project Leader and Lead ENV SP will receive a welcome email from ISI including important directions and next steps for preparing the verification submission.
- **Dedicated ISI Point of Contact.** Registered projects are assigned an ISI Point of Contact who acts as the main point of contact for the project team. The Project Leader or Lead ENV SP may direct questions related to the verification process, use of the online tools, and/or specific credit-related questions to the designated ISI Point of Contact.
- **ISI Credit Evaluation.** Registered projects may submit up to two (2) credits for an ISI Credit Evaluation. This optional service, at no additional charge, is especially useful to project teams who are submitting for Envision verification for the first time. In this evaluation, ISI staff provide guidance on the structure and content of the submission but do not make decisions on levels of achievement.
- **Early Recognition on the ISI website.** As an optional form of early recognition, registered projects may be listed on the ISI website. A complete street address or Latitude/Longitude coordinates are required for the project to be listed as "Registered" in ISI's Project Awards Directory website at <https://sustainableinfrastructure.org/project-awards/>. Only a location marker and the name of the project as it was registered will appear. Additional descriptions, such as the project's scope or award level being sought, is not published during this phase of the Envision verification process.
- **Continuity of Envision Versions.** Project teams may use the Envision version the project is registered under and are not subject to future changes of Envision. *Refer to Policy 3.4.*

2.2.3 First Submission

Using the Envision Guidance Manual, in conjunction with relevant Credit Amendments, conduct an in-depth assessment of the sustainability aspects of the project. Develop the first submission for Envision Verification by completing the Envision Online Scoresheet, including all required information and uploads.

This is the most detailed phase within the Envision verification process. During this phase, the Project Leader and/or Lead ENV SP will work with the project team to conduct an in-depth assessment of the sustainability aspects of the project, prepare the first submission for third-party verification by completing the Envision Online Scoresheet, and conduct a final internal quality assurance review. Refer to *Policy 3.1.1*.

During this stage of the Envision verification process, the Project Leader and/or Lead ENV SP will:

- Provide additional details about the project. Refer to [Appendix A](#).
- Determine the credits and relevant levels of achievement the project team will pursue. Refer to [Section 3.2.1](#).
- Determine whether any credits are deemed Not Applicable to the project. Refer to [Section 3.2.2](#).
- If pursuing Verification Pathway A: Design + Post-Construction, determine if credits should be marked Pending or Not Pending. Refer to [Section 3.3.1](#).
- For each credit being pursued:
 - Select pursued levels of achievement in the Envision Online Scoresheet, including marking any credit not pursued with “0”.
 - Complete a credit coversheet summarizing documentation relevant to the evaluation criteria. Project teams must use ISI's coversheet templates. Refer to [Section 3.3.1](#).
 - Collect supporting documentation to demonstrate the pursued level of achievement. Refer to [Section 3.3.2](#).
 - Upload the credit submittals into the Envision Online Scoresheet in PDF format. A credit submittal consists of a credit coversheet and supporting documentation. Refer to [Section 3.3](#).
- Conduct a final internal quality assurance review of the submission. The Lead ENV SP is required to complete and attest to the Verification Submittal Quality Assurance Checklist upon submittal for Envision verification. Refer to [Appendix D](#).
- If pursuing Verification Pathway B: Post-Construction Submittal of documentation reflecting the final constructed project (i.e., as-Built Plans stamped by the Engineer of Record or other appropriate documentation) is required.

When ready, the Project Leader and/or Lead ENV SP may submit the project for Envision verification online by selecting “Verify”. Next, complete a series of intake questions, including confirmation of the project boundary and description, Quality Assurance Checklist attestation, conflict of interest check, and arrangement for paying verification fee, if not done earlier. The verification fee may be paid by credit card online or the invoice may be downloaded for payment by check, ACH, or wire transfer. The verification fee must be received before the results of the First Review are returned to the project team. After addressing the invoice, select “Submit”.

2.2.4 First Review

The first submission enters the First Design Review for project teams pursuing Pathway A verification or the First Post-Construction Review for project teams pursuing Pathway B verification. A Verification Team trained to evaluate projects according to the Envision framework, guidelines, and policies, will review the submission.

After the project team provides their first submission, they can no longer make changes. ISI will complete a quality assurance review which includes a check of the project submission for adherence to Minimum Program Requirements. If the first submission meets the Minimum Program Requirements, ISI will assemble a Verification Team, and the First Review will start seven calendar days after submission. If the first submission does not meet the Minimum Program Requirements, the assigned ISI Point of Contact will reach out to the Project Leader and Lead ENV SP within seven calendar days requesting that deficiencies found during the review be met before the project is resubmitted.

The ISI-designated Verification Team, including third-party Verifier and a Reviewer, will thoroughly consider the project submission according to the Envision Guidance Manual and ISI Policies. The concurrent review process ensures consistency from project to project and further validates the results. The Verification Team's primary responsibilities are to review the credit submittals, determine the appropriate levels of achievement earned and, if differing from the project team, explain the rationale with structured feedback (i.e., "Verifier Comments").

Verifier Comments are provided with the results of the First Review within approximately 60 calendar days of the First Review Start Date, which is seven calendar days after the date of submission (i.e., 7 days + 60 days). The project team may then accept the results or develop a second submission.

2.2.5 Second Submission

Project teams may elect to revise their submission to resubmit for a Second Review.

The verification process includes an iterative review, which means a First and Second Design Review for Pathway A projects, and a First and Second Post-Construction Review for Pathway B projects. If the project does not accept the results of the First Review, they can develop a second submission by making modifications to address the Verifier Comments. The second submission process includes revising credit coversheets and supporting documentation based on Verifier Comments received in the First Review. Project teams should use track changes in revising the credit coversheets to indicate new information. Many project teams find it helpful to copy the verifier's comment into the summary section or within the relevant criterion area.

New credits may be included but will only receive one round of review. If the project team agrees with the Verifier's determination on a specific credit from the First Review, the levels of achievement verified from that review can be accepted by selecting on each of the green boxes in the Envision Online Scoresheet. No additional information is needed for those accepted. *Refer to [Section 4.2](#).*

There is no set time requirement for the project team to develop the second submission and resubmit for the Second Review. Typically, project teams take between two months to a year working on their second submission.

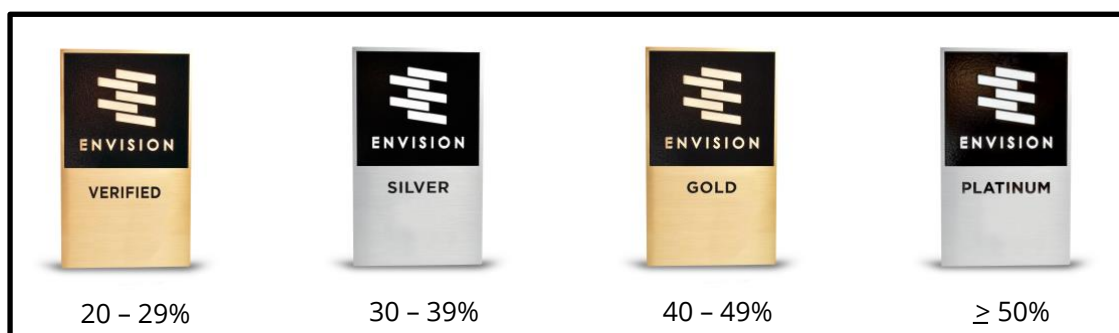
2.2.6 Second Review

If the project team elects to resubmit, the second submission enters the Second Design Review for project teams pursuing Pathway A verification or the Second Post-Construction Review for project teams pursuing Pathway B verification. ISI will strive to assign the same Verification Team responsible for conducting the First Review.

The Project Leader and Lead ENV SP will receive an email from their ISI Point of Contact sharing the results from the Second Review and Verifier Comments within approximately 30 calendar days of resubmission. The project team may opt to *Accept* the results, request an *Additional Review*, or seek an *Appeal*, with the latter two incurring additional fees. Unless the project team notifies ISI of their intent to pursue an additional review or an appeal within 30 calendar days, the final score will be automatically accepted. Project teams may request an extension but must provide ISI proper justification for why this is necessary. *Refer to Policy 3.10.*

2.2.7 Envision Award

An Envision Award is earned based on the percentage of applicable points earned by the project.



There are four (4) possible Envision award levels: Verified, Silver, Gold, and Platinum. To earn an Envision award, the project must score a minimum of 20% of the applicable points.

ISI believes in formally and publicly recognizing the sustainable achievements of projects earning an Envision award. Projects that do not earn an Envision award are not announced. The sections below outline the ways in which ISI recognizes Envision verified projects.

Award Letter

Once the score is finalized, the ISI Point of Contact will email the Project Leader and Lead ENV SP information for next steps, including an official award letter addressed to the infrastructure owner, or alternate if requested. ISI will issue award letters within one (1) week of the final Envision score. The award letter indicates the Envision award earned (e.g., Verified, Silver, Gold, or Platinum) and may be used as evidence of Envision verification for other purposes (e.g., for sustainability awards offered by other organizations/associations).

Certificate

ISI provides a certificate of Envision verification for the project which can be accessed from the Envision Online Scoresheet on the ISI website. This certificate indicates the project name, Envision award level, year of award, and is signed and dated by the ISI President and Chief Executive Officer.

Project teams may reproduce these certificates for display (e.g., framed in an office, online, in a sustainability report, etc.).

Award Announcement/Press Release

ISI coordinates with the project team to release a project award announcement for the Envision verified project. This contains information about the Envision framework, the award level earned, a quote from ISI, and highlights of select verified sustainability aspects of the project. ISI will develop an initial draft by drawing upon information provided in the application and credit submittals. ISI will provide the draft to the project team for review and vetting prior to release.

On an agreed upon date, the full project award announcement will be posted on the ISI website. Abbreviated versions are posted on ISI's social media channels and monthly ISI newsletters. ISI encourages the project team to distribute the full announcement widely through their networks.

If ISI does not receive a response from the project team within three (3) months of earning an Envision award, ISI will proceed with publicly listing the project (name, location, and brief description) and award level earned online. This will not include detailed information, nor will it be included in social media or other posts. Refer to *Policy 3.11.2*.

Plaques/Trophies

ISI has an exclusive partnership with the awards manufacturer called Eclipse Awards, the world's first carbon-neutral awards company. Projects that earn Envision awards may purchase physical awards (e.g., glass or metal wall plaques, desktop trophies) to commemorate the achievement. Visit <http://envisionawards.org> for more information and to see the suite of products available for purchase. Eclipse awards can provide specific information on the degree of customization allowed for Envision Awards and can assist with the award ordering process. To order an award, you must provide basic information about your project including the name of the project and the unique ISI assigned project ID. A physical award cannot be ordered until formal recognition is provided by ISI. Refer to *Policy 3.11.1*.

Award Presentations/Ceremonies

When availability permits, an ISI representative may participate in a ribbon cutting, open house, or other type of award ceremony. Unless other arrangements are made, travel and other associated expenses for ISI staff are expected to be covered in full by the project team. However, ISI is unable to guarantee attendance even if travel and related expenses are covered.

2.2.8 Third Submission

Project teams pursuing Pathway A are required to develop a post-construction submission (i.e., third submission) to submit for a Post-Construction Review. All credit submittals must clearly

relate to decisions made or activities performed during the construction phase. This step does not apply to Pathway B projects.

For Pathway A, a Post-Construction Review is required to maintain the Envision award. The Project Leader and Lead ENV SP must provide an estimated construction completion date and inform ISI if any significant schedule changes occur.

The post-construction submission (i.e., third submission) can include an updated materials for credits marked Pending during the Design Review to confirm that any commitments made were successfully carried out through construction. It can also include new credits or credits updated due to scope or design changes resulting from construction-related activities that were not known at the time of design.

Submittal of documentation reflecting the final constructed project (i.e., as-Built Plans stamped by the Engineer of Record or other appropriate documentation) is required for the Post-Construction Review. The project team is also required to attest that the post-construction submission accounts for any changes in scope or key design variables.

2.2.9 Third Review

Project teams pursuing Pathway A are required to submit for a Post-Construction Review (i.e., Third Review). ISI will strive to assign the same Verification Team responsible for conducting the Design Review. This step does not apply to Pathway B projects.

For Pathway A, the Post-Construction Review (i.e., Third Review) is **not** an iterative process. The Verification Team will focus their review on credits submitted as Pending during the Design Review, credit updates due to scope or design changes, and/or new credits resulting from decisions made during the construction phase.

If credits marked as Pending are not resubmitted, or the documentation fails to demonstrate the level of achievement awarded during the Design review, the points and thus final project score may decrease. Conversely, if a resubmitted credit shows attainment of a higher level of achievement or a new credit attains a level of achievement, the points and final project score may increase. Therefore, it is possible that the Envision award level granted after Design Review could change because of the Third Review.

Verifier Comments from the Post-Construction Review are provided to the project team within approximately 30 calendar days of resubmission. Upon completion of the Third Review, the project team may opt to *Accept* the results, request an *Additional Review*, or seek an *Appeal*, with the latter two incurring additional fees. Unless the project team notifies ISI of their intent to pursue an additional review or an appeal within 30 calendar days, the final score will be automatically accepted unless ISI grants permission in writing to extend the notification period. *Refer to Policy 3.10.*

2.2.10 Confirmation of Award

Project teams pursuing Pathway A will maintain or adjust their Envision Award level based on the Third Review. This step is not applicable to Pathway B projects.

For Pathway A, the Envision Award level granted after the Design Review will either be confirmed or change due to the results of the Third Review. ISI will coordinate with project teams regarding next steps for the confirmation or revision of the Envision award, e.g., announcements, etc.

3.0 PREPARING A PROJECT FOR VERIFICATION

The following sections provide specific guidance for applicants preparing their project for Envision verification.

3.1 MINIMUM PROGRAM REQUIREMENTS FOR VERIFICATION

Projects submitted for Envision verification must meet the Minimum Program Requirements as outlined in [*Appendix B*](#).

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 Minimum Program Requirements will be notified by ISI and will be required to address any gaps before the project is verified. Refer to *Policy 3.1.1*.

3.2 ASSESSING CREDIT ACHIEVEMENT

3.2.1 Scoring Methodology

Each of the credits and their associated levels of achievement are assigned points weighted in accordance with their estimated contribution to sustainability. Points achieved for each applicable credit are added together (numerator) and divided by the total possible points (denominator), to give the Envision score expressed as a percentage. The baseline total possible points that can be earned is 1,000. Credits that are deemed 'Not Applicable' are removed from the total possible points that can be earned. Points earned for Innovate or Exceed Credit Requirements credits act as bonus points and do not impact the total possible points.

3.2.2 Credit Applicability

As a highly flexible and adaptable resource for all types and sizes of civil infrastructure, Envision recognizes that not all credits will be applicable to all projects or project types. Therefore, credits can be omitted from consideration by pursuing them as 'Not Applicable'. This is reserved for cases where the sustainability indicator addressed by a given credit does not exist for the project. For example, on a project that is entirely underground external light fixtures would not exist and the project team would not be able to assess credit QL1.5 Minimize Light Pollution.

Each credit includes an Applicability section which describes the requirements for evaluating a credit's applicability. Credits deemed 'Not Applicable' impact project scoring. The maximum point value associated with 'Not Applicable' credits is removed from the total number of possible points in the Envision framework. For example, if a project team demonstrates that QL1.5 Minimize Light Pollution is 'Not Applicable' to their underground pipeline project that has no external lighting, a

total of 12 points would be removed from the denominator, lowering the total number of points from 1,000 to 988.

The project team must provide a fully support credits pursued as 'Not Applicable', including providing a credit coversheet explaining why the credit is 'Not Applicable' and supporting documentation providing evidence to support the explanation.

Project teams can only pursue entire credits as 'Not Applicable'. Individual evaluation criteria or specific documentation guidance within a credit cannot be considered 'Not Applicable'.

Applicability is based on whether the sustainability indicator addressed by the credit exists for the project. The Applicability section of each credit describes some considerations for project teams. Regardless of the credit, the following are **not acceptable reasons** for deeming a credit 'Not Applicable':

- The scope of a contract does not address the issue;
- Achieving the credit requirements 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.

In cases where local laws or regulations prohibit actions that would meet the credit requirements (e.g., local laws requiring the use of bright external lighting), the sustainability indicator does not become non-existent (e.g., QL1.5 Minimize Light Pollution). Rather, this means the project team might not be able to achieve credit points and will need to look elsewhere in the Envision framework to earn points.

3.2.3 Evaluation Criteria and Documentation Guidance

When preparing a project for Envision verification, it is important to pay close attention to the specific evaluation criteria and documentation guidance for the desired Level of Achievement. All required evaluation criteria and documentation guidance must be fulfilled in order to meet the associated Level of Achievement. As previously mentioned, it is not permissible to declare individual evaluation criteria, or specific documentation guidance, within a credit as 'Not Applicable'.

There are several types of evaluation criteria in the Envision framework, including:

- **Yes/No:** An action taken, or an outcome achieved (e.g., the project is not located on sensitive sites)
- **Target:** A specified outcome with discrete quantifiable levels (e.g., the project reduces energy consumption by 15%)
- **Execution:** A process conducted, or a commitment made to accomplish a stated objective (e.g., the project team has a comprehensive sustainability management plan in place)
- **Accomplishment:** A process conducted with a general or unspecified result (e.g., the project team has 'minimized' the use of fertilizers and pesticides on the project)

Evaluation criteria are denoted with letters (e.g., A, B, C, D) and are accompanied by documentation guidance denoted with numbers (e.g., 1, 2, 3, 4). Refer also to *Policy 3.7.4* for additional information pertaining to evaluation criteria and supporting documentation.

3.2.4 Credit Amendments

Ensure you review and apply any and all available Credit Amendments prior to submitting a project for verification. On occasion, ISI makes the determination that a Credit Amendment (previously called Credit Interpretations for Envision v2) is required. Credit Amendments are developed when ISI determines that one or more elements in the Envision Guidance Manual for a given credit or group of credits require clarification or further explanation. All Credit Amendments can be accessed on the ISI website.

3.2.5 Establishing Baselines

Several credits in the Envision framework, such as RA3.2 Reduce Operational Water Consumption, require project teams to demonstrate performance by percentage reductions compared to an acceptable base case or baseline. In the event a widely recognized industry standard does not already exist, project teams must establish a baseline. Acceptable methodologies for establishing baseline performance data include (in order of preference):

- **Existing conditions:** Comparing your project against existing conditions or the existing system(s) the project will replace;
- **Project alternative:** Comparing your project against a seriously considered project alternative;
- **Industry “standard practice”:** Comparing your project against industry “standard practice” or existing codes, standards or regulatory requirements; and
- **Similar project:** Comparing your project against a project of similar scope and size operating within the same geographical area or within a geographical area with similar operating conditions.

Regardless of the methodology chosen, the project team must provide:

- An explanation of why the selected baseline was chosen and its relevance to your project,
- Documentation to support the establishment of the baseline, and
- The required percentage reduction calculations for your project compared to the baseline.

3.2.6 Pending Credits

Project teams following Pathway A: Design + Post-Construction can submit for Envision verification upon reaching 95% design completion or after. However, at this stage in the project, some documentation required to meet the evaluation criteria and documentation guidance, specifically documentation related to construction information and activities, may not be available. In such cases, credits can be submitted as Pending, indicating the requirements associated with the selected level of achievement will be fulfilled by the completion of the project and the required pending documentation will be available and submitted during the post-construction review. If one or more criteria rely on pending documentation, the credit is designated as Pending.

If submitting a credit as Pending, project teams must:

- Provide supporting documentation showing that credit requirements will be met during construction (e.g., construction specifications, targets, policies); and
- Identify any additional pending documentation that will be available and provided in the post-construction review and explain how this documentation will demonstrate achievement.

The following credits may be considered Pending during the Design Review in Pathway A: Design + Post-Construction (not intended to be an exhaustive list):

Credits that are entirely about the Construction phase:

- QL1.3 Improve Construction Safety
- QL1.6 Minimize Construction Impacts
- RA1.4 Reduce Construction Waste
- RA2.2 Reduce Construction Energy Consumption
- RA3.3 Reduce Construction Water Consumption

Credits that require data to be tracked by the Contractor:

- RA1.1 Support Sustainable Procurement Practices
- RA1.2 Use Recycled Materials
- RA1.5 Balance Earthwork On Site
- NW2.4 Protect Surface & Groundwater Quality
- NW3.5 Protect Soil Health

Credits that require organizational materials from the Contractor:

- QL3.1 Advance Equity & Social Justice, criterion C
- LD1.1 Provide Effective Leadership & Commitment, criterion D
- LD2.1 Establish a Sustainability Management Plan, criterion C

If a credit is Not Pending, the Verifier will conclude that all supporting documentation has been provided.

3.2.7 Innovation

Each category in the Envision framework includes one Innovation or Exceed Credit Requirements (Innovation) credit denoted with a 0.0 after the category abbreviation (e.g., QL0.0).

Innovation credits include three options:

- **Innovation:** sustainability solutions that overcome significant problems, barriers, and/or limitations or create scalable and/or transferable solutions for the industry.
- **Exceptional performance:** Performance in one or more credits that exceeds the highest available level of achievement.
- **Additional Aspects of Sustainability:** A sustainability indicator not already included in the Envision framework.

Points awarded for innovation credits are discretionary and are awarded in 2-point increments (i.e., 0, 2, 4, etc.), with up to 10 points maximum per credit. Innovation points cannot be earned in multiple categories for the same strategy. For example, an innovation submitted for points in LD0.0 cannot also be awarded under QL0.0 or RA0.0. Project teams must clearly explain why they believe their project deserves the number of innovation points pursued and provide documentation to further justify their explanations. Specific guidance for these credits, along with examples for each type of innovate or exceed option, is included in the Envision Guidance Manual.

Any points earned for innovation credits are bonus points that are added to the project's total score (the numerator) but do not affect the total number of applicable points in the framework (the denominator).

3.3 PREPARING CREDIT SUBMITTALS

A credit submittal must be prepared for each Envision credit being pursued for a project including Not Applicable credits – refer to *Policy 3.7.5*. A credit submittal consists of the following components:

- A credit narrative or coversheet (refer to *Policy 3.7.2*)
- Supporting documentation (refer to *Policy 3.7.3*)

A credit submittal does not need to be prepared for credits that are not pursued (i.e., no level of achievement).

3.3.1 Credit Coversheet

ISI has developed coversheet templates for each credit in the Envision framework. The full set of coversheets can be downloaded from Resources section of the ISI account or the Files section of the Envision Online Scoresheet. To facilitate a smoother verification process and to promote consistency from project to project, applicants are required to use ISI's coversheets. Credit coversheets must be uploaded in PDF format and must be uploaded separate from supporting documents.

Do not enter responses to the evaluation criteria in the comments section of the Envision Online Scoresheet. This section is a tool to enable teamwork and collaboration amongst members of the project team. Any information contained in the credit comments section will not be reviewed by the Verification Team and will have no impact on how the credit is verified.

Credit coversheets fulfill three main objectives:

- To specify the level of achievement being sought or the credit's applicability.
- To provide an explanation as to how the project meets the evaluation criteria and addresses the documentation guidance for the level of achievement sought.
- To direct the Verification Team to the supporting document(s) provided as evidence the project meets the evaluation criteria and documentation guidance.

Without a credit coversheet, the Verification Team will not have sufficient context to review the supporting documentation and will not be able to verify the level of achievement being sought.

Sample Credit Coversheet: QL3.1 Advance Equity and Social Justice



ENVISION® CREDIT COVER SHEET



QUALITY OF LIFE: COMMUNITY

QL3.1 Advance Equity and Social Justice

Levels of Achievement

+ Note: In the table below, please mark selection with an "X" in the "Applicant Selection" row.

Levels	NA	Improved	Enhanced	Superior	Conserving	Restorative
Criteria	NA	A, B, C	A, B, C, D	A, B, C, D, E	A, B, C, D, E, F	A, B, C, D, E, F, G
Applicant Selection						

Summary

Pending? (Yes/No): _____

Note: If pursuing verification Pathway A: Design + Post-Construction please indicate whether the level of achievement selection is **pending** future construction phase documentation. Be sure to also clearly indicate this in the credit summary text and evaluation criteria documentation.

If you indicated that this credit is not applicable, explain why and make specific references to supporting documents or sections of supporting documents presented as evidence. If the credit is applicable, use this space to present an executive summary explaining why the selected level of achievement has been chosen for this credit.

[Insert text here]

Evaluation Criteria and Documentation

Note: State how each criterion was met by the project and to what degree it was met. Make direct reference to supporting documents or sections of supporting documents (e.g., page numbers, headings) to enable the verifier to confirm explanations provided.

A. Does the stakeholder engagement process take into account the historic context of equity and social justice within affected communities?

[Insert text here]

B. Has the project team assessed the social impacts the project will have on the host and affected communities?

[Insert text here]

C. Have key members of the project team made commitments to equity and social justice within their organizations?

[Insert text here]

D. Has the project addressed social impacts related to equity and social justice?

[Insert text here]

E. Will the impacts and benefits of the project be distributed equitably throughout affected communities?

[Insert text here]

F. Has the project team empowered communities to engage in the development process?

[Insert text here]

G. Does the project positively address or correct an existing historic injustice or imbalance?

[Insert text here]

Table of Contents

Note: Please list all supporting documents for this credit in the spaces provided. Rows may be added if required. If supporting documentation has been assembled as a single PDF, please insert the page within the PDF where the file begins.

Document Title / Name:	Page(s):
[Insert document name]	[Insert page #]

Pending Documentation

Note: If pursuing verification Pathway A: Design + Post-Construction please indicate documents that are not currently available but will be provided during the post-construction review in order to demonstrate achievement.

Document Type / Name:	Brief Description:
[Insert document name]	[Insert brief description of document and contents]

Credit coversheets include the following sections:

Levels of Achievement

Applicants must specify on the credit coversheet's Levels of Achievement table the level of achievement being sought or the determination of Not Applicable. The selection on the coversheet should match the level selected on the Envision Online Scoresheet. Six (6) options are available on the coversheet: Not Applicable, Improved, Enhanced, Superior, Conserving, and Restorative.

Summary

Summary statements are brief explanations as to why the project achieves the selected level of achievement. For credits deemed 'Not Applicable', the project team provides a justification for why the credit is 'Not Applicable' with supporting documentation referenced.

If pursuing verification Pathway A: Design + Post-Construction, within this section, the project team also needs to clarify whether the credit is Pending by responding Yes or No to the question, "Pending?". Refer to [Section 3.2.6](#). The designation on the coversheet should match the selection on the Envision Online Scoresheet for all credits.

Evaluation Criteria and Documentation

Explanations must be provided as to how the project meets each of the credit's evaluation criteria and associated documentation guidance for the selected level of achievement. Project teams must address each criterion separately; answers for multiple evaluation criteria should not be combined. Explanations must answer the specific questions posed by the evaluation criteria and must be supported by clearly referenced documentation that address all relevant documentation guidance.

The narrative response needs to direct the Verification Team to view relevant supporting documents that supports claims made. In this way, the Verification Team can confirm the explanations provided in the credit coversheet. The references must be to the supporting documents uploaded to the Envision Online Scoresheet. Website links cannot be submitted for verification.

When referencing page numbers, be reasonable and consider where within a document is the best source to direct the Verification Team. Avoid referencing large page number ranges or stating "See all pages" for large documents. This will make it more difficult or time consuming to locate the relevant information and may lead to a lower level of achievement.

Page number references should refer to the PDF page number, rather than the page numbers within a document. Project teams also must bold or highlight the references to documentation in the narrative to enable the Verification Team to efficiently locate this information (e.g., " See **Document XYZ, pages x-z**").

It is important to summarize key findings from the documentation in the explanations provided.

For example, for QL1.1 Improve Community Quality of Life, criterion A asks, "Has the project team identified and taken into account community needs, goals, and issues?" Responding "Yes" or "Yes, see document XYZ, pages 4-6" is not sufficient as these types of responses do not provide enough context for the Verification Team to evaluate a level of achievement.

A better, but still brief, response might be:

“The project team has identified and considered the community needs, goals, and issues. Based on a review of current planning information, these include improving community health, addressing air pollution, and efficiently connecting modes of transportation. See **Document A, pages 4-6.**”

If the response relies on pending documentation (i.e., a document required to demonstrate achievement that will not be available until the post-construction review), this must be referenced as a pending document with an explanation of how it will meet the criterion.

Justifications for credits being pursued as ‘Not Applicable’ should be entered in the Summary section as there is no need to enter responses to any of the evaluation criteria questions.

Table of Contents

Each credit coversheet template includes a Table of Contents section. This is used to list the documents that provided for the Verification Team to review. It is very important that intuitive file names are used and that the document file names match the names of the documents referenced in the coversheet narrative and listed in the Table of Contents.

Pending Documentation

Each credit coversheet template also includes a pending documentation table of contents. This section is only relevant for projects pursuing verification Pathway A: Design + Post-Construction. Use this table to list and briefly describe documents that will provided for during the Post-Construction Review step.

3.3.2 Supporting Documentation

Supporting documentation validates statements made in the credit coversheet. In addition to referencing supporting documents in the credit coversheet, project teams **must** highlight and/or annotate relevant information within supporting documentation to draw the Verification Team’s attention to the specific sentences, pages, or sections that correspond to statements made in the credit coversheet.

Highlighting and/or annotating the supporting documentation facilitates a smoother verification process and reduces the potential for the Verification Team to misinterpret the documentation or not be able to locate the required evidence.

Supporting documentation must be provided for all credits being pursued, including ‘Not Applicable’ credits.

When pursuing a level of achievement, the project team must address all the evaluation criteria and documentation guidance associated with the desired level of achievement, regardless of the verification pathway.

For example, if pursuing RA1.4 Reduce Construction Waste, criterion A requires evidence that a comprehensive waste management plan is in place. Projects pursuing Pathway B: Post-Construction should provide the final construction waste management plan that was utilized during construction and demonstrate that it was implemented. However, a Pathway A: Design + Post-Construction may not have a construction waste management plan in place for the Design Review. The project team still needs to provide policies, specifications, or contract documents indicating that such a plan will be developed and implemented. Also, they would note that the plan will be provided as pending documentation.

Criterion B requires the project team to demonstrate the extent to which construction waste was diverted from landfills. Again, projects pursuing Pathway B need to provide calculations of the percentage of materials diverted for recycling or reuse. Projects pursuing Pathway A: Design + Post-Construction may not be able to provide calculations of actual materials diverted, but the project team needs to provide policies, specifications, contract documents, signed commitments or other related documents to achieve a target construction waste diversion rate. In this case, pending documents may include a waste tracking log or a summary of haul receipts.

Assuming all documents align with the numbered Documentation Guidance requirements, Pathway B: Post-Construction projects would earn a level of achievement based on documentation provided. Pathway A: Design + Post-Construction projects will also earn a level of achievement but the credit would be marked as Pending with a documentation required for the post-construction review.

Only supporting documentation relevant to a particular credit should be provided for reference. Providing extraneous documents can complicate the review process and may lead to a lower level of achievement.

All supporting documentation must be uploaded in PDF format. The Verification Team cannot use links to websites in the credit coversheet or supporting documents. If information from a website is relevant, it must be printed as a PDF or with screenshots saved as a PDF.

Supporting documents may be uploaded as individual files or as combined files. Credit coversheets must always be separate from supporting documentation.

The size limit for a single upload online is 100 MB.

Documents should be saved using intuitive file names before uploading for verification. For example, if uploading a lighting schematic as documentation for QL1.5 Minimize Light Pollution, save the file using an intuitive name such as "Lighting Schematic" rather than "Drawing C00167". Also, the file names must match the referenced documents named in the credit coversheet as well as those listed in the Table of Contents.

3.3.3 Credit Submittal Expectations

To compile comprehensive and effective credit submittals, ensure the following credit submittal expectations are met:

Clear and Consistent Boundary

Clearly define your project boundary and keep it consistent across all credit submittals.

It is important to fully explain what is being included in a project submission versus what is not. For example, many infrastructure projects contain multiple elements such as a road and a bridge, and perhaps even a park. Using this road/bridge/park example, if only the road/bridge components will be verified and not the park, the park component of the project does not count towards credits fulfillment, even if it may be beneficial to do so (e.g., for QL3.4 Enhance Public Space & Amenities).

Stand-Alone Submissions

Prepare credit submittals as stand-alone submissions.

ISI's third-party verifiers are trained to reference only the documents submitted for a given credit. Applicants should not expect the Verification Team to remember or rely upon documents or explanations provided in other credits. Each credit submission should include all the explanation and documentation necessary to be assessed on its own, even if this means duplicating statements or documents.

Concise but Comprehensive and Accurate Submittals

Describe the project as if to someone learning about it for the first time.

When preparing credit submittals, applicants are encouraged to put themselves in the shoes of someone who knows nothing about their project and has a limited amount of time to review the project materials. Convey details in a concise but comprehensive and accurate manner. While the applicant and project team may be familiar with the project, the Verification Team is learning about it for the first time. Be direct and get to the point with responses. They should not be written as if they belong in a marketing brochure, journal, or technical paper. If uncertain, provide more detail rather than less. However, the goal should never be to overwhelm the Verification Team with too much information or documentation. This will reduce questions from the Verification Team and in turn reduce the amount of work to prepare a resubmission. The quality and comprehensiveness of the submittals is critically important and can either help the Verification Team's assessment or cause confusion and misinterpretation.

Adherence to these guidelines and tips will result in the Verification Team being able to complete the review of your project in a timely fashion and will increase the likelihood of a favorable review.

4.0 WHAT TO EXPECT FROM THE VERIFICATION PROCESS

4.1 VERIFIER SELECTION & COMMUNICATION

ISI contracts with Verifier Companies in the Architecture, Engineering, and Construction (AEC) industry. Employees of these firms who have demonstrated they meet the experience and expertise requirements are trained to become verifiers. Verifiers come from a range of backgrounds, including

civil, environmental, and planning, with experience in a variety of industries. Each has been trained in the process of conducting third-party peer reviews of infrastructure projects seeking an Envision award.

Upon submitting for verification, the Project Leader and/or Lead ENV SP will see a list of Verifier Companies. Applicants may not select their Verifier from the list; rather, they must indicate if any on the list pose a potential conflict of interest on the project (e.g., worked on the project in any capacity). Conflicts of interest cannot be based on potential for market competition or assumed intellectual rights.

Once submitted for verification and the quality of the application is confirmed, the Verifier Company will be selected and assigned to a project. This will typically happen within seven days of project submission. The start of the First Review begins seven days after project submission.

Project teams are expected to keep ISI apprised of any changes to the submission timeline and are expected to provide notice at least 2 weeks prior to submitting for verification (refer to *Policy 3.8.3*).

ISI is the main point of contact for applicants. At no point in the verification process may the applicant communicate directly with the Verifier or vice versa by any means (e.g., email, phone, or in-person). Refer to *Policy 3.8.6*.

4.2 VERIFICATION TEAM REVIEWS

4.2.1 First Review Scores

It is common for a project to drop at least one award level after the First Review. For example, if submitted with the expectation of an Envision Gold award, the project review results could be returned at an Envision Silver award. This seems to be especially true for first-time applicants that may not be as familiar with the Envision framework or the submission requirements. ISI allows for more than one review to provide applicants with the opportunity to address comments and/or questions posed by the Verification Team after the First Review. Often, the information needed to confirm a level of achievement is available but was not uploaded with the submittal or the Verification Team was unable to locate it in the credit submittal.

One of the values of ISI's third-party verification program is to help Envision users calibrate their own self-assessments by going through a rigorous review process. ISI encourages applicants to view verification as an excellent learning opportunity for current and future project submissions.

4.2.2 Verifier Comments

ISI and the Verification Teams strives to provide constructive, informative feedback to project teams. This feedback is called "Verifier Comments". The Verification Team will either agree or disagree with the applicant's selections for each credit pursued. If the Verification Team agrees, a simple "Verifier agrees." will be included in the Verifier Comments. If the Verification Team disagrees with the applicant and determines a different level of achievement is more appropriate for one or more credits, they will provide comments explaining why and what is required to be provided for the desired level of achievement.

In cases where the Verification Team disagrees with the level of achievement chosen by the applicant, to the greatest extent possible, the Verifier Comments will:

- Focus on what is missing from the documentation and/or explanations provided in the credit coversheet;
- Align with content from the Envision Guidance Manual;
- Be clear and as concise;
- Be direct to avoid potential misinterpretation; and
- Avoid using value judgments (e.g., the documentation is “bad”, or the explanation is “poor”).

Credits not being pursued by the project team (i.e., credits for which no documentation was submitted) will not be reviewed by the Verification Team even if they feel the project team could have or should have pursued a credit. The Verification Team cannot suggest that the project team pursue higher levels of achievement for credit(s). Refer to *Policies 3.8.9* and *3.9.7*.

The Verification Team will also provide a cover letter with the results of the First Review. This cover letter includes sections detailing “Strengths” and “Areas for improvement” with feedback for the overall Envision application. In the case of the latter, this feedback will identify items that need to be addressed across multiple credits or the full application. This feedback must be addressed within any credit submittals being resubmitted for the Second Review.

4.2.3 Preparing your Project for Resubmission

After receiving the First Review feedback from the Verification Team, the project team may decide to accept the verification results or resubmit. If resubmitting, the project team may revise credits or submit new ones. New credits will only receive one review. If revising a credit, the project team should focus on addressing the Verifier Comments for desired credits and the cover letter feedback. Also, update the credit coversheet using track changes and continue to follow ISI guidance regarding bolding and/or highlighting supporting documents and identifying relevant pages. The file name for revised credit coversheets should be labelled appropriately, and any new or revised documentation should also be labelled as such.

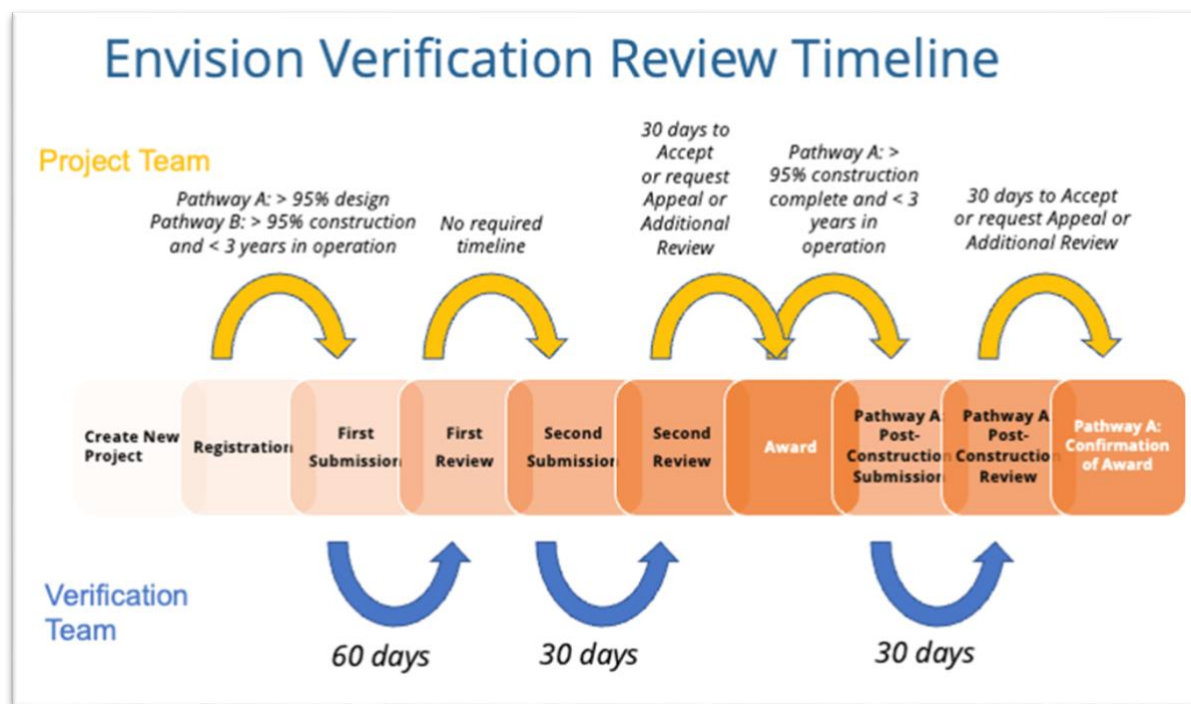
Applicants must keep ISI informed of the re-submission timeline to ensure the Verifier’s continued availability to review the project.

Questions or clarification requests regarding any of the Verifier Comments need to be submitted in writing to the designated ISI Point of Contact. ISI will coordinate with the Verification Team to respond to such inquiries in writing.

The onus is on the applicant to determine how to best respond to the Verifier Comments and demonstrate a level of achievement based on the requirements set forth in the Envision Guidance Manual. The Verification Team cannot suggest resubmission strategies, guarantee levels of achievement, or provide any other forms of consultation.

4.3 TIMELINES

Typical verification timelines vary depending on which verification pathway the project is pursuing. The figures below illustrate the typical verification timeline for verification Pathways A and B. To provide time for a quality review and contracting the verifier, the verification timeline begins 7 calendar days after submission.



4.4 ADDITIONAL REVIEW AND APPEALS PROCESS

The Envision verification process under Pathway A: Design + Post-Construction involves two (2) iterative design reviews and one (1) post-construction review. In contrast, Pathway B: Post-Construction consists of two (2) iterative post-construction reviews.

If a project is on the cusp of an Envision award or there is a strict requirement to match a level of achievement for certain credits, the project team may request an additional review or seek to appeal a credit. It is possible that the Envision award for a project change because of the additional review or appeal process.

4.4.1 Additional Review

To request an additional review, the Project Leader and/or Lead ENV SP must notify the project's designated ISI Point of Contact within 30 days of receiving the Second Review results or select this option from the Envision Online Scoresheet. An extension to this 30-day requirement may be granted by ISI at its sole discretion. For Pathway A: Design + Post-Construction projects, an additional review can also be requested after completion of the Post-Construction Review.

For an additional review, one or more credit packages may be modified and resubmitted at the same time. New credits may be included but will only be reviewed once. ISI strives to have the same Verification Team initially assigned to the project conduct the Additional Review. Once complete, all decisions will be final.

The expected timeline for the additional review to be complete is 30 calendar days or less. There is an additional cost of \$500 per credit. Results of the additional review will not be returned until payment is received in full. If payment is not received within 60 calendar days of submission, the project will revert to its previous status with no further opportunities to review. *Refer to Policies 3.8.5, 3.10.1, and 3.10.2.*

4.4.2 Credit Appeals

The Project Leader and/or Lead ENV SP may seek to appeal one or more decisions made by the Verification Team by notifying the project's designated ISI Point of Contact within 30 days of receiving the Second Review results or selecting this option from the Envision Online Scoresheet. For Pathway A: Design + Post-Construction projects, an appeal can also be sought at the end of the Post-Construction Review.

For an appeal, ISI will convene a panel of three Verifiers independent of the original Verification Team. This panel will conduct concurrent reviews of the selected credits. The most recent credit coversheet(s) and supporting documentation will be reviewed by the panel. No new information or modifications can be made by the project team. To overturn a level of achievement, the panel must reach a unanimous decision to overturn. The decisions reached will be final.

The timeline for ISI to complete and return the results of an appeal is 60 calendar days. The cost is \$500 per credit. Results of the appeal will not be returned until payment is received in full. If payment is not received within 60 calendar days, the project will revert to its previous status with no further opportunities to review. *Refer to Policies 3.8.5, 3.10.3, and 3.10.4.*

LIST OF APPENDICES

Appendix A PROJECT INFORMATION

A.1 PURPOSE

Project teams are required to provide ISI with important information about their projects prior to submitting for Envision verification. This information is necessary to facilitate the Envision verification process for the project team (applicant), the third-party Verifier, the Reviewer, and ISI.

As a project progresses from the initial creation of the Envision Online Scoresheet to registration and Envision verification, additional fields about the project must be completed online.

A.2 INFORMATION TO BE PROVIDED WHEN A PROJECT IS CREATED

- Project Image
- Project Name
- Location (City, State/Province, Country, Postal Code)
- Initial selection of Pathway A: Design + Post-Construction or Pathway B: Post-Construction. Pathway selection may be changed up until the project is registered.

A.3 INFORMATION TO BE PROVIDED BEFORE REGISTRATION

- Project address / coordinates
- Permission to list project on ISI website
- Project owner(s) name and contact information. Infrastructure projects may be owned by more than one entity. At least one project owner - an organization ultimately responsible for the completed works - must be input prior to registration.
- Selection of Project Leader and Lead ENV SP
- Infrastructure Sector
- Primary and Secondary Project Types
- Key Dates: Estimated Submission, Estimated Design Completion, Estimated Construction Completion
- Final Selection of Pathway A: Design + Post-Construction or Pathway B: Post-Construction
- Project Costs. The total cost of the project should include land acquisition; eminent domain/expropriation fees; planning and feasibility studies; architectural and engineering design; construction, including materials and labor; and construction financing. If the project is not yet constructed, please use your best estimate for total constructed cost.

A.4 INFORMATION TO BE PROVIDED BEFORE SUBMITTING FOR VERIFICATION

- Project Description. Describe the project, including key components, scope, relevant boundaries, and any other information that would provide helpful context to the Verification Team.
- Main Issues / Problems / or Needs this Project is Addressing
- Project Team Description – companies involved and their role(s) on the project
- Project Delivery Method. Examples of project delivery methods include but are not limited to: Progressive Design-Build, Construction Manager at Risk (CMAR), Design-Bid-Build (DBB), Public-Private Partnership (PPP).
- Site Map of Envision Project Boundary uploaded as a PDF
- Reasons for Pursuing Verification
- Name of Project as it should appear on Final Award

Appendix B MINIMUM PROGRAM REQUIREMENTS

The following Minimum Program Requirements (*Policy 3.1.1*) must be met by all projects prior to submitting for Envision verification:

1. The project team must acknowledge that they have reviewed the *Guide to Envision Verification for Applicants*, the *ISI Policies*, and all relevant Credit Amendments available on the ISI website.
2. The project team must provide confirmation that the project meets the Envision prerequisites which are a series of environmental, social, and governance (ESG) safeguards. *Refer to Appendix C.*
3. All required fields about the project must be completed in the *Envision Online Scoresheet*. *Refer to Appendix A.*
4. The project boundary and scope must be consistently applied across all credits.
5. Project teams must use the ISI coversheet templates available on the ISI website. A coversheet narrative must be provided for each criterion and each criterion must be addressed separately. *Refer to Policy 3.7.2.*
6. The project team must select a level of achievement, Not Applicable, or zero (if no level of achievement is being pursued) for all 64 credits in the *Envision Online Scoresheet*.
7. A credit submittal (i.e., credit coversheet and supporting documentation) must be provided for each credit being pursued, including credits being pursued as Not Applicable. Every credit submittal must be stand-alone. *Refer to Policy 3.7.1.*
8. Credits pursued as Not Applicable are appropriately justified. *Refer to Policy 3.7.5.*
9. All evaluation criteria and associated documentation guidance relevant to the pursued level of achievement must be addressed by the credit submittal for all credits pursuing a level of achievement. *Refer to Policy 3.7.4.*
10. All supporting documentation must be in PDF format. All pertinent sections of supporting documentation must be highlighted and/or annotated. All coversheet references to supporting documentation must cite specific and appropriate page numbers. *Refer to Policy 3.7.3.*
11. Credit submittals for Innovate or Exceed Credit Requirements credits address one or more of the identified criteria options.
12. All credits deemed Pending must identify and describe pending documentation and provide supporting documentation to show the criteria will be met during the Post-Construction Review. *Refer to Policy 3.8.11.*
13. Project registration fees must be paid, and verification fees are due in full prior to the return of the First Review to the project team. *Refer to Policies 3.3.2 and 3.8.8.*
14. The Project Leader and/or Lead ENV SP must conduct a final quality assurance review of the submission and complete and sign the *Verification Submittal Quality Assurance Checklist*. *Refer to Policy 3.8.1.*

ISI staff review project submissions prior to assigning the Verification Team to ensure it meets the Minimum Program Requirements. Projects that do not meet the requirements will be notified and required to address any issues before the verification process can begin.

Appendix C PROJECT PREREQUISITES

C.1 PURPOSE

Applicants submitting their project for Envision verification must attest that, to the best of their knowledge, a series of environmental, social, and governance (ESG) safeguards were adhered to on the project. *Refer to Policy 3.1.3.*

C.2 ENVIRONMENTAL, SOCIAL AND GOVERNANCE SAFEGUARDS

- All documentation provided to ISI for review is accurate and true
- All applicable national, state/provincial/territorial, and local health and safety laws and regulations were strictly adhered to
- All applicable national, state/provincial/territorial, and local environmental laws and regulations were strictly adhered to
- All applicable human rights, labor laws, and regulations were strictly adhered to
- All development is legally permitted
- No illegal resettlement took place
- There were no violations involving rights of indigenous peoples
- No forms of bribery, corruption, or anti-competitive behavior has taken place by any of the owners and firms involved with the project
- No endangered or critically endangered plant or animal species on the IUCN Red List were negatively impacted without all reasonable efforts to mitigate
- No child labor was used
- No forced or compulsory labor was used

Appendix D VERIFICATION SUBMITTAL QUALITY ASSURANCE CHECKLIST

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 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.

Appendix E FREQUENTLY ASKED QUESTIONS

1. Where can I find ISI Policies?

ISI Policies can be found in the Resources section of your ISI Dashboard and on ISI's website <https://sustainableinfrastructure.org/resources/>

2. What are the benefits of Envision and Envision verification?

There are many benefits associated with using Envision and pursuing third-party verification. Please refer to [Section 1.4](#) for more information.

3. May I re-submit an already verified project to increase my score?

Once a project has fully completed verification, the verification process cannot be repeated with the intent of increasing the final score. Refer to [Policy 3.8.5](#).

4. How long does it take for the Verification Team to review my project once I submit it for Envision verification?

Refer to [Section 4.3](#) of this document for the Envision verification timelines which vary by verification pathway.

5. Will the Verification Team visit the project site as part of the verification process?

No, the Envision verification process is an online review of project documentation only; there are no site visits as part of the Envision verification process.

6. What project boundary should I use to define my project?

ISI does not dictate what project boundaries are appropriate for Envision verification; rather, ISI and the Verification Team rely on Applicants to clearly define the boundaries of their project(s) being submitted for Envision verification. Project boundaries must remain consistent across all credits. Refer to [Section 3.3.3](#) for more information.

6. Will ISI recommend a firm to help us with our project submission for Envision verification?

ISI will not recommend specific organizations to assist with project applications. We do, however, have a list of Envision Qualified Companies on our website, www.sustainableinfrastructure.org. These are ISI member companies that have one or more Envision Sustainability Professionals on staff. There is also an ENV SP Directory.

7. Can I choose my Verification Team?

Verifiers are hired at ISI's sole discretion; however, you will be given an opportunity to review a short list of verification companies to perform a conflict-of-interest check. Refer to [Section 4.1](#) for more information on Verification Team selection.

8. I've never submitted a project for Envision verification before. Is it possible to get pre-verification assistance from ISI?

While ISI does not provide consulting services to applicants, there are many benefits to registering a project for Envision verification, including an ISI Credit Evaluation. Refer to [Section 2.2.2](#) for more information.

9. Why are the Envision verification fees for Pathway A: Design + Post-Construction higher than verification under Pathway B: Post-Construction?

Pathway A: Design + Post-Construction involves two (2) iterative design reviews and one (1) post-construction review. In contrast, Pathway B: Post-Construction consists of two (2) iterative post-construction reviews. Due to the higher number of project reviews included in Pathway A, the Envision verification fees are slightly higher as the Verification Team requires more time to verify projects pursuing Envision verification under Pathway A.

10. Is it possible to pay for a portion of the Envision verification fees upfront, and a portion later?

It is possible to split up the Envision verification fees across two payments or split the fees across more than one firm. However, a project may not submit for verification until the registration fee has been paid in full and ISI will not return scores of the First Review until the verification fees are paid. Refer to *Policy 3.8.8*.

11. Is it possible for me to have direct contact with the Verification Team if I have any questions about the Envision verification process or the feedback provided?

If you have questions or require clarification pertaining to any of the Verifier Comments, you may contact the designated ISI Point of Contact in writing. Any direct communication between the Verifier and the project team is prohibited per *Policy 3.8.6*.

12. Does ISI have Verifiers capable of reviewing documentation in other languages, such as French or Spanish?

Yes, ISI has a limited number of Verifiers who can verify projects in other languages, including French, Spanish, and Italian. If submitting a project in a language other than English, please contact the designated ISI Point of Contact to make arrangements.

13. Will ISI share information about my project publicly?

ISI will coordinate with the project team and owner to share results of projects receiving Envision awards. ISI will not publicly announce projects that do not earn an Envision award. Refer to *Policy 3.11.2*.

14. How can I become a member to receive the discounted Envision verification fees for my project?

Contact ISI at info@sustainableinfrastructure.org for membership information and assistance.

15. What are the benefits of registration prior to Envision verification?

There are many reasons why project teams benefit from registering their project in advance of submitting it for Envision verification. Refer to [Section 2.2.2](#).

16. Is a project required to proceed to Envision verification following registration / can a project register and not proceed to Envision verification?

While ISI certainly prefers that projects not register unless they intend to pursue Envision verification, registration can be cancelled at any time. Registration fees paid are not refundable or transferrable - refer to [Policy 3.4.4](#).

17. How many reviews are included with the project verification fee?

Pathway A: Design + Post-Construction involves two (2) iterative design reviews and one (1) post-construction review. In contrast, Pathway B: Post-Construction consists of two (2) iterative post-construction reviews.

18. What factors should be considered when choosing the right verification pathway for my project?

Verification Pathway A: Design + Post-Construction may be suitable for your project if:

- It is a long-term project in the planning and/or design stage;
- Early recognition is important for the owner and/or project team;
- The owner or project team wishes to confirm the sustainability of the project design prior to the start of construction; and/or
- More reviews of the project by a third-party Verifier would be beneficial to the owner or project team.

Verification Pathway B: Post-Construction may be suitable for your project if:

- The project has already been constructed;
- The owner or project team wishes to confirm the sustainability of the project as constructed; and/or
- The owner or project team wishes to retroactively apply Envision on a constructed project and use the experience/lessons learned to inform future projects

19. If my project earns an award after going through the Envision verification process, how do I obtain a plaque or trophy to commemorate the achievement?

Plaques and/or trophies are available for purchase through our exclusive awards manufacturer, Eclipse Awards. Visit www.envisionawards.org to see the range of products available and refer to [Section 2.2.7](#) for more information on Envision awards and recognition.

- 20. If I did not pursue one or more credits in my initial Envision project submission, am I allowed to submit those credits for review later (e.g., when I resubmit my project for another review)? In other words, am I allowed to submit new credits for review after receiving feedback from the Verification Team in an effort to boost my score?**

Yes. New credits can be submitted with the second review but will only be reviewed once. Project teams may also submit new credits as part of the Post-Construction Review for Pathway A, but such credits must be the result of activities during the construction period. Refer to [Section 4.2.3](#) and *Policy 3.8.10*.

- 21. If new information becomes available to support a higher level of achievement for a credit after my project has completed the Envision verification process, may I resubmit that credit with the additional documentation for another review in an attempt to boost my level of achievement/overall project score?**

There is an option for projects to submit one or more credits for an additional review over and above the number of reviews included in the verification fees. Refer to [Section 4.4.1](#) and *Policy 3.10.1*.