



## **ISI Policies**

This document contains all policies related to the use of the Envision® Sustainable Infrastructure Framework, including policies related to Envision Verification, the Envision Sustainability Professional (ENV SP) credential, and credential maintenance program.

**Updated May 2024**

#### History of Updates to ISI Policies since Envision v3 release

Date	Description of Substantive Changes
September 2018	Fee Updates, Envision Framework Updates and Revisions, Trademarks, Minimum Program Requirements, Envision v3, Credit Coversheets, Evaluation Criteria, Credit Applicability,
October 2018	Addition of Credential Exam, inactivation of ENV SP credential, ENV SP renewal fees,
March 2019	Update of Minimum Program Requirements, Registration Closure & Cancellation, Roles, Non-Disclosure Agreement, Quality Assurance Checklist, Credits not pursued and new credits, Verifier Anonymity, Verifier Guidance, and change of award level
May 2020	Links added to Table of Contents
March 2022	Updated Credential Maintenance Policies;
May 2024	Inserted more direct and specific language, Referenced Credential Maintenance Guidance Document, Removed Sunset Date, Clarified Registration Cancellation Due to Inactivity, Expanded description of Roles (including File Owner and Reviewer), Specified Verification Timelines, Updated Minimum Program Requirements and quality expectations, Allowed more than two new credits for second review, Confirmed Pathway A Post Construction Review may address pending credits, new or revised credits from decisions made during construction, and any changes to the scope or key design elements, Required attestation and final as-built documents or similar

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## INTRODUCTION

The Institute for Sustainable Infrastructure (ISI) is a non-profit 501(c)(3) based in Washington, DC, United States of America.

ISI provides infrastructure solutions to enhance the human experience, deliver superior financial performance, and drive continuous environmental improvement. ISI maintains and administers the Envision Sustainable Infrastructure Framework (Envision) which was the result of a collaborative effort between the Zofnass Program for Sustainable Infrastructure (formerly at Harvard University), the American Council of Engineering Companies (ACEC), the American Public Works Association (APWA), and the American Society of Civil Engineers (ASCE).

Envision is a framework that provides guidance to decision makers and project teams on how to identify sustainable and resilient approaches to the planning, design, and delivery of infrastructure projects.

ISI members include a variety of government agencies, companies, and individuals that use Envision to develop more sustainable infrastructure worldwide. Projects supported by the Envision framework have been completed or are currently in progress across the United States, Canada, Italy, and several other countries.

## THE ENVISION FRAMEWORK

There are six components of the Envision framework:

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

## POLICIES

*ISI Policies* are available for download from the ISI website [www.sustainableinfrastructure.org](http://www.sustainableinfrastructure.org) and on an Envision User's Individual Dashboard in the Resources section. The policies are updated as needed. Check the website often to ensure the latest version of this document is being referenced.

## 1.0 GENERAL

### 1.1 UPDATES AND REVISIONS

#### 1.1.1 Policy Updates and Revisions

ISI reserves the right to update and change the policies articulated in this document. Updates and changes shall apply immediately upon publication.

#### 1.1.2 Fee Updates and Revisions

ISI reserves the right to change the fees associated with any of its programs, including, but not limited to, membership fees, credentialing fees, credential maintenance fees, registration fees, and verification fees. Changes to fees will not be applied retroactively. If ISI has formally committed to a fee in writing (e.g., an accepted quote, published event fee, etc.) or a portion of the fee has already been paid, there will not be an adjustment accounting for the difference between the original and the subsequent published fee.

#### 1.1.3 Envision Framework Updates and Revisions

ISI reserves the right to revise the *Envision Guidance Manual*. Updates/revisions to the *Envision Guidance Manual* shall take immediate effect but will not be applied retroactively to projects that have indicated their intent to verify by registering the project.

ISI encourages users of the Envision framework to access the latest version of the *Envision Guidance Manual* available from the ISI Dashboard as it is always the most up-to-date version. Any major revisions will be communicated to users well in advance.

From time to time, clarifications to the *Envision Guidance Manual*, known as Credit Amendments, are published. Any published Credit Amendments take effect immediately but will not be applied retroactively to projects that have already submitted for the first review of verification.

### 1.2 TRADEMARK POLICY

#### 1.2.1 Trademarks

ISI owns all rights to proprietary trademarks, logos, and other graphic images, including, but not limited to, the Envision logo, the Institute for Sustainable Infrastructure logo, and the *Envision Verification* trademarks (collectively, the Marks). Pursuant to licenses from ISI, in the event a project team receives an *Envision Award*, ISI has the right to grant the limited right to use the Marks. The Marks constitute valuable intellectual property held by ISI and their licensors and are protected by law. Users acknowledge and agree that any unauthorized use

of these Marks constitutes intellectual property infringement.

After a project has registered, or while a project is under *Envision Verification*, ISI may grant the limited right to use the applicable Marks to indicate the project's pursuit of *Envision Verification*.

Project teams are prohibited from using the Marks in any manner that indicates or implies (as determined by ISI in its sole and absolute discretion) that the project has achieved, or will achieve, an *Envision Award* at any level.

If a project earns an *Envision Award*, then, subject to the terms and conditions of this document, ISI grants the non-exclusive, non-sublicensable, non-transferable, revocable (at the sole discretion of ISI), royalty-free, limited license to use the applicable Marks and the level of *Envision Award* achieved, for the purposes of indicating the *Envision Award* granted to the project.

All Marks must be used in accordance with all applicable laws, rules, and regulations in compliance at all times with the latest version of ISI Trademarks Policies. In addition, users will respect any other reasonable related standards associated with the use of the Marks as provided by ISI in writing.

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

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

## **2.0 CREDENTIALING**

### **2.1 ENVISION SUSTAINABILITY PROFESSIONAL CREDENTIAL**

#### **2.1.1 Envision Sustainability Professional Credential Requirements and Prerequisites**

To become an Envision Sustainability Professional (ENV SP), a person must take ISI's official ENV SP training, online or facilitated by an approved Envision trainer, and pass an

exam, either online or, in special circumstances, in-person. An ENV SP must remain in good standing through ongoing credential maintenance. There are no other requirements or minimum qualifications to become an ENV SP.

### **2.1.2 Credential Exam**

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

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

## **2.2 CREDENTIAL MAINTENANCE**

### **2.2.1 Credential Maintenance Guidance Document**

ISI has published a Credential Maintenance Guidance Document for ENV SP credential holders that contains important information for maintaining the Envision Sustainability Profession (ENV SP) credential. The document can be found on the Individual ISI Dashboard under Resources, Credentialing Resources.

### **2.2.2 Inactivation of ENV SP Credential**

The ENV SP credential is valid for one year. On the first anniversary after earning the credential, the credential maintenance period begins. If the credential is not maintained per the required renewal fees and completion of education hours, the credential enters a grace period of six months before it expires. During these six months, credential holders will be listed as “inactive” on the ISI website but may use the “ENV SP” designation. After the six months, if the credential maintenance is not satisfied, the credential will expire.

### **2.2.3 Renewal Fees**

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

Each paid renewal fee supports the purchase of continuing education courses from ISI's website. The renewal fee serves as a subscription to available prescribed and elective courses found in the ISI All Courses library online. Active and Inactive ENV SPs will not be

charged additional course fees to complete online courses designated as prescribed or elective. Premium courses and specialty training require additional fees.

Renewal fees cannot be used to offset the purchase of any of the following, including, but not limited to membership fees, registration or verification fees, credential training (online or in-person), exams, premium courses, or specialty training.

## 2.2.4 Past Due

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

For example, if an ENV SP's renewal period is June 1, 2020 – June 1, 2021, the credential holder will be past due on June 2, 2021. The grace period becomes June 2, 2021 – December 1, 2021. Regardless of when the credential is renewed within the 6-month grace period, the reporting period remains the same. After renewal, the next reporting period becomes June 1, 2021 – June 1, 2022; all renewal fees and hours will be due on June 1 regardless of when the last renewal was submitted. If the credential holder doesn't report enough hours and successfully renew by the end of the grace period, the credential will be rendered "expired".

### *Example Reporting Period with Grace Period*

Reporting period start date	Reporting period end date	Grace period end date	Next reporting period start date	Next reporting period end date
June 1, 2023	June 1, 2024	December 1, 2024	June 1, 2024	June 1, 2025

## 2.2.5 Self-Reported Hours Reviews

All self-reported hours are subject to ISI approval. Self-reported hours will display as "pending" for a maximum of four weeks (28 days) while ISI review is occurring.

## 2.2.6 Failure to Comply

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

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



## 2.2.7 Waivers/Extensions

If unforeseen circumstances prevent the credential holder from being able to complete credential maintenance within the one-year reporting period plus six-month inactive period, one may request a waiver or extension.

Situations that could be recognized by ISI as warranting a waiver or extension include long term unemployment, military deployment, or health problems. This list is not exhaustive nor do these circumstances guarantee a waiver or extension. Written requests must be received at least 30 days before the end of the reporting period. ISI reviews requests on a case-by-case basis and only grants waivers or extensions in situations where the ENV SP was prevented from completing credential maintenance.

## 2.2.8 Reinstatement

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

## 2.2.9 Maintenance Renewal Closure

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

# 3.0 VERIFICATION AND AWARDS

## 3.1 MINIMUM PROGRAM REQUIREMENTS AND PREREQUISITES

### 3.1.1 Compliance with Minimum Program Requirements

Project teams must demonstrate compliance with the Minimum Program Requirements in place at the time of project verification.

The following Minimum Program Requirements must be met by all projects prior to submitting for 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 Policy 3.1.3.

3. All required fields about the project must be completed in the *Envision Online Scoresheet*. Refer to the *Guide to Envision Verification for Applicants*.
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 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 the *Verification Submittal Quality Assurance Checklist*. Refer to Policy 3.8.1.

To ensure the project meets the Minimum Program Requirements, ISI will review project submissions prior to assigning a Verification Team. Project contacts will be notified if the project does not meet the requirements and will be required to address any issues before moving forward with the verification process.

### **3.1.2 Minimum Program Requirements Updates and Revisions**

The Minimum Program Requirements may be revised and updated from time-to-time. Any revisions take immediate effect and, unless otherwise indicated, are not applied retroactively.

### 3.1.3 Project Prerequisites

There are no credit-based prerequisites for *Envision Verification*. However, projects must attest to the following environmental, social, and governance (ESG) safeguards:

- Documentation provided to ISI for review is accurate and true
- Strict adherence to all applicable international, national, state/provincial/territorial, and local health and safety laws and regulations
- Strict adherence to all applicable international, national, state/provincial/territorial, and local environmental laws and regulations
- Strict adherence to all applicable human rights, labor laws, and regulations
- Development is legally permitted
- No illegal resettlement
- No violations involving rights of indigenous peoples
- No bribery, corruption, or anti-competitive behavior has taken place by any of the owners and firms associated 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
- No forced or compulsory labor

### 3.1.4 Project Prerequisites Updates and Revisions

The Project Prerequisites may be revised and updated from time-to-time. Any revisions take immediate effect and, unless otherwise indicated, are not applied retroactively.

## 3.2 PROJECT ELIGIBILITY

### 3.2.1 Project Type

Envision can be applied to 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 can be applied to projects anywhere in 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. However, buildings may be included within the boundary of an Envision project if they are associated with the infrastructure being verified. 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.

### **3.2.2 Project Phase**

Project teams may select from two different verification options: Pathway A: Design + Post-Construction or Pathway B: Post-Construction. Pathway A projects may not be submitted for *Envision Verification* before 95% design completion unless special permission has been granted in writing by ISI. Pathway B projects may not be submitted for *Envision Verification* before 95% construction completion.

Furthermore, projects may not be submitted for *Envision Verification* once they have been fully constructed and operational for more than three years unless special permission has been granted in writing by ISI.

## **3.3 PROJECT REGISTRATION**

### **3.3.1 Project Registration**

To participate in the Envision verification program, a project team must first register the project with ISI. Registration is the process whereby project teams create an *Envision Online Scoresheet* (i.e., the project application which includes the overview and scorecard, details, team members, and file uploads) on the ISI website, provide basic information about the project (refer to the *Guide to Verification for Applicants*) and remit the applicable project registration fee (refer to the fee table in the *Guide to Verification for Applicants*). If project teams are unable to access or use the online platform, alternative arrangements can be made with ISI.

### **3.3.2 Payment of Registration Fees**

The project registration fee is due within 30 calendar days from the date of registration and prior to the project submitting for *Envision Verification* (whichever comes first). The current fees are listed in the *Guide to Verification for Applicants*.

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

### **3.3.3 Registration Timeline**

Projects can register any time during project development but are required to register at least two weeks before submitting for *Envision Verification*. This timeline ensures ISI has sufficient time to deliver pre-verification communications and/or services to the project team.

Failure to register a project at least two weeks in advance of submission may result in delays to the verification timeline.

## **3.4 REGISTRATION CLOSURE & CANCELLATION**

### **3.4.1 Registration Closure**

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

There is no sunset date for any Envision version. However, ISI will work with project teams registered under previous versions to set reasonable expectations for completing the project's verification process. If a project team fails to update ISI for over a year, the project may be cancelled at ISI's discretion. No fees paid to ISI will be refunded in this event.

### **3.4.2 Registration Cancellation by Project Teams**

Projects registered to pursue *Envision Verification* may cancel their registration at any time prior to submitting for verification; however, registration fees paid or owed to ISI are non-refundable and non-transferrable, unless permitted by ISI.

### **3.4.3 Registration Cancellation Due to Inactivity**

After registering a project, a project team shall maintain sufficient activity and communication to demonstrate they intend to submit the project for *Envision Verification*. This includes periodic contact with ISI with updates on submission timelines. ISI reserves the right to cancel any registered project that remains inactive or unresponsive, as determined solely by ISI.

### **3.4.4 Effect of Registration Cancellation**

Any projects listed as "Registered" on the ISI website will be removed from this listing upon cancellation.

In the instance that a project registration is cancelled in accordance with these terms, no refunds of any fees will be provided.

If *Envision Verification* is sought in relation to a project for which registration is cancelled, the project must re-register as a new project under the current Envision framework. If, at the time of registration cancellation, no framework version is available, such projects are ineligible for Envision verification program.

## 3.5 ROLES

### 3.5.1 Project Team

The project team includes major decision makers involved in the project, as well as those who act as primary advisors, consultants, contractors, or specialists on behalf of decision makers. This includes the entity or entities responsible for completing the *Envision* application.

Key members of the project team include the owner, lead designer(s), and lead construction contractor(s). Lead designers and lead construction contractors include all entities directly contracted to the owner to perform the work.

### 3.5.2 Project Leader

The individual who initially creates the project's Online Scoresheet is automatically designated the Project Leader. The Project Leader is responsible for representing the project team and has the authority to register the project and submit the project for *Envision Verification*. They, along with the Lead ENV SP, are the project's key points of contact and will be included in all communications from ISI regarding the project.

It is the responsibility of the Project Leader to ensure any information provided by ISI is conveyed to other project team members. The Project Leader or Lead ENV SP may attest meeting the minimum program requirements through completing the *Verification Submission Quality Assurance Checklist*. They do not need to be an Envision Sustainability Professional (ENV SP), but they must have an ISI account.

This designation may be changed at any time during the verification process when the current Project Leader or File Owner's Admin selects another project team member on the *Envision Online Scoresheet*.

If the Project Leader leaves the project before *Envision Verification* is complete, they or the File Owner's Admin must designate a new Project Leader online and notify ISI by email of the change.

### 3.5.3 Lead Envision Sustainability Professional (Lead ENV SP)

At least one ENV SP in good standing (i.e., "active") must be assigned on the *Envision Online Scoresheet* for a project to submit for verification.

The individual designated as the Lead ENV SP is responsible for ensuring a high-quality submission in accordance with current ISI guidance, policies, credit amendments, etc. This individual has the authority to register the project and submit the project for *Envision Verification* and is qualified to complete the *Verification Submittal Quality Assurance Checklist*. They, along with the Project Leader, are the project's key point of contact and will be included in all communications from ISI regarding the project.

The Lead ENV SP may be changed by any team member that has the right to edit the project. The Lead ENV SP associated with the *Envision Online Scoresheet* must maintain their ENV SP credential for the duration of the project's verification process.

### **3.5.4 File Owner and Admin**

The File Owner is a field in the *Envision Online Scoresheet* that connects a project to an organization within the ISI system. The File Owner is automatically assigned as the organization of the Project Leader upon the creation of a new project. More than one File Owner may be added to a project. The involvement of the File Owner will be acknowledged on ISI's website.

The Admin for any designated File Owners automatically receive Read-Only access to the project. They also have the authority to change the Project Leader. At least one File Owner must be an ISI member organization to receive the discounted verification fee.

### **3.5.5 ISI Point of Contact**

Registered projects are assigned an ISI Point of Contact who is the main liaison for the project team. The Project Leader or Lead ENV SP may direct questions related to the verification process, the use of online tools, specific credits, etc. to their designated ISI Point of Contact.

### **3.5.6 Verification Team**

The Verification Team is responsible for conducting a thorough review of projects submitted for third-party *Envision Verification*. The Verification Team includes one or more Verifiers and a Reviewer.

### **3.5.7 Verifier**

ISI engages Envision Qualified Companies under contract to become Verifier Companies and trains qualified employees of the company to become Verifiers. This ensures practicing professionals are engaged in the independent peer-review verification process. Verifiers must meet certain qualifications designated by ISI and maintain satisfactory performance. The role of the Verifier is to independently assess and validate the sustainability aspects of infrastructure projects against the Envision framework. The Verifier role may be composed of one or more Verifiers as designated by the Verifier Company.

### **3.5.8 Reviewer**

An ISI-designated Reviewer works alongside Verifiers to conduct documentation reviews of infrastructure projects seeking *Envision Verification*. The Reviewer may be an ISI staff member or highly skilled Verifier that was selected for the role by ISI. The Reviewer is responsible for directly

liaising with Verifier to ensure timely, consistent, and high-quality project verifications. The Reviewer also ensures the correct application of ISI guidance and policies on the part of both the Verifier and project team.

## 3.6 INQUIRIES & AMENDMENTS

### 3.6.1 Credit or Framework Inquiries

Project teams may encounter challenges in applying credit requirements to their projects. Project teams may obtain clarifications on the interpretation of credit requirements as they pertain to their specific project. Once registered, the project's assigned ISI Point of Contact is available to respond to inquiries related to credit interpretations, framework features (i.e., pending, applicability, baselines, etc.), or verification process.

Unregistered projects may submit inquiries through [info@sustainableinfrastructure.org](mailto:info@sustainableinfrastructure.org). However, inquiries from registered projects will take priority over those not registered.

ISI responses to inquiries, whether provided in-person, by email, or verbally, shall not be deemed final or precedent-setting. ISI reserves the right to revise or adjust responses to any inquiries and the Verification Team reserves the right to make final decisions regarding project verification reviews. ISI aims to offer reasonable assurance as to the accuracy of their responses but cannot ensure specific outcomes for project team inquiries or guarantee verification review results.

### 3.6.2 Credit Amendments

Inquiries sent to ISI may lead to the publication of formal Credit Amendments which are precedent-setting decisions applicable to all projects seeking *Envision Verification*. All current Credit Amendments are accessible from the Resources section of the ISI Dashboard.

Project teams must comply with all relevant Credit Amendments to submit for *Envision Verification*. Project applications do not have to comply with amendments published after the project was submitted for verification. These amendments do not retroactively affect projects that have already completed *Envision Verification*, even if they could alter the project's score or *Envision Award* level.

## 3.7 DOCUMENTATION REQUIREMENTS & CONFIDENTIALITY

### 3.7.1 Credit Submittals

A credit submittal consists of a credit coversheet and supporting documentation. A credit submittal is required for every credit within the *Envision* framework, being pursued by the project team, including credits being pursued as Not Applicable. To submit a project for verification, the project team must upload all credit submittals to the *Envision Online*



*Scoresheet*, unless otherwise specified or arranged with ISI. The credit coversheet must be provided separately from the supporting documentation. All credit coversheets and supporting documentation must be in PDF format.

### **3.7.2 Credit Coversheets**

ISI has developed a set of credit coversheets for the Envision framework. Project teams pursuing verification must use ISI's credit coversheet templates. Coversheets must be submitted for verification in English unless otherwise specified or arranged with ISI. Credit Coversheets can be accessed from the Resources section of the ISI Dashboard, from the Files section of the *Envision Online Scoresheet*, or requested from the ISI Point of Contact.

### **3.7.3 Supporting Documentation**

Project teams must provide supporting documentation as evidence of all claims made in the coversheet for all evaluation criteria required for the desired level of achievement. The project team must clearly highlight and/or annotate within the supporting documentation to clearly direct the Verifier to relevant information. Detailed references to documentation and specific page numbers must be cited within each credit coversheet. Where possible, the project team must submit documentation in English unless otherwise specified or arranged with ISI.

### **3.7.4 Evaluation Criteria and Documentation**

For each credit, the Envision framework identifies evaluation criteria, denoted with letters, and associated documentation guidance, denoted with numbers. Project teams must fulfill all required evaluation criteria and address all associated documentation guidance for the level of achievement being sought.

### **3.7.5 Credit Applicability**

Whether or not a credit is applicable is only relevant to the entire credits. Deeming individual evaluation criteria or specific documentation guidance 'Not Applicable' is not permitted. A credit submittal, including credit coversheet and supporting documentation, must be provided for all credits pursued as Not Applicable.

Projects teams must provide an acceptable justification for deeming a credit 'Not Applicable'. The following are NOT acceptable reasons:

- 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.

### 3.7.6 Confidentiality

Other than the project name, location, *Envision Award* level, and project description, all project information and documentation provided on the *Envision Online Scoresheet* will be treated as confidential. Confidential information shall not be shared with any external parties, outside of ISI and the Verification Team, unless the project team provides permission for its use. The *Envision Online Scoresheet* is only available to the Verification Team after submitting for verification. Verifiers and Reviewers are under strict contractual requirements to not disclose or retain project information and documentation.

Project file owners and members of the project teams designated online may continue to access the *Envision Online Scoresheet*, including all project information and documentation. All requests to view the *Envision Online Scoresheet* must be directed to and processed by the Project Leader and/or Lead ENV SP. Former members of the project team that are no longer associated with the project online will not have access.

### 3.7.7 Classified Information and Export Controls

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

### 3.7.8 Non-Disclosure Agreements

ISI will sign a Non-Disclosure Agreement (NDA) or confidentiality agreement upon request. Given ISI's policy requiring Verifier and Reviewer anonymity, ISI's concurrence with such agreements shall cover all ISI staff and others involved in the verification process. Such an NDA or confidentiality agreement is required to be provided to ISI by the project team. Note that an NDA or confidentiality agreement being in place for a given project does not negate Policies 3.11.2 and 3.11.3.

### 3.7.9 Transfer of Envision Online Scoresheet File Ownership

One or more File Owners of a project's *Envision Online Scoresheet* may be designated by the Project Leader and/or Lead ENV SP. In the case of a dispute, ISI may require additional

information be provided to confirm the appropriateness of any File Owners assigned to a project. The nature of this information depends on the specific project circumstances. ISI reserves the right to decide what additional steps to take after any decisions are made regarding appropriateness of File Owners.

## **3.8 PROJECT SUBMISSION AND REVIEW**

### **3.8.1 Quality Assurance**

Prior to submitting the project for review, the Project Leader and/or Lead ENV SP must confirm that the project submission complies with minimum quality expectations, as described in the *Verification Submittal Quality Assurance Checklist*.

Upon submission, ISI will check to ensure compliance. ISI reserves the right to return the submission to the project team. If returned, ISI will notify the project team and request any deficiencies be addressed before the project can be resubmitted.

### **3.8.2 Project Verification**

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

### **3.8.3 Notice of Submission**

ISI requests that the Project Leader or Lead ENV SP notify their designated ISI Point of Contact about their intention to submit for *Envision Verification* at least two weeks in advance. This advance notice allows for the assessment of ISI staff and Verification Team availability.

### **3.8.4 Verification Timelines**

After a project has been submitted for *Envision Verification*, ISI strives to conduct a project submittal quality assurance review and assign a verification team within seven calendar days of project submission. Unless otherwise notified by the designated ISI Point of Contact, the First Review Start Date will be seven calendar days after the date of submission.

ISI endeavors to conduct the verification review according to the following timelines:

For Pathway A: Design + Post-Construction:

- a) First Review: Returned to the project team within 60 calendar days of the First Review Start Date.

- b) Second Review (Optional): Returned to the project team within 30 calendar days of submission for Second Review.
- c) Post-Construction Review: Returned to the project team within 30 calendar days of submission for Post-Construction Review.

The above schedule does not account for any time taken by the project team to prepare the project application for First Review, Second Review, or Post-Construction Review.

For Pathway B: Post-Construction:

- a) First Review: Returned to the project team within 60 calendar days of the First Review Start Date.
- b) Second Review (Optional): Returned to the project team within 30 calendar days of submission for Second Review.

The above schedule does not account for any time taken by the project team to prepare the project application for First Review or Second Review.

Should a review stage be delayed due to workload or holiday schedules, the designated ISI Point of Contact will notify the Project Leader and Lead ENV SP immediately.

### **3.8.5 Project Completion**

The project team may opt to accept the results of the First Review or submit for a Second Review. If accepting the results of the First Review, the Project Leader and/or Lead ENV SP should contact the designated ISI Point of Contact for next steps.

If submitting for a Second Review, the project team shall revise and resubmit their application. For credits being resubmitted, the Second Review will be based on the verifier comments and overall general comment provided during the first review. New credits submitted will only receive a single review.

Upon completion of the Second Review, the Project Leader and Lead ENV SP will receive a score which may or may not result in an Envision award. At this stage, the project team may opt to accept the score as final, seek an appeal, or request an additional review.

ISI must receive notification of intent to pursue an appeal or additional review within 30 calendar days of project completion. If no notice is received, the project score shall be considered final unless ISI offers an extension.

Once an appeal or additional review is complete, the results shall be considered final with no further opportunities to resubmit.

Pathway A: Design + Post-Construction projects require a Post-Construction Review after 95% construction completion to within 3 years of operation. The Post-Construction Review could impact the project's score and Envision award level. If it does, this shall be considered the final score. Final scores cannot be retroactively impacted by changes to ISI Policies, credit amendments, or updates to the Envision framework version.

Once a project has fully completed verification, the verification process cannot be repeated with the intent of increasing the final score. This is so even if new information could have benefitted the project when undergoing verification. If a project that previously completed verification undergoes a significant upgrade such that it differs substantially from the original project, it may apply for verification as a separate new project.

### **3.8.6 Direct Contact with Verifier**

Project teams may not communicate directly, or indirectly, by any means (e.g., phone, email, in-person, etc.) with the third-party verifier assigned to their project. If project teams make, or attempt to make, direct contact with the verifier assigned to their project, this may result in the initiation of a new verification process with a different verifier and the application of additional fees, up to 100% of the verification fees quoted for the project.

### **3.8.7 Verification Fees**

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

The total cost of a project includes all the following: land acquisition; eminent domain/expropriation fees; planning and feasibility studies; architectural and engineering design; construction, including materials and labor; and construction financing. Project teams must appropriately account for the total cost. The total cost can be estimated but needs to be updated as the project proceeds through verification.

ISI reserves the right to adjust the verification fees based on special requests, services, or circumstances that warrant doing so (e.g., the language of submission, additional pre-verification credit reviews, portfolio discounts, etc.)

### **3.8.8 Payment of Verification Fees**

Verification fees are due in full prior to the First Review being returned to the team (e.g., within 60 calendar days of the First Review Start Date). To avoid any delays to the verification timeline, ISI recommends paying the verification fees prior to submitting for *Envision Verification* where possible.

Verification fees may be remitted to the Institute for Sustainable Infrastructure by check, ACH, wire transfer, or major credit card.

### **3.8.9 Credits Not Pursued**

Should a project team decide not to pursue a given credit(s), the verifier will not review such credit(s), nor suggest that the team should pursue such credit(s), even if documentation

exists in other credits that suggest a level of achievement could be attained.

### **3.8.10 New Credit Submittals**

New credits are ones not previously submitted by the project team for First Review.

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

- a) In addition to revised credits, new credits may be submitted for the Second Review or an Additional Review. Any new credits submitted will only receive a single review.
- b) New credits may be submitted for the Post-Construction Review if they are the result of construction-related decisions or activities that were not known at the time of final design.

For projects pursuing Pathway B: Post-Construction:

- a) In addition to revised credits, new credits may be submitted for the Second Review or an Additional Review. Any new credits submitted will only receive a single review.

### **3.8.11 Pending Credits**

Deeming a credit *Pending* means that the credit relies on documentation from the construction phase to demonstrate that the desired level of achievement is met. Only Pathway A: Design + Post-Construction projects can deem credits as Pending, and only during the Design Review (i.e., First and Second Review).

A credit submittal, including credit coversheet and supporting documentation, must be provided for all credits deemed Pending. To submit a credit as Pending, the project team must identify and describe what pending documentation will be provided during the Post-Construction Review and provide sufficient supporting documentation during the Design Review to give the verifier confidence that the evaluation criteria and/or targeted level of achievement could be met during the Post-Construction Review.

### **3.8.12 Post-Construction Review**

Both Pathway A: Design + Post-Construction and Pathway B: Post-Construction projects are required to submit for a Post-Construction Review between 95% construction completion to within 3 years in operation.

For Pathway A: Design + Post-Construction, the Post-Construction Review will be limited to credits submitted as Pending during the Design Review, new credits resulting from decisions made during the construction phase, and/or updates due to scope or design changes. These credit submittals will only receive a single review with the option for Appeal or Additional Review. If any changes were made to the scope or design, the Project Leader and/or Lead ENV SP must provide ISI with documentation summarizing the changes and either:

1. Confirm that the changes would not lead to lower levels of achievement than verified during the Design Review; or
2. Amend credit submittals where changes would lead to different outcomes (e.g., levels of achievement) than received during the Design Review.

For Pathway B: Post-Construction, the review option will be an iterative First and Second Review with the option for Appeal or Additional Review.

Upon submission for Post-Construction Review, regardless of whether Pathway A: Design + Post-Construction or Pathway B: Post-Construction, the Project Leader and/or Lead ENV SP is required to attest that the final project submission reflects the final constructed project.

## **3.9 VERIFIER POLICIES**

### **3.9.1 Verifier Selection**

Verifiers are assigned at the sole discretion of ISI. All Verifiers must be active ENV SPs, trained by ISI, with demonstrated expertise in sustainable infrastructure and employed by a Verifier Company. Verifier Companies must be ISI members (i.e., Envision Qualified Company) and sign a Professional Services Agreement with ISI. One or more Verifiers working for a Verifier Company may collaborate in reviewing a project.

The Verifier role is carried by the individual. If a Verifier leaves a Verifier Company to join a non-Verifier Company, they will have six (6) months to meet the requirements to be a Verifier Company. If a Verifier Company has no Verifiers, they will have until the next ISI Verifier Training opportunity to maintain their status.

Upon submitting for *Envision Verification*, the Project Leader and Lead ENV SP will evaluate a list of eligible Verifier Companies and identify any conflicts of interest directly related to the project. Conflicts of interest must relate to the project being verified (i.e., a listed Verifier Company has worked on the project in any capacity). Conflicts of interest cannot be based on potential for market competition or assumed intellectual rights.

Verifiers from the selected Verifier Company will also evaluate potential conflicts of interest and are expected to decline the assignment if any exist. ISI strives to assigned Verifiers to review the project within seven calendar days of project submission.

### **3.9.2 Use of Tools and Guidance Provided by ISI**

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

### **3.9.3 Direct Contact with Project Team**

Verifiers may not communicate directly, or indirectly, by any means (e.g., phone, email, in-person, etc.) with the project team regarding the project. If Verifiers make, or attempt to make, direct contact with the project team, this may result in the initiation of a new verification process with a different Verifier Company. This may also result in the revocation of the Verifier Company's Professional Services Agreement.

### **3.9.4 Scoring Disagreements**

In instances where the Verifier and the Reviewer disagree on a level of achievement for one or more credits and cannot reach consensus, ISI will intervene to make a decision and such a decision will stand.

### **3.9.5 Project Confidentiality**

ISI holds project information submitted for review to the highest standards of confidentiality and requires third-party Verifiers and Verifier Companies to treat project information as confidential. Verifiers are not permitted to discuss or otherwise disclose project-specific information, including within their Verifier Company. Violation may result in revocation of the Verifier Company's Professional Services Agreement.

### **3.9.6 Verifier Anonymity**

The Verifier and Verifier Company shall not disclose his or her role as a Verifier on a specific project in any forum or form whatsoever at any point during or following a project verification, whether the project earned an *Envision Award* or not.

Verifiers may indicate they are Envision Verifiers on their CVs/resumes, including the number of projects verified. However, specific projects verified may not be identified by name, size, type, or location.

### **3.9.7 Suggesting Higher Performance than Submitted**

The Verifier may assess a higher level of achievement than submitted by the project team if the credit coversheet and supporting documentation is sufficient. However, to mitigate risk to ISI, the Verifier shall not suggest a higher level of achievement be pursued by the project team if the credit submittal does not provide enough evidence to deem the level of achievement met.



### **3.9.8 Assessing Credits not Submitted**

To minimize risk to ISI, verifiers may not assess credits that the project team has not pursued for verification. This is regardless of any potential for the project team to attain levels of achievement on those unpursued credits.

## **3.10 ADDITIONAL REVIEW & APPEAL OF CREDITS**

### **3.10.1 Additional Review**

The Project Leader and/or Lead ENV SP have the option to submit one or more credits for Additional Review after the Second Review and after the Post-Construction Review of Pathway A (i.e., Third Review). An Additional Review allows the project team to modify a credit submittal or submit new credits (i.e., credits that were not previously submitted). If multiple credits will be submitted for the Additional Review, they must be submitted simultaneously. Project teams may not submit for both an Additional Review and an Appeal.

The Additional Review will be conducted by the same Verification Team as previously assigned within 30 calendar days of submission. Once the Additional Review is complete, there are no further opportunities to request an Additional Review or Appeal during that review period (i.e., Design Review or Post-Construction Review).

Unless an exception is provided by ISI, the option to request an Additional Review is only available for 30 calendar days. If additional time is needed, the project team must submit a request in writing to their ISI Point of Contact listing the relevant credit(s) and a reasonable timeline for submission. It is at ISI discretion to accept any rationale for an extension.

### **3.10.2 Additional Review Fees**

The fee for an Additional Review is charged at a flat rate per credit submitted. Fees may be remitted by credit card at the time requested, or by ACH or check. ISI shall not return the results of the Additional Review until payment is received in full.

If payment is not received within sixty (60) days of the Additional Review being complete, the project will revert to its previous score. Refer to the *Guide to Envision Verification for Applicants* for fees associated with an Additional Review.

### **3.10.3 Credit Appeals**

The Project Leader and/or Lead ENV SP have the option to Appeal one or more of the Verification Team's credit decisions after the Second Review and after the Post-Construction Review of Pathway A (i.e., Third Review).

An Appeal allows the project team to identify the credit(s) for review but does not allow any modification of the credit submittal. If multiple credits will be submitted for Appeal, they must be

submitted simultaneously. Project teams may not submit for both an Additional Review and an Appeal.

The Appeal will be conducted by three Verifiers from different Verifier Companies who, upon review of the credit submittal and verifier comments, must reach consensus on an appropriate level of achievement. Once initiated, the results of the Appeal will be available within 60 calendar days.

The option to Appeal is only available for 30 calendar days. Once the Appeal is complete, there will be no further opportunities to request an Additional Review or Appeal during that review period (i.e., Design Review or Post-Construction Review).

### **3.10.4 Credit Appeal Fees**

The fee for an Appeal is charged at a flat rate per credit submitted. Fees may be remitted by credit card at the time requested, or by ACH or check. ISI shall initiate the Appeal process when payment has been received in full.

If payment is not received within sixty (60) days of the Appeal being submitted, the project will revert to its previous score. Refer to the *Guide to Envision Verification for Applicants* for fees associated with an Appeal.

## **3.11 AWARD POLICIES**

### **3.11.1 Physical Awards**

ISI has entered an exclusive partnership with an awards manufacturer. Projects that have earned an *Envision Award* (i.e., a score of at least 20%) may purchase physical awards (e.g., plaques and/or trophies) from our awards manufacturer. The project name as provided in the *Envision Online Scoresheet* is eligible to be engraved on the award. Modifications to the project name are generally not possible without express written permission from ISI. Visit <http://envisionawards.org> for more information. Physical awards are not included in the registration or verification fees paid to ISI.

### **3.11.2 Public Announcements**

All projects that have earned an *Envision Award* are expected to begin the process of publicly announcing the project within 30 calendar days of the project team's acceptance. ISI will develop a project announcement in collaboration with the project team and any designees identified by the Project Leader and/or Lead ENV SP. Additional opportunities to publicize the project will also be discussed.

Unless otherwise arranged by ISI, projects that earn an award are expected to be announced

within 90 calendar days of acceptance. Unless for reasonable cause, as determined by ISI, ISI reserves, at minimum, the right to post the name, location, *Envision Award* level, and a brief description of the project based on information provided in the *Envision Online Scoresheet*.

### 3.11.3 Use and Disclosure of Project Information

Other than the name, location, *Envision Award* level, and brief description of the project based on information provided in the *Envision Online Scoresheet*, ISI will not disclose any additional information about the project without express written consent from the Project Leader and/or Lead ENV SP.

Once the Project Leader and/or Lead ENV SP consents to information about a project being made public, ISI reserves the right to include such information in articles, case studies, presentations, webinars, or other public forums.

### 3.11.4 Award Revocations

In very rare situations, an *Envision Award* may be revoked. Circumstances under which an *Envision Award* could be revoked include:

- a) The final score of a project pursuing Pathway A: Design + Post-Construction decreases to below an *Envision Award* level based on the results of the Post-Construction review.
- b) A project pursuing verification Pathway A: Design + Post-Construction fails to submit for the Post-Construction Review within three years of the project being operational.
- c) A project pursuing verification Pathway A: Design + Post-Construction is not constructed.
- d) Project documentation submitted to ISI for *Envision Verification* is found to be materially incorrect or misleading.

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

### 3.11.5 Change of Award Level

For projects pursuing Pathway A: Design + Post-Construction, it is possible for the *Envision Award* level earned after the Design Review to increase or decrease based on the results of the Post-Construction Review. In these rare cases, ISI will update the project's *Envision Award* level on the awards list on the ISI website and any other communications channels under ISI's control. The project team is also required to update any public announcements about the project's *Envision Award* level within its control and withdraw any public facing symbol of the previously earned *Envision Award* (i.e., plaques, trophies, signage, etc).