

NEW TO SUBMITTING - CHPS DESIGNED PATHWAY

There are two pathways for CHPS Verification. CHPS Verified and CHPS Designed. The CHPS Designed™ program provides a pathway to recognition through a combination of self-certification by the project team and a narrative review by CHPS. The Designed program involves submission of a scorecard only, with narrative explanations of how the project complies with the criteria.

Ready to submit for CHPS Designed? Use the steps below to complete and submit your project.

1. The entire submission is contained in a CHPS Designed Scorecard.
2. Select the [CHPS Designed Scorecard](#) for the CHPS Criteria you have chosen.
3. Identify which prerequisites are required based on the type of project (modernization, new school, new building), and choose which credits to pursue.
4. The scorecard is set up for use in the planning stage of a project and for submitting for verification to CHPS. During planning use the points targeted and responsible team member columns for tracking and accountability.
5. When ready to submit for review record the points achieved in the claimed/earned points column on the scorecard. The points in this column may not match the points you targeted during planning.
6. Sub-credits are shown on the latest CHPS Designed Scorecards but are not shown on older versions.
7. Teams will provide a narrative for each prerequisite and credit the project is pursuing or claiming. Each scorecard has a column designated for the narrative or annotation.
8. The narratives are used in lieu of documentation such as plans and specifications, engineering calculations and waste diversion reports required for a CHPS Verified project.
9. The narratives should be descriptive about how the project attained compliance for a prerequisite or credit. Cutting and pasting the requirements or simply entering “yes” or “compliant” is not accepted. Calculations should be included in the narratives where appropriate.
10. Complete the project description and verification portion at the top of the scorecard. A verification signature of the principal architect or project manager is required.
11. Provide a summary or description of the project on the Project Summary tab, if available. This information is useful to the reviewer.
12. Complete the Team Member worksheet, if available.
13. Post the Excel version of the completed CHPS Designed Scorecard to the project Basecamp site along with an email to CHPS that the project is ready for review.
14. Upload site and building layout drawings to Basecamp (if not already posted). These are used by the reviewer to better understand the project.
15. The Design Review scorecard will be reviewed by CHPS and returned to the project team with comments, via Basecamp. This same scorecard will be updated by the project team with Construction Review narratives and resubmitted to CHPS for the final Construction Review phase.
16. There are typically two review phases – Design Review and Construction Review. Teams may discuss a Combined Design and Construction Review with CHPS. Design Review should be submitted at or near the completion of the construction documents phase. Construction Review

should be submitted within 90 days of substantial completion or occupancy although submittals are allowed up to two years following completion.

Mistakes to avoid:

- Not providing a narrative for points claimed.
- Providing a narrative that simply says “Yes” or “Compliant”.
- Not addressing all the prerequisite or credit requirements within the narrative.
- Not completing the top portion of the CHPS Designed Scorecard.
- Submitting a PDF copy of the scorecard instead of the Excel version.
- Not notifying CHPS when submission is ready.