Greenroads®

Rating Handbook

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HOW TO USE THIS HANDBOOK

Welcome to the Greenroads Rating Handbook. This document is the Greenroads Rating System Applicant's ("You, "Your" or "Yourself") guide to the details about the types of evaluations offered to surface transportation projects through Greenroads International. We are very pleased to work with You and hope this Handbook will be a helpful tool for You along the way.

The Greenroads Rating Handbook is one important part of our legal documentation for all Greenroads Applicants. The *Greenroads® Rating System* (an online publication), Agreements, Website Terms, and other policy documents are also essential to working on Your Program with Greenroads International. You must become acquainted with them so that You understand the rules, procedures, terms, and conditions applicable to the Rating processes.

The Greenroads Rating process, including Project Registration, Assessment, and Certification procedures, is described in detail in this Handbook. Greenroads reserves the right to update scopes of work for rating services from time to time to reflect current client needs, internal policies and procedures, and fee schedules.

TERMS OF USE

Greenroads International reserves the right to modify, delete and create policies in order to make the process of rating projects more efficient and effective. The following policies govern the usage of content developed and maintained by Greenroads International for Project Ratings, including terms of use for Greenroads Logos and other proprietary content and marks. Participants in the Greenroads Project Rating Program are expected to be familiar with these terms and conditions (the "Policies").

- Agreements (inclusive of applicable Registration, Assessment or Certification Agreements)
- Trademark & Copyright Policy
- Brand Usage Guidelines
- Logo Sublicense Agreement
- Website Terms of Use
- Website Privacy Policy
- Greenroads Rating System Maintenance & Update Policy
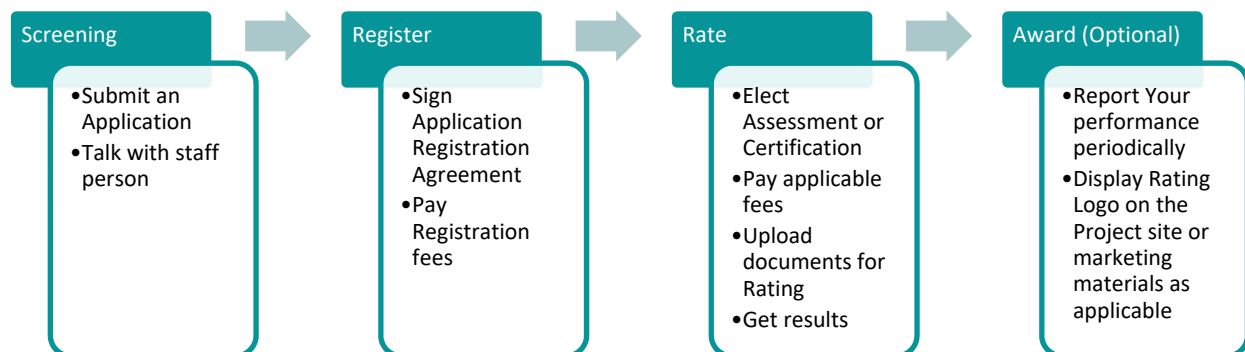- Fee Schedule
- Payment and Refund Policies

WHAT IS A GREENROADS RATING?

A Greenroads Rating is an independent third-party evaluation by the Greenroads International of a transportation Project, or group of Projects, to determine which Greenroads credits a Project has completed and earned. An Application is submitted by an individual who becomes an Applicant to the Greenroads Project Rating Program. An Application consists of at least one Greenroads Project, but may include more than one unique Project eligible for Rating. The Greenroads Rating System requires documentation for all Applications, and its constituent Projects, to be submitted via an online process for verification of earned credits according to the detailed instructions outlined in the *Greenroads Rating System*: http://www.greenroads.org/publications.

The words "rate," "rated," "rating" and other similar terms describing evaluation are broad terms used to describe the general process by which a Project may receive a "Greenroads Rating." A "Rating" is a score that is assigned based on a number of mandatory Project Requirements completed and voluntary Core and Extra Credit points earned. A Project with a Rating is eligible for a Greenroads Certification Award if it completes the Certification Process successfully, by meeting all of the mandatory Project Requirements and achieving a minimum number of voluntary credit points.

SUMMARY OF THE RATING PROCESS

Generally, there are four key steps in the Greenroads rating process, which are all completed online at the Greenroads Website. Each step is detailed later in this Handbook but a general summary is shown in the flow chart below that applies to all projects.

Screening	Register	Rate	Award (Optional)
• Submit an Application • Talk with staff person	• Sign Application Registration Agreement • Pay Registration fees	• Elect Assessment or Certification • Pay applicable fees • Upload documents for Rating • Get results	• Report Your performance periodically • Display Rating Logo on the Project site or marketing materials as applicable

RATING SERVICES

Greenroads International offers two types of Project rating services: Assessment and Certification. The difference between Assessment and Certification can be described in terms of the duration of engagement and the formality of evidence required to perform the rating. Certification is a more formal, rigorous process than Assessment and extends for the duration of the Project. Some Assessments, on the other hand, allow verbal evidence, which is inadmissible for Certification. Assessments offer performance snapshots, whereas Certification is a process that tracks actual performance throughout project development and delivery with multiple progressive snapshots. There are several types of Assessment available, and some Assessments are part of the Certification process for large or complex projects. Each service serves a different purpose, has different eligibility requirements and fees, and is tailored to capture the most common requests for evaluation that we receive.

Ratings are assigned according to the most current version of the Greenroads Rating System, including all Addendums and Errata. that is applicable as of the date of the Application's signed Assessment Agreement or

Certification Agreement with Greenroads International. Certification Agreements are only offered to Registered Applications with "Active" Status in good standing.

More details are provided in the Scopes of Work for Certification and Assessment, located on the Greenroads Website at this link: www.greenroads.org/projects.

ROLES & RESPONSIBILITIES

Greenroads relies heavily on the integrity of the professionals involved in Your Application. Whether You are an owner, or owner's representative, we trust You to provide us with representative, truthful and correct information about Your Application and work with us in good faith.

YOUR TEAM

At least one person must hold an account on the Greenroads Website to facilitate documentation of Your Application. The role of Team Manager, who is our point of contact for all project communications, will automatically be assigned to the person who completed registration of the Project (Applicant) via the Greenroads Website as a default.. **The Team Manager has control over document viewing, uploading, and editing privileges for each team member.**

There is no limit to the number of people who can participate on Your Team. Each of team member must be an authorized representative of your application, and carry a Project Pass. The Applicant automatically receives one Project Pass which is non-transferrable. Additional Project Passes for team members are available throughmembership with Greenroads orby holding a valid Greenroads Sustainable Transportation Professional (STP) credentials. You acknowledge, through the continued use of the Greenroads Website, that Team Managers and authorized team members have been authorized by you to make decisions on your behalf, and their decisions and omissions shall bind you as the principal.

Team Manager

As Team Manager, You are employed by an organization that is the Owner, Principal Owner, or the Owner's Agent authorized to manage Your Application. The Application will be associated with Your Greenroads Website Account and email address in perpetuity for recordkeeping purposes and You will be allowed to add or delete other individuals from your organization to Your Application and its Project records. You will have the responsibility to manage and maintain the details on the Project, receive and submit payment for invoices, and be the main point of contact for communications.

The Team Manager is responsible for inviting other authorized Team Members to the Team via the Greenroads Website. Team Managers are also responsible for removing members of the team who are no longer authorized to view the Application.

Owner(s) or Principal Owner

The Principal Owner is the entity with the right of control, ownership or right of way to the real property upon which the Project(s) in the Application is (are) being constructed, who also has ultimate control over the Application. In nearly all cases, this is a local public entity or a group of public entities where one Owner is designated as the Principal Owner. In the case of a group of public entities, multiple Applications may be Required and treated separately for any ratings. A temporary license issued to a private entity or special purpose vehicle to control real property on behalf of a public agency(ies) is not considered the Owner.

The Owner is responsible for:

- Administering the Registration of the Application
- Participating in the Project's elected Rating where applicable
- Assigning an Owner's Agent, as applicable, for control of the Application's Registration and any rating Agreements necessary to achieve desired results (note the Application may not be reassigned or

transferred by the designated Owner's Agent to a third-party). An Agent is an organization, represented by an individual person.

The Owner's role involves, and is not limited to, the following key tasks:

a. Reactivating or extending the term of Registration in the event that the Project Registration lapses or the Agent's authority or contract with the Owner terminates.
b. Reassigning the Registration to a new Agent in case of termination of the Agent or change in the individual appointed to represent the Agent.
c. Collecting some basic information regarding performance monitoring of their Projects that are successfully awarded Certification so that Greenroads can keep track of these projects, or designating an Agent for this performance monitoring purpose.
d. Documenting any credits assigned to them or those where they otherwise have a lead role.

Project Owners often delegate document control responsibilities to other parties, usually to the lead consultant, the general contractor, or a special purpose vehicle (such as a design-builder). These parties are commonlythe Owner's Agent for Project Certification, and an Agent is not required.

Funding Partner(s)

In general, funding entities are considered key partners and stakeholders to the Greenroads process, but are not Owners, unless they own the real property in the subject Application or are acting as the authorized Owner's Agent in pursuit of Greenroads Certification. Greenroads encourages adding funding partners to the list of Involved Parties to credit the organization.

Confidential and Competitive Purposes

Confidential ratings are often pursued for competitive bidding purposes, especially with merit-based procurement. Teams that elect to pursue evaluations as confidential are not required to have an Owner involved unless the Application becomes public as a Pilot Project or opts-in to Certification. Most Pilot Projects and all Certifications are NOT confidential.

OUR TEAM

Greenroads International staff members rate Your Application and communicate with Your team regularly throughout the process. Greenroads is only able to provide a service to verify that Your work meets the performance criteria set by the Greenroads Rating System. Additional guidance and training is available separately (for fee).

The fees to participate in the Rating Program provide Greenroads the opportunity to serve you in these ways as your Rating package will reasonably permit. However, we will not perform Project tasks for You, such as specification design, environmental compliance support, management of Your team, peer review, or other decision-making and strategic planning items.

Your Reviewer

At least one Greenroads International staff member (a live person) will be assigned to Your Application, called a Greenroads Reviewer. Your Greenroads Reviewer is responsible for helping Your team throughout the rating process and for the technical evaluation of Your Application's documents. Your Reviewer is also a resource for technical expertise and specific questions about Greenroads requirements and credits.

Our Board of Directors

For Applications choosing to pursue Certification, upon completion of the submittal and review process, Your Rating is submitted to a vote of confirmation and quality check by the Greenroads Board of Directors. Additional quality control may be provided by volunteers on the Greenroads Advisory Council. Board Directors and Advisors are independent of Greenroads staff and have no conflicts of interest with the Application and are not permitted to review information that is confidential.

DOCUMENT CONTROL

This section details minimum standards for how documents should be presented to Greenroads International for Assessment or Certification. Documentation requirements differ for Assessments and Certifications. Assessments have varying documentation requirements depending on selected Scope of Work and draw from the "Standard Project Documents" listed below. Please refer to the scopes for more information.

FILE FORMAT

Files submitted must be provided to Greenroads in one of four ways depending on the type of document. Other formats will not be accepted and may cause us to deny awards. These file restrictions are necessary for documentation quality control purposes.

- **Text files or document files:** Printable document format (PDF) or Microsoft Word (DOC or DOCX)
- **Spreadsheets:** Microsoft Excel (XLS or XLSX).
- **Photographs:** Joint Photographic Experts Group (JPEG, JPG) or Portable Network Graphics (PNG).
- **Websites:** Hyperlinks are accepted where denoted in the *Greenroads Rating System*, especially for large public documents such as Standard Specifications. Links must be "live" and accessible to Your Greenroads Reviewer, so be sure to provide login credentials for accessing files as needed. Documents that need to be downloaded should be made available in PDF format as above.

LANGUAGE, LEGIBILITY & PROOFREADING

Greenroads currently only supports the English language for Certification. Assessments may be performed on Applications in any language, with substantial limitations on interpretation. Assessments rely on at least one English-speaking interpreter on Your Team. Translation services are the responsibility of Your Team.

Your documents shall be legible and readable; otherwise an unnecessary delay may be introduced into the rating process of Your Application. Please do not submit scans or copies of documents that are smeared, scratched, or otherwise difficult to read.

Proofreading documentation for spelling and grammar including checking for completion of any data and calculations for correctness and representativeness is Your responsibility.

REQUIRED – YOUR STANDARD PROJECT DOCUMENTS

All projects pursuing Assessment and Certification are required to submit a complete set of the following standard contract documents by uploading them to the Greenroads Website or by providing live hyperlinks to where they may be located on the web, such as:

- Standard Specifications.
- Special provisions (if any).
- Project plans (drawings).
- Schedule of costs (final progress estimate)
- Bill of quantities (if any).
- Bid information (if any) or technical contract.
- Change orders (if any).
- Letter of completion.
- Before and after photos for Greenroads to use when we share Your Application with others.
- Any other Contract Documents.

We understand that not all of these documents may be available or complete at the time of Your first submittal, or applicable to Your Application. Draft documents are acceptable for all submittals with exception of the Final Submittal at the end of construction. At the time You provide us with Your documents for Final Review (within 90 days of final completion and acceptance), we will review the submitted documents as if they are complete, true, correct, and representative of Your Application's overall performance.

Some Credits may require documents in addition to those listed above. Refer to the details in the *Greenroads Rating System* for the specific credit. Where possible, we have tried to streamline and reduce the amount of documentation required to support achievement of the credits. For Assessments, specific credit documentation is not required and is optional.

CALCULATIONS: ERRORS AND CONSISTENCY

For Certification, we will check Your submissions of calculations, as You have stated them, according to the performance criteria and instructions in the *Greenroads Rating System.* We do not interpret Your submissions or the raw data included therein for correctness (accuracy, precision, consistency, and completeness) and You shall hold us harmless for any involvement in evaluating these submissions. We must be able to rely on the submission of Your documents as being true, complete, consistent, error-free and representative of Your Application. By submitting calculations and any supporting raw data, You certify that the calculations have been checked and verified by You for correctness prior to submittal for Your Final Review. You must notify us if You have discovered a mistake in Your calculations for any requirement or credit. For Your convenience, we provide You with an optional 7-day grace period to resubmit documentation after You submit Your Final Review, just in case. After issuing the final Greenroads Assessment report, disputes over calculation errors can be resolved via our Petition Policy.

Additionally, calculations must demonstrate consistency across all Credits. This includes calculations of values such as: raw material volumes, water volumes and flow rates, assumed service lives, area, depth, centerline distance, speed, acceleration, and any other measurable physical, biological, chemical, or temporal property or economic value that is a variable considered on Your Application design and construction. For instance, if a credit calculation requests that You report a percent of the total Project cost, it must match the costs reported on the final progress estimate. As another example, the same service life should be consistently used throughout any credit that addresses lifecycles.

SCREENING YOUR APPLICATION

The Screening Form on the Greenroads Website gathers basic initial information about Your proposed transportation Project, and allows a Greenroads staff person to contact You and discuss the best direction for Greenroads to work with You. Depending on the current development status of Your Application, we may be able to offer You more than one potential route to participate in the Rating Program.

The Screening process allows Greenroads International to classify Your Application for Certification and identify the number of initial assessments, document submittal opportunities, and ongoing training needs. Project classification is at the discretion of Greenroads.

Filling out the Greenroads Screening Form:

DOES NOT

- Result in Registration of Your Application
- List the Application publicly in the Greenroads Project Directory
- Allow You to upload documents to the Website
- Require a fee (it is FREE)
- Legally bind You to work with Greenroads in any way.

DOES

- Provide Greenroads with Your contact information. You become the default Team Manager for the Application.
- Allow anyone to submit any Project to Greenroads; anyone can submit the form with no obligation.
- Collect information about the Application including location, scope, budget and motivation
- Allow for Project-related questions and requests to be addressed systematically by the staff, which increases our efficiency and allows Greenroads to serve You better.
- Assigns the Application a reference number.

STEPS

There are two parts to the Screening process, which may be done in any order.

- **Apply online.** All potential or interested projects must submit a free Screening Form online at this link: http://www.greenroads.org/976/apply.html.
- **Talk to Greenroads.** When we receive Your online form, a representative of Greenroads will contact You directly to discuss Your Application and recommend a way to proceed with obtaining a Rating for Your Application. Alternately, You may contact Greenroads by phone to discuss Your Application.

CONSIDERATIONS

- It is important for the information on the Screening Form to be as complete as possible.
- It is not necessary for the information provided in Your Screening Form be precise or heavily detailed.

- You will not be able to change information You have submitted on Your Screening Form until Your Application has been activated, but this should not cause concern. If You have made an error, or Your application is incomplete in some way, simply discuss it with Your staff representative.
- Please do not email documents to Greenroads, unless specifically requested.

SCHEDULE

The Screening process and Application activation step takes approximately one week to complete once You have talked with Greenroads and decide to proceed.

LIMITATIONS

- Your application will be made inactive 30 days after completion of the application process, and completely deleted after one year.
- You can resurrect an inactive application by contacting Your assigned Greenroads staff person any time within that year.
- After one year, You will need to resubmit a new Screening Form for the same Project.

AFTER SCREENING IS COMPLETED

When Your Screening Form is approved and Your Application is activated, You may proceed to Registration.

REGISTRATION

Registration is the gateway step toward other Greenroads Rating Program services: Assessment and Certification. Registration provides access to introductory training, a listing on the Greenroads Website, access to the Greenroads Rating System online, a private Greenroads Workspace online for managing Your Team and documents throughout the duration of Your Registration depending on the level of Registration elected. Registration fees and access to various features on the Greenroads Workspace vary based on the amount of time leading up to the expected start date of construction (notice to proceed) and the stage of project development. Registration fees are posted on the Greenroads Website and are updated annually by the Board of Directors.

Applications must maintain Registration for the entire duration of participation in the Rating Program.

A Registered Application is one that has successfully completed the requirements for Registration, detailed below. An Application may be a program, such as phased corridor or major capital project, which may include multiple unique Projects, each potentially eligible for an individual Rating.

Registration, which includes the signing of the electronic Registration Agreement for the Application, may be completed separately from any additional Agreements for approved Applications.

STEPS

The steps involved in Registration for Your Application are shown below, all to be completed by You.

Sign Registration Agreement → Schedule Your Onboarding → Build Your Team → Assign Privileges → Upload Documents

1. Login to the Website and navigate to Your Application with Your assigned Greenroads Project Number (GPN).
2. You will be prompted to sign the Registration Agreement, and given the option to sign the Assessment Agreement and the Certification Agreement if desired. The Registration Agreement may be signed by any authorized representative of the Team who has access to the Application on the Greenroads Website – usually the Team Manager.
3. Send in Your Registration fee (request an invoice or pay with credit card).
4. When we receive Your Registration fee, Your Application will be activated and list on the live Project Directory as "Registered."
5. Greenroads will contact the Team Manager to schedule an onboarding session. This training is required for teams that are working with us for the first time, but optional for experienced users. Onboarding is delivered via webinar unless otherwise agreed. Onboarding should include the Team Manager (required), Key Team Members, and the Application Owner. It includes an introduction to the Project Rating process, determining a target score with the Team, and website orientation. **Onboarding requires approximately 90 minutes.**
6. The Team Manager links other people to the Team on the Website by adding email addresses to the Team. Key Team Members and Project Owners can also create accounts on their own, but should use consistent email addresses in order not to create multiple accounts.
7. The Team Manager assigns view, edit, or manage privileges to the Team Members.
8. Team Members with Edit and Manage privileges can begin to upload documents to the Website.

REGISTRATION ELIGIBILITY

Many projects that approach Greenroads for Screening are not immediately eligible for Registration, and may require a customized path or approach to achieve a goal of Certification. Applications are not immediately eligible for Registration if Your Team is in a location outside the United States, except in areas where Certification is currently offered (check the Greenroads Website for more details). You will be given an opportunity to make a change in Your selection throughout the process, but only as permitted by this Handbook and the other Policies or by Your Reviewer and occasionally the Board of Directors.

REGISTRATION FEES

Fees are assessed upon signing the Registration Agreement and may be paid online with credit card or by mailing check. The fee schedule is available on the Greenroads Website. If You select the "Pay by Check" option, an invoice for the Registration Fee will be sent electronically to the attention to the Team Manager using the contact's organization's mailing address for the billing address. Additional program educational services, including technical guidance and coaching, are available for as-needed help, with associated fees.

SCHEDULE

Registration may be completed as soon as Your Application is activated on the Greenroads Website. You may begin uploading documents and actively using the Greenroads Website when we receive Your signed Registration Agreement. Rating Your Application begins only <u>after receipt of payment</u> and is queued and prioritized for staff attention in the order it was received. (Please contact us if Your Application requires the use of purchase orders.)

EXPIRATION

- **Registration is required for the entire duration of Your Application's participation in the Rating Program.**
- **Registration expires at the end of the elected term.** Registered projects must renew Registration, or the Application will be deactivated and fees paid will be forfeited.
- After expiration, the same Application may again be submitted or reactivated for Registration according to the most current terms and conditions of Greenroads, including the most current version of the *Greenroads Rating System*, this Handbook, all of its other related policies and procedures.

TALKING ABOUT YOUR GREENROADS REGISTERED PROJECT

- Upon receipt of full payment, Your Application will be listed in the Greenroads Project Directory as "Registered." It is thereafter referred to as a "Registered Greenroads Project."
- Projects that Register for Certification are allowed to state publicly that they are "Registered Greenroads projects pursuing Certification at the [Greenroads Rating level]" or "Registered for Certification with Greenroads, targeting [Greenroads Rating level]."

AFTER REGISTRATION IS COMPLETED

- Check the information publicly visible about Your Application listed in the public Project Directory on the Greenroads Website.
- Review the most current copy of the *Greenroads Rating System* including the most recent Errata and Record of Technical Decisions, if any.
- Keep a copy of this Handbook and all other policies, which You can find at http://www.greenroads.org/policies.
- Engage actively in either Certification or Assessment to get Your Application scored.
- Start preparing submittal documents to Greenroads.
- Plan for Your time to interact occasionally with Your Greenroads Reviewer throughout the Registration Period.

ASSESSMENTS

There are several types of Assessment available, including Assessments scoped for custom goals or confidentiality needs. The most common type of Assessment is a Pilot Project. Different scopes of work are associated with each Assessment service and are described on the Greenroads Website under the "Projects" menu.

Assessment includes providing documents to Greenroads through the Greenroads Website. Once You have signed both the Registration and Assessment Agreements, Your Application is Registered, displayed in the Project Directory, and You may begin uploading the prescribed documents necessary for the selected Assessment.

WHEN ASSESSMENTS ARE RECOMMENDED

Assessment is recommended for projects in the following conditions:

- First time Applicants to the Greenroads Rating System ("Pilot Project").
- Any Application at any stage of development that wants to learn how Greenroads fits with Your goals
- Applicants that are in the process of applying for grants to fund design or design and construction that need to formally demonstrate evidence of commitment to sustainability in support of the application
- Applicants that are interested in benchmarking or monitoring the current Greenroads score to demonstrating environmental stewardship or sustainability to stakeholder groups or public outreach activities
- Owners that want to test out Greenroads before applying it to their projects.

WHEN PILOT ASSESSMENTS ARE REQUIRED

- All Applicants located outside of the United States
- If expressly recommended by Greenroads as part of a Certification Plan for Your Application, or otherwise.
- Projects that have started construction prior to Registration.

ASSESSMENT DOCUMENTS

The Scopes of Work on the Website provided for Assessments list the documents that are suggested or most common; however, Your Reviewer will assist You in finding substitutes if You do not have the documents available. See the list of "Standard Project Documents" shown previously for a typical selection of documents used for Assessments.

STEPS

The steps involved in Assessment are shown below.

| Assessment Agreement | Upload Documents | Staff Reviews Documents | Staff Prepares Deliverable |

1. Login to the Website and navigate to Your Application with Your assigned GPN.
2. Sign the Assessment Agreement if You did not do this already as part of the Registration step. The Assessment Agreement may be signed by any authorized representative of the Team who has access to the Application on the Greenroads Website – usually the Team Manager.
3. Send in Your Assessment fee (request an invoice or pay with credit card) according to the payment schedule stated in the Assessment's Scope of Work.

4. Your Assessment will be reviewed by Staff upon receipt of Your fee and all Project documents listed in the chosen Assessment's Scope of Work.
5. Each document submitted as part of any Assessment will be reviewed once.
6. A report is generated providing the results of the Assessment (the Greenroads Rating).

SUBMITTAL

- All types of Assessments require **one submittal** of **a limited number** of **readily available typical documents** that may or may not be prepared specifically for Greenroads or related to Greenroads.
- Assessments do not require any submittals for revisions.
- Multiple iterations of assessments require multiple Assessment Agreements, and may be useful to show change in performance through time.

ASSESSMENT FEES

Upon receipt of the signed Assessment Agreement, an invoice for the Assessment fee will be sent electronically to the attention of the person who signed the Assessment Agreement, using their organization's mailing address for the billing address unless instructed otherwise.

- All Assessments are fixed-fee services. The current pricing policy in effect at the time of Registration lists Assessment fees.
- Current fees are listed on the Greenroads Website in the menu labeled "Projects."
- List prices do not include any discounts or additional fees that may be applied on invoicing, such as membership discounts.
- Travel expenses are not included for Assessments. Any travel that is requested will be billed to the Application for reimbursement at cost, unless noted otherwise.

SCHEDULE

- Evaluation of documents may begin when You have provided all of the prescribed documents to Your Greenroads Reviewer by uploading or linking them to Your active Project on the Greenroads Website.
- An estimated schedule for completion of the evaluation process can be provided on request. Assessments are processed in order that they are received and are subordinate to submittals for Certification.
- Assessments are eligible to be expedited upon receipt of additional fees. Please inform your reviewer if you are on a specific timeline.

LIMITATIONS

- Ratings assigned for a Greenroads Assessment are only valid for the version of the Rating System that is current at the time of Assessment.
- Completing an Assessment does not guarantee the version of the Rating System in future Certification efforts.
- Completing an Assessment does not mean that Your Application is Certified by Greenroads, nor does it guarantee eligibility for Certification.
- Applicants Registered for Assessment must commence submittal activity within 90 days of Project activation and complete the process within one year. Incomplete Assessments will be delisted from the Directory, and any fees paid are forfeited.

TALKING ABOUT YOUR COMPLETED GREENROADS ASSESSMENT

- Applicants that complete a Pilot Project Assessment are allowed to state publicly that they are a "Greenroads Pilot Project." Results of Pilot Project Assessments will be published and distributed by Greenroads on the

Greenroads Website as a Featured Project and listed in the Project Directory. A temporary 3-year license to use the Greenroads Pilot Project logo is available for all Pilot Projects that have completed Registration, subject to the terms of the Greenroads Trademark and Copyright Policy and a completed Logo Sublicense Agreement.

- Applicants completing custom or confidential Assessments with Greenroads will be provided with appropriate language to discuss the Assessment as applicable.

AFTER ASSESSMENT IS COMPLETE

- If Assessment results show Your Application is eligible for Certification, consider proceeding with Certification for the Application (or one or more Projects in the Application).
- Display the Pilot Project Logo on Your Application if it is not a confidential Assessment.

CERTIFICATION

Greenroads Certification is a detailed, rigorous review of specific documents related to the Application's selected activities in the *Greenroads Rating System*. All Registered Applicants wishing to become Certified by Greenroads International must complete the steps involved in the Certification process. This means that You formally engage Greenroads to evaluate Your Application, its related Policies and procedures. The scope of work for Certification is described on the Greenroads Website: http://www.greenroads.org/744/rate-Your-Project.html.

Greenroads International does not guarantee all Projects will be recommended to pursue Certification upon completing a Screening Form, Registration or Assessment. Certification is only available to Applicants classified as "Active Registrations." Active Registration status is only available in the period between one (1) to two (2) years ahead of notice to proceed (NTP) for construction, or after approval to proceed after Assessment.

"Certified" means that the Greenroads International staff has reviewed all supporting documents provided by a Team in support of a Certification award and a Greenroads Rating has been assigned that meets all eligibility requirements. When a Project is "Greenroads Certified" or "Greenroads Certified Silver," it means that Greenroads has verified that the documentation submitted is representative of the performance criteria established in the *Greenroads Rating System* and that the Project has earned a specific number of points within Greenroads' defined thresholds of achievement.

CLASSIFICATION AND RATING BOUNDARIES

The Certification approach (outlined in this section) for each Application is based on the **number of unique segments** involved ("Projects") and the **complexity** of the Application. Complexity is defined as any of the following: multiple Owners, multiple prime contractors, phases, extended duration, or inclusive of other elements that Greenroads staff determines will require additional assessment in the initial steps of Certification. A third component involved is the **estimated total value of the Application**, including design development costs, engineer's estimated cost of construction including enabling works, and the value of any real property purchased for the purpose of the Project's construction, which is used as a secondary indicator of complexity. The value of the Project determines the amount of training and progress ratings that will be provided to the Team by Greenroads for the duration of the Application's Registration period. All these elements are determined through the Screening process when You first start working with Greenroads.

The table below shows the elements of Certification based on how the Project is classified during the Screening process. If you have more than one segment, Greenroads provides recommendations to define Your Application's rating boundaries appropriately to the scale and scope of work.

Application Class	Single Project Segment	Multiple Project Segments	
Simple	Preliminary Submittal Final Submittal	*As Needed:* Certification Plan Master Submittal	*Each Segment:* Preliminary Submittal Final Submittal
Complex	Certification Plan (As Needed) Preliminary Submittal Final Submittal	*As Needed:* Certification Plan Master Submittal	*Each Segment:* Preliminary Submittal Final Submittal

DEFINING WHAT YOU WANT TO CERTIFY

The fundamental unit of Greenroads Certification is a single continuous transportation construction site, called a segment and referred to as a "Project." Your Application may be made up of one or more Project segments, or

may be packaged in a specific way to facilitate the ease of management through design and construction. Some examples of Project traits that indicate Your Application will be divided into Project segments:

- Multiple owners*
- Different designers
- Different prime contractors
- Different specifications or contract requirements
- Mixed greenfield/developed conditions
- Disjointed centerlines or otherwise not connected to each other (vertical and horizontal discontinuities)
- Multiple phases or discontinuous timing of construction (especially due to funding)
- Multiple work locations throughout an area or corridor (such as street improvements)
- Change in functional class within construction limits
- Route name change

Each segment will be its own "Greenroads Project" and be assigned a unique GPN and work area on the Website. Multiple related Greenroads Projects are treated programmatically (Your Greenroads "Application"), and may also be assigned a "Composite Rating" representing the collective performance of all segments in the defined Application, if desired, upon completion of construction of all Projects.

For Projects with multiple segments, all segments must <u>at minimum</u> be shown to meet the all Project Requirements credits, individually, or as a whole.

If there are multiple Owners involved in Your Application, you <u>will</u> have multiple segments (i.e. multiple Greenroads Projects eligible for separate ratings) defined in part, by property lines, at minimum. An exception shall be unless a Principal Owner is designated by interlocal or multi-owner agreement, team charter, or other documentation including a commitment to Greenroads certification that shall be provided to Greenroads as part of the project record.

OPTIONAL ASSESSMENTS

Complex projects and projects with multiple segments may benefit from Assessments prior to preparing any Certification items. All Assessments are completed under the steps explained in the Assessments section of this Handbook. Other Assessments, such as Pilot Projects, Milestone Assessments, or confidential Assessments, are sometimes completed as starting steps toward the final goal of Certification. Assessments are also required as part of an international Pilot Program prior to offering Certification in any new country.

Certification Plans

A Certification Plan is a customized, informal Assessment for required for complex Applications and is a preliminary step needed in order to divide the Application into smaller, manageable Project segments for Certification that will be meaningful to the general public and the Team after an award is earned. A Certification Plan may be completed separately under the terms and conditions of the Assessment Agreement, which may be useful for large projects or projects of extended duration that are in early stages of development. The point of a Certification Plan is to help Teams minimize documentation for Certification and provide the Team a prescribed approach and schedule for the Certification of individual segments within the larger system boundaries of the Application. Certification Plans may include one or more of the following tasks as needed:

- Determine Certification eligibility for Project segments through Assessment, as applicable
- Identify credits that are consistently applicable or achievable across the whole Application (to prescribe the Master Submittal, if needed)
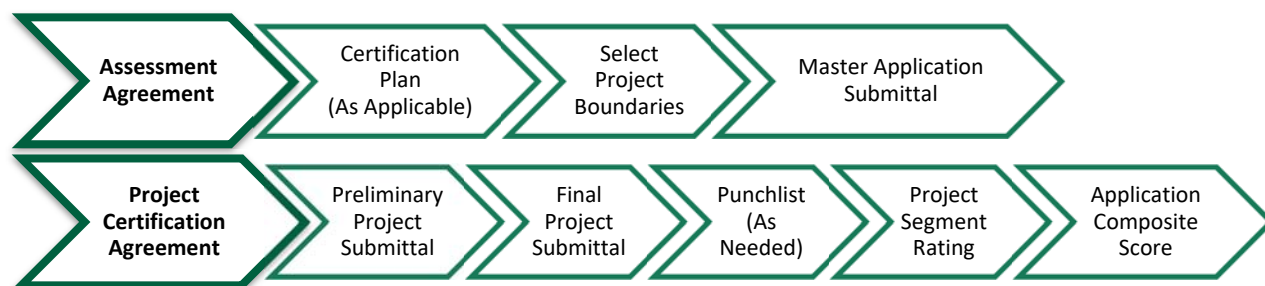
- Help the Team develop a segmentation strategy to define reasonable boundaries for Project Certification.
- Recommend approaches for credit calculations for selected Project segments.
- Provide scheduling options for initial training and progress checks for Certification

HOW CERTIFICATION WORKS

The steps involved in Project Certification for a segment are shown below. A separate Certification Agreement is required for each unique Project. There may be multiple Projects in a Registered Application. **The date Your Team Manager signs the Certification Agreement is the date that determines the Version of the Rating System that will be used to rate your Project, unless Registration is terminated.**

Project Certification Agreement	Preliminary Project Submittal	Final Project Submittal	Punchlist (As Needed)	Project Segment Rating

More complex Applications and Applications with multiple Project segments will follow the pattern below.

Assessment Agreement	Certification Plan (As Applicable)	Select Project Boundaries	Master Application Submittal		
Project Certification Agreement	Preliminary Project Submittal	Final Project Submittal	Punchlist (As Needed)	Project Segment Rating	Application Composite Score

Complete any initial Assessments that may be required for or desired by Your Application, such as the Certification Plan. These initial steps, if you need them, will follow the approach in the Assessment section of this Handbook. Each segment identified in the Certification Plan is thereafter treated as its own Greenroads Project.

Steps to Certify a Project

To Certify a Project, the Team collects documentation for each eligible Project segment that it intends to Certify within their Application. The team must complete and document all Project Requirements credits for each Project in Your Application and complete and document any combination of additional voluntary credits to earn a minimum number of points toward Certification for each segment: Bronze, Silver, Gold and Evergreen.

Certification relies on a full written record of each Project Rating submitted to Greenroads for review via the Greenroads Website. Each Project within an eligible Application has its own individual Scorecard (that displays the current progress and score) and unique GPN for reference.

Greenroads routinely updates the Website which may impact your user experience viewing Your Application, personal profiles and account, project tools, and the Greenroads Project Workspace. These updates are intended to improve user experience and keep up to date with programming languages, information data

security, and other important software updates. If you experience trouble accessing your Project Workspace, or you cannot locate something noted below in this handbook please inform your Reviewer or contact support.

The steps to access the Project Workspace and get started with the Certification Process are as follows.

a. Login to the Website.
b. Navigate to Your Application with Your assigned GPN on your User Profile page.
c. Set and manage the deadlines for Your Application and any of its Projects on the Project Home page as well as the Project Timeline tab.
d. Check to make sure the information in Your Application is current and correct, and importantly, Your Registration term is current and will last for the expected duration of Your Application's construction schedule plus 90 days.
e. Sign the Certification Agreement the Project(s) in Your Application that You elect to Certify. The Certification Agreement may be signed by the Owner or the Agent of the Owner on the Team who has access to the Project on the Greenroads Website.
f. Working with Your Team, use the private Greenroads Project Workspace to upload your Standard Project Document files to the Project Home space in the Workspace and begin to organize your credit documents under each credit.
g. Mark each credit you would like to document and have scored by Greenroads in the Points tab for that credit. You can use the Snapshot tool on the Scorecard to track your progress throughout Certification.
h. When you are ready for Your first formal Rating, there is a "Submit" button in the online Project Workspace that You will use which initiates review and processing of the Project. Following any submittal, your Project may be locked and you may not be able to make changes if review has been initiated.
i. For each review request in Certification (Master, Preliminary, Final, Annual, Punchlist) you submit, Greenroads returns your Review Results electronically, including feedback about necessary actions for revision, clarification, audit and other comments on your Submittal.
j. As needed, Your Reviewer will provide you with a Punchlist to close out your Greenroads Project and Application once your Final Review is Complete. Punchlist items should be completed within 30 days after receipt or as specified by Your Reviewer. Please do not schedule any promotional events for your Certification before your Greenroads Project is completed and approved.

Application Composite Rating

If the Project has multiple segments, a Composite Rating may also be assigned. Projects pursuing a more holistic score at the end of construction may be interested in a Composite Rating. Composite Ratings are computed according to one of the following metrics, whichever best benefits the Project:

- Minimum score achieved by all Project segments
- Weighted average, median, or mode score computed by cost of segments
- Weighted average, median, or mode score by mileage

Certification of the Application based on a Composite Rating will not be awarded until all segments are complete. Any Application that desires an Award based on a Composite Rating must meet all Project Requirements credits and the minimum Bronze threshold for points on all segments represented by the Composite Rating.

SUBMITTALS

Project Certifications require **multiple submittals** of **all Standard Project Documents and documentation in support of specific credits.**

- The term "Submittal" is used to refer to the event of providing groups of documents to Greenroads from the Team via the Website.
- The term "Review" is used to refer to the rating results provided to the Team from Greenroads.

General Rules

- All projects must provide a full as-built record of the Project by the end of construction completion (Standard Project Documents.)
- Any documents provided in support of each credit submittal will be reviewed one time with one opportunity for revision or additions as needed. Refer to the petition policy for additional rounds of review or correction for any one credit.
- Any number of credits may be submitted at the same time: there is no designated timing or sequence for submitting credits.

Credit Submittals

- For most Projects, Documentation for credits may be submitted in up to three batches for Review called: Preliminary Submittal, Final Submittal, and the Punchlist.
- The Punchlist is intended to capture any outstanding revisions and clarifications requested from previous credit submittals.
- No new credits will be accepted for submittal with the Punchlist.

Master Submittal

There are some credits in Greenroads that may be more effectively applied to a complex projects and those with multiple segments if done programmatically – such that a particular feature appears consistently on all Project segments of the Application. A Certification Plan will identify any credits that fit this condition. An optional submittal opportunity called a "Master Submittal" may be appropriate to streamline credit submittals for each Project. This optional Master Submittal is designed primarily to avoid the redundant task of uploading the same document or providing the same information for multiple segments of the same Project. There is no set list of credits that should be considered programmatically and each Application's Master Submittal will contain a different mix of credits per the Certification Plan.

- The Master Submittal is intended to take place prior to segmentation of the Application into Projects. It is not required that any revisions required by Master Submittal are completed prior to activating the segments of the Project according to the Certification Plan.
- A separate Scorecard, work area and GPN are assigned for Master Submittal. It is scored like a Project; however, it is not possible to receive a formal Project Rating by Master Submittal alone because the final Project Rating is dependent on segment performance.
- The Master Scorecard should be treated as a separate task to complete for the Project's end goal of Certification. It is a separate, additional review step, intended to be completed prior to Preliminary and Final submittals.
- A score is assigned based on the Review of each document submitted. This score is thereafter applied to and reflected in the segments created within the Application, and should be treated as a baseline for the expected score of the whole Application.
- Any documents provided in support of a Master Submittal will be reviewed one time with one opportunity for revision or additions as needed.
- Any documents that have changed or adjusted due to particular segment needs should be provided and resubmitted with the appropriate segment as part of the Preliminary Submittal or Final Submittal.

Creativity & Effort: Preparing New Credit Proposals

Teams may submit proposals for new ideas to earn points beyond those listed in the *Rating System*. New credit proposals are subject to the strict and rigorous vetting process to approve them for widespread use. **New Greenroads credits take a substantial amount of time to develop and approve, and may not be developed or approved at all.** Projects that successfully aid in the development of a credit may be featured as examples in the credit on the Website and in future versions of the *Greenroads Rating System*.

The maximum number of new credit points that may be earned by any Project is determined in the most current version of the *Greenroads Rating System.* **Up to 5 separate submittals may be provided by each Team.** There is no additional fee for submitting new credits; however, there is also no guarantee that any submitted credit will be approved for any Project.

Helpful Guidelines to Propose New Credits

Below are some helpful guidelines below for Projects that are interesting in investing the time in developing credits, *including alternative proposals for existing credits*. All approved credits may be used by all projects that have completed Registration, are pursuing Certification, and are visible to any active and past projects that are logged in to the Website using the current version of the *Rating System*.

Some traits we look for when reviewing new credit proposals:

- Clear goal statement that does not repeat other existing credits in the Greenroads Rating System or other previously approved credits
- Clear requirements that can be completed to meet the stated goal
- Ability of the requirements to apply beyond one specific Project and in multiple contexts
- Clear set of instructions for achieving desired performance and development of adequate document record
- Photographs or drawings of final conditions in place where appropriate and available
- Other examples of projects that have similarly used the proposed approach or item
- Empirical evidence supported by academic research and industry practice or installations.

For any Team pursuing credit for an existing credit through an alternative proposal, it is the Team's responsibility to demonstrate and document compliance with any referenced standards as well as justify the Team's proposal meets the credit goal, instructions, and supports the mission, vision and values of Greenroads International. Additionally, the Team is responsible for proposing points commensurate with the level of effort perceived to be earned according to the standard credit valuation approach used for all credits in Greenroads.

Approval Process and Vetting for New Credits

The approval process for proposals involves Greenroads staff talking directly with the Team, academic research (this is the part that typically takes the longest amount of time), and also involves the Greenroads Technical Committee, which is comprised of industry professionals and subject matter experts. However, despite this iterative process, new credits are not to be considered as negotiable in any way and You shall not rely upon any statements by Greenroads personnel that might suggest approval. Greenroads fully and unequivocally reserves the right to issue or refuse to issue credits, without requirement for justification.

If a Team suggests an alternative referenced standard, such as one used by the local jurisdiction, the Team must demonstrate and document that the proposed standard is equivalent to or more stringent than the referenced standard used in Greenroads. These types of alternative compliance proposals will be promptly considered and reviewed by Greenroads and may be thereafter listed as an alternative reference on the Greenroads Website or Errata, as appropriate.

Intellectual Property

Intellectual property is often a key concern when considering the development of, or company contributions to, Greenroads credits. Greenroads will be entitled to incorporate any of Your new credit information into its *Rating System* or process, and shall have an irrevocable right and license to do so. Greenroads expressly does not provide proprietary knowledge to competitors or sell it in any way. However, without the input of professionals and volunteer efforts, which does involve exchange of intellectual property, Greenroads would not be as successful as it is today. The intent is to share the good ideas with everyone else and advance the state of practice as a whole. Please be sure to assess any intellectual property risks and concerns that You may have internally and also discuss them with Your Greenroads Reviewer prior to submitting them to Greenroads as part of Your Certification process.

Version Options

Greenroads is an evolving tool and from time to time releases new versions to meet market demand and get up to date with cutting-edge transportation and sustainability research. If, during the course of Your Application, a new version of the Greenroads Rating System is issued, You will be eligible to upgrade to the latest version. Greenroads International may notify You of this change and recommend upgrade.

If You are interested in upgrading to a more modern version of the Greenroads Rating System, You must provide written notice to Greenroads, within 30 days prior to the issuance of Final Review. Greenroads will then provide You with a short opt-in Agreement denoting this change. If You elect to opt-in to a new Rating System after having submitted Your Application documents, Greenroads may require that You illustrate, in writing, why the previously submitted documents meet the requirements of the new Rating System.

CERTIFICATION FEES

Current fees and payment schedules can be found on the Website. All Certifications are fixed-fee and fixed-term services based on the total estimated cost of the Project, excluding operations and maintenance costs.

You are responsible for reporting an accurate cost on Your Application to participate, and Greenroads reserves the right to adjust or levy additional fees to accommodate increases and change orders more than 10% beyond what was initially represented, or if Your Application experiences delays, You request expedited services, or you request services outside the scope of the Certification Agreement.

Upon receipt of the signed Certification Agreement, an invoice for the Registration and Certification fee will be sent electronically to the attention of the Team Manager who signed the Certification Agreement using their organization's mailing address for the billing address unless instructed otherwise. **Payment is due prior to start of work by Greenroads staff, unless other terms are agreed.**

Discounts and Exclusions

- List prices on the Website do not include any discounts or additional fees that may be applied on invoicing, such as membership discounts unless noted otherwise.
- Payment in full discounts may be available for select projects.
- Travel expenses are not included unless noted otherwise.

Additional Fees

- Projects that seek Certification within 12 months of construction starting may be charged additional fees commensurate with the scope and duration of the work involved in order to prepare the Team adequately for success in a short period of time before construction.

- Projects that seek Certification after construction begins will be charged additional fees commensurate with the scope and duration of the work involved to prepare the Team adequately for success on a constrained timeline. Note that a path to Certification may not be recommended for Your Application if you have started construction prior to engaging Greenroads.
- A reactivation or extension fee may be assessed according to updated pricing if Your Application is deactivated and you wish to continue Your Application. Circumstances for reactivation include, but are not limited to: delays due to lack of Project funding, delays due to missing a submittal deadline for Greenroads, expiration or termination of Registration.

SCHEDULE

- Registered Projects <u>with</u> Certification Plans are expected to complete Certification according to the schedule provided in the Certification Plan.
- All Registered Projects are expected to finish Certification **within 90 days of final completion**. "Finishing" means that the Final Submittal has been received and reviewed, and closeout items are all addressed by the Team and resubmitted to Greenroads for no additional comments.
- Please inform your reviewer if you are on a specific timeline, we will do our best to accommodate.
- The Team is responsible for coordinating joint promotions at the end of Certification with Greenroads staff and for providing and preparing content, including photos.

LIMITATIONS

- **A Project may be eligible for Certification Award only after it has reached final completion of construction.**
- Ratings assigned upon Final Review are final, but may be petitioned thereafter through the Petition Policy.
- Meeting minimum eligibility requirements for review does not guarantee Certification.
- Certification is not guaranteed by completing the review that makes up the Certification process.

AFTER THE CERTIFICATION PROCESS IS COMPLETE

- Your Reviewer reports Your Application Rating to the Greenroads Certification Committee for award review. Each segment is submitted individually and according to its own completion timeline.
- Your Reviewer reports Your Composite Rating, as applicable, to the Greenroads Certification for award review.

TALKING ABOUT YOUR GREENROADS PROJECT CERTIFICATION

- During Design and Construction, the Project may be described as a "Registered Greenroads Project" or as "pursuing Greenroads Certification," and other factual statements.

CERTIFICATION AWARDS

A Project may be eligible for a Certification Award if Greenroads International determines that the Project meets all Project Requirements, achieves a minimum number of points according to the rating thresholds listed in the *Greenroads Rating System*, and completes the Certification process through the Greenroads International. The Project Owner and associated Team Members are granted temporary and limited license to display the appropriate Greenroads logo in association with the Project with Certification Award (i.e. as signage or on print materials.)

PETITION POLICY

You have the right to challenge any decision made by Your Greenroads Reviewer on a Project Requirement or a voluntary Credit if You do not feel You received fair ruling. You may petition any such decision through a short Petition Application (PA) with a small associated fee for re-review of Your work. The PA must be signed by at least three Team members, including the Owner of the Project.

Your PA will be sent to a Petition Committee, an ad-hoc three-person committee appointed on Your behalf by the Greenroads International Board of Directors. The Petition Committee members, like Your Reviewer, are independent of the Project (i.e. do not work for Your firm, Your client, or any other related member of the Team).

There are seven basic steps to petitioning a Greenroads Rating:

1. Tell Your Greenroads Reviewer, in writing, about the problem within 10 days of receipt of Final Review. At this point, we will have a discussion and try to approach a resolution before escalating the issue to the Petition Committee.
2. If You and Your Greenroads Reviewer cannot amicably resolve the dispute, You have thirty (30) days from final denial to file a PA.
3. In writing, request a copy of the PA from Your Reviewer.
4. Complete a PA for each PR or VC You are challenging.
5. Submit each PA with Your $750 per PA fee.
6. Wait for final decision on Your PA. When You submit, You will be informed as to the expected reasonable timeline for returning a decision on Your issue.
7. If the PA is decided in Your favor, Your PA fees will be reimbursed in full. However, if Your PA is decided in favor of the original Rating, no PA fees will be reimbursed.

PERIODIC REPORTING & LICENSE RENEWAL

If Your Project earns Certification, You will be entitled to specific Certification rights pursuant to the Certification Agreement. A temporary and limited license of the Greenroads Certification Mark appropriate to Your Project, in association with Your Project, is one of those rights. Upon award, You will be required to opt into one of two reporting options as noted below in items 2(a) and 2(b). Continued licensing of the Greenroads Logo, and other Certification rights, are subject to the following limitations:

1. Greenroads International has the right to inspect or audit the Project during construction, after completion of construction, or at any time after our Final Review. All communications and representations to us must be

truthful and complete. False or misrepresented statements, data or other information may cause Your Application to be subject to rescission of Certification rights.

2. As part of the Assessment Agreement, the Project Owner may opt into one of two reporting mechanisms, both of which aim to fit easily into internal network management systems as well as site maintenance and operations plans. We suggest Option (a) is easier and less work for both You and Greenroads.

   a. **Voluntary annual reporting** of performance data including, but not limited to, energy use, water use, traffic use, pavement and deck performance, and environmental maintenance data. This reporting will consist of a short 10-20 question online survey through our Website on or around the anniversary date of Your Certification award. We may request supporting written documents to verify this data. A sample list of the data we are interested in is provided below.

   - Water use (quantity, cost, type)
   - Electricity use (quantity, cost, type)
   - Pavement and major structures performance, including any additional materials used for crack sealing, repairs, retrofits, etc.
   - Number of occasions contractors needed to return to Project to fix anything from construction
   - Anticipated and accomplished schedule for routine site maintenance activities
   - Total cost of maintenance activities (itemize by category: stormwater, pavement, vegetation, cleaning, etc.)
   - ADT and any changes in vehicle mix since construction
   - Safety incidents (number of accidents, cause)
   - How the educational outreach is being received by the community
   - Your opinion and satisfaction, as well as the community's perception of the Project

   b. **Mandatory reporting on Your five year Greenroads Certification anniversary** based on collected annual performance data through that date. In other words, if we have not heard about Your Application in five (5) years after we award Your Application's Certification, we will audit Your Application and require You to produce five (5) years of records at that time for the items listed in Option A above. The records must be produced in a formally written document at Your expense that You will submit to Greenroads International. The document audit will occur simultaneously with Your renewal, but You will be required to have all records submitted no later than ninety (90) days before the five (5) year anniversary date.

3. Missing two consecutive years of voluntary reporting will automatically change Your reporting period to Your five (5) year anniversary date with mandatory reporting according to Option (b).
4. If neither reporting option is completed, Greenroads International reserves the right to revoke Certification from the Project and all Certification rights from the Project owner and the Team and to deny renewal. If revoked, You will be required to immediately cease display, use or promotion of Your Certification.
5. Construction preservation activities, such as overlays or rehabilitation projects, in a previously designated Greenroads Project will void the previous license Agreements. The licensing can be renewed under the latest version of Greenroads. An opportunity to preserve the prior level of Certification may be considered but is ultimately subject to case-by-case review.

Your Project's Certification, if awarded, will expire if not renewed on the fifth anniversary of Your award date. You must submit Your request for renewal no later than ninety (90) days prior to Your fifth anniversary. We may elect to notify You of Your upcoming renewal, but You are responsible for knowing when this renewal must be submitted. The Board of Directors of Greenroads International reserves the right to establish and levy a nominal renewal fee for continuing the terms of the Certification license.