***Sample D-11 Certification Letter to Disbursement Officer***

APPLE VALLEY SCHOOL DISTRICT NO. 1

100 Tree Lane

Appleton, WA 99999

June 20, 2018

Roen Esmond, Disbursement Officer

School Facilities & Organization

Office of Superintendent of Public Instruction PO Box 47200

Olympia, WA 98504-7200

RE: Red Apple Elementary Replacement (N/L) and Modernization Project No. 350-I04-10001 Certification of High-Performance School Submittal and Performance Reporting

Dear Roen:

I hereby certify that Apple Valley School District has submitted the final Washington Sustainable Schools protocol (WSSP) or Leadership in Energy and Environmental Design (LEED) scorecard required as part of the D-11 process.

I hereby certify that Apple Valley School District will report energy and water use for five years following board acceptance, or building occupancy, to comply with the building performance reporting requirement in Chapter 39.35D.040 RCW – High-Performance Public Buildings. Reporting will be done in Energy Star Portfolio Manager (ESPM). The ESPM report will be shared with School Facilities and Organization. The report will be kept up-to-date annually (every March), preferably every month to get the most benefit from the Energy Star program. I further certify that the Apple Valley School District will comply with long term monitoring and reporting requirements for specific WSSP credits claimed for this project (eg E4.1.2 and IE0.3.1 if applicable).

Sincerely,

Gran E. Smith

Superintendent, Apple Valley School District