# Administering Agency Letterhead

TO:

Greenhouse Gas Reduction Fund Program

FROM:

*[Name of Agency Secretary]*

*[Title]*

*[Name of Administering Agency]*

*[Name of Department Director (or equivalent)]*

*[Title]*

*[Name of Department (or equivalent)]*

DATE:

*[Date]*

SUBJECT:

GREENHOUSE GAS REDUCTION FUND:

*[Name of administering agency or Department with an appropriation from the Fund, e.g., California Air Resources Board]*

EXPENDITURE RECORD *[FOR FISCAL YEAR 20XX-XX\*]*

*[Name of administering agency program that is covered by this Expenditure Record, e.g., Low Carbon Transportation]*

This Attestation Memorandum documents that *[Administering agency and Department (or equivalent)]* completed the attached Expenditure Record on *[Date]*, for *[Program]*. The Expenditure Record is consistent with the statutory requirements of Government Code Section 16428.9 to support expenditures from the Greenhouse Gas Reduction Fund.

This Attestation Memorandum and Expenditure Record will be submitted to CARB for public posting on the CARB website at: [www.arb.ca.gov/caclimateinvestments](http://www.arb.ca.gov/caclimateinvestments).  Questions on this Attestation Memorandum or Expenditure Record may be directed to *[Administering agency contact name,*

*e-mail, and phone number].*

Attachment

cc:

*[Signed by Agency Secretary and Department Director (or equivalent)]*.

*\*NOTE: only included for line item (i.e., single fiscal year) appropriations*