



**Linda S. Adams**  
Secretary for  
Environmental Protection

# Air Resources Board

**Mary D. Nichols, Chairman**  
1001 I Street • P.O. Box 2815  
Sacramento, California 95812 • [www.arb.ca.gov](http://www.arb.ca.gov)



**Arnold Schwarzenegger**  
Governor

TO: Division/Branch Chief Requesting 399 Preparation Assistance

FROM: Fereidun Feizollahi, Manager  
Economic Studies Section  
Research Division

DATE:

SUBJECT: ECONOMIC AND PREPARATION: ASSIGNMENT OF ESS STAFF TO  
THE REGULATION, TIMELINE, AND APPROVAL

---

(Name of ESS staff assigned to project) will be assisting your division prepare the economic and fiscal impact analysis, Initial Statement of Reasons (ISOR), and complete 399 for the (name of regulation).

The economic and fiscal impact analysis will be completed by (provide due date for completion of analysis and 399). ESS staff will be contacting your division shortly to meet with the regulation writer and map out a course of action to conduct the analysis.

Please provide us the completed Notice, ISOR, and 399 two weeks before sending it to the Board Administration and Regulatory Coordination Unit for review and process to Office of Administrative Law.

Once the Board has approved the regulation and the 399 is revised (if necessary), I will review the economic and fiscal impact analysis and completed 399 and provide you with a memorandum stating ESS approved the analysis.

cc: Lori Andreoni, Manager  
Board Administration and Regulatory Coordination Unit

Judy Lewis, Manager  
Greenhouse Gas Enforcement Section  
Enforcement Division

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency