To: Croxton, Dave[Croxton.David@epa.gov]
From: Chan-Chau, Nora
Sent: Fri 9/23/2016 7:24:16 PM
Subject: RE: final cover letter and final Checklist

Thanks Dave.

Nora Chan-Chau
OWW, Immediate Office, OWW-192
Phone: 206-553-0976

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Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly.
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From: Croxton, Dave
Sent: Friday, September 23, 2016 11:34 AM
To: Chan-Chau, Nora <Chan-Chau.Nora@epa.gov>
Subject: RE: final cover letter and final Checklist

Letter to Bella for finalizing and then Dan will sign before he leaves or ask me to sign as his acting.

From: Chan-Chau, Nora
Sent: Friday, September 23, 2016 9:39 AM
To: Carlin, Jayne <Carlin.Jayne@epa.gov>; Croxton, Dave <Croxton.David@epa.gov>; Henning, Alan <Henning.Alan@epa.gov>
Cc: Patheal-Centenera, Bella <Patheal-Centenera.Bella@epa.gov>; Chan-Chau, Nora <Chan-Chau.Nora@epa.gov>
Subject: RE: final cover letter and final Checklist

I'm here today so I can add the pdf file to the FR when ready. Thanks.

Nora Chan-Chau
OWW, Immediate Office, OWW-192
Phone: 206-553-0976

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From: Carlin, Jayne
Sent: Friday, September 23, 2016 9:23 AM
To: Croxton, Dave <Croxton.David@epa.gov>; Henning, Alan <Henning.Alan@epa.gov>
Cc: Chan-Chau, Nora <Chan-Chau.Nora@epa.gov>; Patheal-Centenera, Bella <Patheal-Centenera.Bella@epa.gov>
Subject: Re: final cover letter and final Checklist

I would go ahead and make the changes. Alan told me that Nora needs the letter with checklist today. It needs to be added to the FR so the grant can go out by Sept 30.

Is Bella in today? If so, can you forward to Bella to format the cover letter and then give the cover letter and checklist to Dan or whoever is acting for him to sign. Bella or Janice would need to date, make a pdf and email to Nora, me & Alan today. Either Nora or Alan can add the pdf to the FR and forward to Dan or whoever is acting to move forward to grants.

Jayne

From: Croxton, Dave
Sent: Friday, September 23, 2016 9:03:56 AM
To: Carlin, Jayne; Henning, Alan
Subject: RE: final cover letter and final Checklist

Thanks for the tight turn-around work. Some edits to letter from me in attached. I'm looking at checklist next. thanks

From: Carlin, Jayne
Sent: Thursday, September 22, 2016 4:49 PM
To: Croxton, Dave <Croxton.David@epa.gov>
Subject: FW: final cover letter and final Checklist

Printing you copies to review.

Jayne Carlin, Watersheds Unit
US EPA, Region 10
1200 6th Ave, Suite 900 (OWW-192)
Seattle, WA 98101-3140
(206) 553-8512
carlin.jayne@epa.gov

From: Henning, Alan
Sent: Thursday, September 22, 2016 4:46 PM
To: Carlin, Jayne <Carlin.Jayne@epa.gov>
Subject: final cover letter and final Checklist

Jayne,

Attached is the final cover letter and final checklist. I would appreciate one last look before it gets circulated if you have a chance. I think it is good to go.

Thanks so much for helping me on this. I hope next year's review will be easier.

Alan

Alan Henning, Environmental Scientist

Watersheds Unit, Office of Water and Watersheds

Region 10, U.S. Environmental Protection Agency

165 E. 7th Ave., Eugene, Oregon 97405

(541-687-7360)