

From: [Wessling, Cheryl](#)
To: [Severino, Lori](#); [Handler, Elisabeth](#); [Downtown West Project](#)
Subject: including ESA on Google Project emails going forward
Date: Friday, October 9, 2020 6:20:50 PM

Hey Elisabeth and Lori - I see program staff just looping in ESA on emails from the get-go – this saves the trouble of having to forward them so just fyi that I'm going to start doing that. Rules are now that we have to submit all emails within 5 days of their origination.

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