
From: Weeks, Dwayne (FTA)
To: Weeks, Dwayne (FTA); Day, Elizabeth (FTA)
CC: Borinsky, Susan (FTA); Riklin, Sherry (FTA); Sinuefield, Robyn (FTA)
Sent: 12/17/2010 10:57:09 AM
Subject: RE: help with profile format - prelim review of FY2012 Annual Report
Attachments: Annual Report 12 14 2010 - D Weeks edits.docx

Attached are my suggested edits to the FY 2012 Annual Report, in track changes. I tried to make adjustments for consistency between the project descriptions and the summary of the transportation problems, or make it easier for someone not familiar with the project to understand the purpose of the project. Also, if we are stating the weekday boardings for the New Starts, shouldn't we have the same information for the Small Starts? Anyway, I hope this helps. I will circulate a draft profile template on Monday.

From: Weeks, Dwayne (FTA)
Sent: Fri 12/17/2010 9:38 AM
To: Day, Elizabeth (FTA)
Cc: Borinsky, Susan (FTA); Riklin, Sherry (FTA); Sinuefield, Robyn (FTA)
Subject: RE: help with profile format - prelim review of FY2012 Annual Report

I will try to provide a profile format template for review early Monday. I also read through the draft FY2012 Annual Report last night and this morning. There are some inconsistencies in several of the project descriptions (most notably Santa Clara Valley and Denver RTD). Also, headway frequency is inconsistently described in some project descriptions, and not discussed at all others (maybe it should be deleted altogether?). I will provide my comments and recommended improvement in track changes mode either later today or early Monday morning.

I spoke with Robyn this morning about these issues, and we identified last year's transmittal memo for the New Starts Report from FTA to OST, which Ben will help out with.
Dwayne

From: Day, Elizabeth (FTA)
Sent: Thu 12/16/2010 11:03 AM
To: Weeks, Dwayne (FTA)
Cc: Borinsky, Susan (FTA); Riklin, Sherry (FTA); Sinuefield, Robyn (FTA)
Subject: help with profile format

Hi Dwayne

I'm sorry to bother you while you are on your detail, but I wanted to see if you might be able to help create a format for the new profile/webpages. Recall that instead of including profiles in the report, we are posting to project webpages. Our goal was for the team leader to only have to work on a one-pager providing the description, rating info traditionally found on 1st page of profile, and funding table. The land use and finance text would be prepared by the contractors and not re-written by us (which may or may not be what actually happens since I've seen some of the finance text and it is not very good, but Mike is working on it.) Anyhow, the thing to still consider is whether we want the team leaders to also continue to prepare the planning history section and the changes since last year section. Maybe Susan, Sherry, and Robyn could weigh in on whether we still want/need that.

Essentially, none of the team leaders has worked on their profiles because they are looking for me to send a format, which I haven't had time to do. Attached is a strawman I came up with some time ago and Robyn also worked on. Maybe you could look it over and see if you think changes should be made. Also attached is a full profile from last year in case you need it.

I would really appreciate it if you could send out whatever format you come up with to Susan, Sherry, Robyn, and me. Please also send it to the team leaders and ask them to prepare their profiles and have drafts ready by the first

week in January. That way you can help review them when you are here those first two weeks in January.

Thanks so much,
Beth