

I. MAJOR OUTCOME: Conduct the EE Grants Program

TARGET	Action	Responsibilities	Measures	Vehicle	Timelines
A. OPERATE THE GRANTS PROGRAM	1. Identify priorities for the 2004-2005 grant cycle.	LEAF Ad-hoc Advisory Committee for recommendations on forestry priorities KEEP and WECC staff for recommendations on energy Grant Committee for general priorities WEEB Board	LEAF Staff email communication with committee members KEEP Staff email communication with ad-hoc instructors via email Consensus.	Priorities will appear in the RFP and other grant literature.	July 2003
	2. Incorporate WI Focus on Energy grant program updates into regular grant	Grant Committee with KEEP staff and WECC staff invited and WEEB Board	Consensus	Grant Committee meeting Board meeting	May 21, 2003 July 15, 2003
	3. Incorporate Forestry grant program updates into regular grant cycle	Grant Committee with Genny Fannucchi invited and WEEB Board	Consensus	Grant Committee meeting Board meeting	May 21, 2003 July 15, 2003
	4. Revise, print, and distribute announcement flyer.	Grants committee.	Flyer will be printed and distributed.	Flyer will be mailed to all schools, WEEB list, WCEE network mailing list.	July, 2003 August 1, 2003 August 16, 2003

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5. Revise, print, and distribute RFP.	Grants committee.	RFP will be printed and distributed.	RFP will be mailed to grant applicant & distributed at appropriate conferences.	July 2003 Aug. 1 2003 Aug 15-Jan. 17 2004
6. Determine which pre-proposals wish to seek additional information on	WEEB Board	Letter sent to pre-proposal applicants	Motion to pursue	October 2003
7. Evaluate and revise the review process.	Grants committee	Review conducted.	Revised review forms will be printed.	May 21, 2003 October-November 2003
8. Contact potential grant reviewers to assemble a review team.	Administrative Assistant.	Those agreeing to review will respond.	List of Reviewers will be distributed.	November 2003.

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9. Select Pre-proposals for funding	WEEB Board	Contact pre-proposal recipients	Motion	January 2004 meeting
10. Conduct a training session for reviewers.	Grants Committee and Administrative Assistant.	Meeting is held.	Meeting.	Feb 2004
11. Proposals reviewed will be catalogued & distributed to reviewers	Administrative Assistant	Reviewers will receive grants	Report will identify grants received.	January 2004
12. Grants are reviewed	Reviewers	All grants are reviewed and scored	Technical & merit review forms.	February 2004 March, 2004

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13. Recommendations made to the WEEB for their action.	Grant Committee. WEEB.	Report to WEEB.	Motion by WEEB to distribute grant funds.	April 2004.
14. Grant Recipients Announced	Administrative Specialist		Grant acceptance forms and "no letters" mailed Database on Website Press releases Notification to legislators	May 2004

B. CONDUCT SITE REVIEWS	1. Identify and assign site reviewers .	Administrative Assistant.	Report to grant committee.	Review forms completed.	May-October, 2004.
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C. PUBLISH & DISTRIBUTE REPORTS	1. Design, print & distribute 2004-2005 Grant Recipient book	Administrative Assistant.	Copies to 15 depository libraries, Governor's Council on Forestry.	Book.	Aug 2004.
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	2. Design, print & distribute interim Project reports to DOA	Administrative Assistant	Copy to DOA, and WEEB office.	Report	July 2003 December 2003 July 2004
	3. Design, print & distribute 2002 "End of Year Summary & Site Review" booklet .	Administrative Assistant.	Copies to 15 depository library, Governor's Council, committee.	Booklet	June 2004