

I. MAJOR OUTCOME: Conduct the EE Grants Program

TARGET	Action	Responsibilities	Measures	Vehicle	Timelines
A. OPERATE THE GRANTS PROGRAM	1. Identify priorities for the 2005-2006 grant cycle.	LEAF Ad-hoc Advisory Committee for recommendations on forestry priorities - Grant Committee for general priorities - WEEB Board	Priorities will appear in the RFP and other grant literature	Grant Committee meeting - Board meeting	May 26, 2004 July 15-16, 2004
	2. Incorporate Forestry grant program updates into regular grant cycle	Grant Committee with Jeremy Solin and Sterling Strathe invited and WEEB Board	Consensus	Grant Committee meeting Board meeting	May 26, 2004 July 15-16, 2004
	3. Revise, print, and distribute announcement flyer.	Grants committee and administrative assistant.	Flyer will be printed and distributed.	Flyer will be mailed to all schools, WEEB list, WCEE network mailing list.	July, 2004 August 2, 2004 August 16, 2004
	4. Revise, print, and distribute RFP.	Grants committee and administrative assistant.	RFP will be printed and distributed.	RFP will be mailed to grant applicant & distributed at appropriate conferences.	July 2004 Aug. 2 2004 Aug 15 2004- Jan. 15 2005

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5. Evaluate and revise the review process.	Grants committee	Review conducted.	Revised review forms will be printed.	October-November 2004
6. Contact potential grant reviewers to assemble a review team.	Administrative Assistant.	Those agreeing to review will respond.	List of Reviewers will be distributed.	November 2004.
7. Conduct a training session for reviewers.	Grants Committee and Administrative Assistant.	Meeting is held.	Meeting.	Feb 2005
8. Proposals reviewed will be catalogued & distributed to reviewers	Administrative Assistant	Reviewers will receive grants	Report will identify grants received.	January 2005

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	9. Grants are reviewed	Reviewers	All grants are reviewed and scored	Technical & merit review forms.	February 2005 March, 2005
	10. Recommendations made to the WEEB for their action.	Grant Committee. WEEB.	Report to WEEB.	Motion by WEEB to distribute grant funds.	April 2005.
	11. Grant Recipients Announced	Administrative Specialist		Grant acceptance forms and "no letters" mailed Database on Website Press releases Notification to legislators	May 2005
B. CONDUCT SITE REVIEWS	1. Identify and assign site reviewers .	Administrative Assistant.	Report to grant committee.	Review forms completed.	June-October, 2005.

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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.
	2. Design, print & distribute interim and final Project reports to DOA	Administrative Assistant	Copy to DOA, and WEEB office.	Report	July 2004 March 2005
	3. Design, print & distribute 2003 "End of Year Summary & Site Review" booklet .	Administrative Assistant.	Copies to 15 depository library, Governor's Council, committee.	Booklet	June 2005