

**WORK STATEMENT**

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Reporting and Expenditure Category \_\_\_\_\_

Activity Number	Description of Activity	Staff or Contractor	Time Period

See reverse for completion instructions

## INSTRUCTIONS FOR COMPLETING THE WORK STATEMENT FORM

The Work Statement must list all activities described in the project narrative that are necessary to complete the proposed project.

1. Fill in the applicant name, reporting and expenditure category (see below) and the date the work statement was written in the appropriate spaces. Use a new Work Statement form for each reporting and expenditure category.
2. List (number) and describe the proposed major activities to be undertaken, whether the activity will be completed by jurisdiction staff or a contractor and the time period in which the activity will occur.

### REPORTING AND EXPENDITURE CATEGORIES

**Permanent Collection Facilities:** Costs for the establishment, expansion, and operation of permanent HHW collection facilities. Costs for recycle-only facilities should also be included here.

**Temporary or Mobile Collection:** Costs for one day, intermittent events, or mobile collection (other than residential collection) of HHW.

**Residential Collection:** Costs to establish, continue, or expand curbside or door-to-door collection of HHW.

**Publicity and Education:** Costs for the development, printing, and distribution of HHW publicity or educational materials that promote HHW collection opportunities.

**Load Checking:** Costs for inspection of loads at solid waste landfills or transfer stations for HHW. Costs for containment (permanent or semi-permanent structure) should also be included here.

**Personnel/Other:** All personnel costs and any other eligible expenditure that cannot be assigned to another category.

### SAMPLE

Applicant: City of Grantrich

Date: March 20, 2002

Reporting and Expenditure Category: Permanent Collection Facilities

Activity Number	Description of Activity	Staff or Contractor	Time Period
1	Write RFP for construction of Permanent Collection Facility at the landfill	Staff	Sept 3 – October 30, 2002
2	Release RFP with a due date of November 15, 2002	Staff	Nov 1 – Dec 13, 2002
3	Finalize facility permitting	Staff	Nov 1 – Dec 13, 2002
4	Facility Construction	Contractor	Mar 15 – May 15, 2003
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Staff	April 15 – May 15, 2003
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff	June 1 - 30 2003
...			
15	Opening Ceremony for Permanent Facility	Staff	July 1, 2003