

**SAMPLE WORK PLAN**

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 PLAN**

The Work Plan 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 Plan was written in the appropriate spaces. Use a new Work Plan 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: April 1, 2004

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 25 – October 30, 2004
2	Release RFP with a due date of November 15, 2004	Staff	Nov 1 – Dec 13, 2004
3	Finalize facility permitting	Staff	Nov 1 – Dec 13, 2004
4	Facility Construction	Contractor	Mar 15 – May 15, 2005
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, 2005
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff	June 1 - 30 2005
...			
15	Opening Ceremony for Permanent Facility	Staff	July 1, 2005