

**SAMPLE WORK PLAN**

Household Hazardous Waste Grant (16th Cycle)  
(Directions/Sample Format)

Applicant Name: \_\_\_\_\_

<b>Goal:</b> To improve u-waste collection opportunities for residents living in City of Rio Blanco.			
<b>Objective #1:</b> By Month, 200_, the capacity for collecting u-waste at HHW facilities in City of Rio Blanco will increase by 30 percent.			
Per Objective Indicate Estimated: % of Total Grant Resources to be used; # & % of Total Personnel Costs to be used; #			
<u>Activity/Task Description</u>	<u>Who Performing</u> Title, Initials & if staff (Internal) or Contractor (External)	<u>Evaluation</u> <u>Methods</u>	<u>Time Frame</u> (month/year)
1. Revise collection facility site plan and operation plan, and estimate equipment needs and costs.	Primary contact, AP internal	Peer & Engineering Review	month, year
2. Obtain needed permits, reviews, and authorities for site expansion and operation.	same	Legal review	month, year
3. Prepare construction and purchase contracts and go to bid.	same	Purchasing Mgr. review	month, year
4. Award contracts	same	Purchasing Mgr. review	month, year
5. Construct site modifications and install equipment.	Contractor, external	Public works review	month, year
6. Open site and field test equipment and procedures	Site manager, LK, internal	Activity Logs	month, year
7. Compare baseline information and post-intervention results and make adjustments to program.	Primary contact	Statistical analysis	month, year
<b>Goal:</b> (enter only if different goal)			
<b>Objective #2:</b> (Enter Objective #2).			
Per Objective Indicate Estimated: % of Total Grant Resources to be used; # & % of Total Personnel Costs to be used; #			
<u>Activity/Task Description</u>	<u>Who Performing</u> Title, Initials & if staff (Internal) or Contractor (External)	<u>Evaluation</u> <u>Methods</u>	<u>Time Frame</u> (month/year)

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(Continue with as many pages as needed)			
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