

SAMPLE WORK PLAN

Applicant _____

Date: _____

Reporting and Expenditure Category _____ Grant & Cycle: _____

Activity Number	Description of Activity	Staff or Contractor Initials/Title	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 statement 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 and used oil.

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

Publicity and Education: Costs for the development, printing, and distribution of HHW publicity or educational materials that promote HHW and used oil collection and recycling opportunities, and use of re-refined oil.

Load Checking: Costs for inspection of loads at solid waste landfills or transfer stations for HHW and used oil. 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.

EXAMPLE

Applicant: City of Grantrich

Date: May 20, 2003

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-RC	Sept 25 – October 30, 2003
2	Release RFP with a due date of November 15, 2002	Staff-RC	Nov 1 – Dec 13, 2003
3	Finalize facility permitting	Staff-CC	Nov 1 – Dec 13, 2003
4	Facility Construction	Contractor	Mar 15 – May 15, 2004
5	Order oil tank, drums for filters and safety equipment (see budget itemization for a complete list of materials, equipment and supplies)	Staff-CC	April 15 – May 15, 2004
6	Train 5 County staff for 40 hour HAZWOPR certification	Staff-MC	June 1 - 30 2004
15	Opening Ceremony for Permanent Facility	Staff MC	July 1, 2004