

SAMPLE WORK PLAN

See reverse for a completed sample format

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, budget category (see below) and the date the Work Plan was written in the appropriate spaces. Use a new Work Plan form for each budget category.

BUDGET 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.*

2. In the left column, list the major tasks for your project. In the next column, number and describe the proposed activities to be undertaken in order to accomplish the task. In the third column, state who (by name) will be the lead for that activity. (Be sure to describe the experience of each staff member or consultant referenced in the work plan in *Section 7: Letters of Support and Experience* of your application narrative.) In the final column, note the beginning and end date for each activity.
3. The Work Plan narrative section of your application should provide additional detail to explain the tasks and activities.

SAMPLE

