

## Grant and/or Loan Work Plan

Project Name: **ProjectName**

Project Location: **ProjectAddress, ProjectCity, ProjectState, ProjectZipCode**

ELGE Tracking Code: **TrackingCode**

ELGE Location Code: **LocationCode**

Work Plan Date: **WorkPlanDate**

Work Plan Number: **##**

Work Plan Subject: **WorkPlanSubject**

Awardee Name: **AwardeeName**

Prepared by: **PreparerEntityName**

Prepared on behalf of: **AwardeeName**

### 1.0 INTRODUCTION

Provide a one paragraph description of the purpose and objective of **this** work plan.

(There is no need for an extensive introduction, history, summary, or background. You, however, need to justify your individual activities in the scope of work below. This work plan is intended to be straight forward and to the point of the requested activities, the justification for said activities, and the costs association with those activities.)

### 2.0 SCOPE OF WORK

(With all of the sections provided below, please use your professional judgement to include, modify, add or delete as appropriate in line with the “Tasks” in Appendix A of the grant/loan agreement and your individual activities/sub-activities. **DO NOT PROVIDE COSTS EMBEDDED IN THE TEXT. COSTS SHOULD ONLY BE PROVIDED IN TABLE 1)**

For the purpose of this work plan, “Tasks”, “Activities”, and “Sub-Activities” are defined as follows:

- Tasks: are the broad category tasks as provided in Appendix A of the grant/loan agreement
- Activities: are high level category activities (e.g., Phase I Environmental Site Assessment [ESA], Phase II ESA, contaminated soil management, vapor mitigation system [VMS], etc.) that may or may not have more detailed components or sub-activities, as defined below
- Sub-Activities: are the detailed components of an activity (e.g., drilling, ground penetrating radar [GPR], laboratory analytical, field work, reporting, transportation, disposal, waste characterization, oversight, project management, contractor procurement, design, installation, performance monitoring, etc.)

Example:

Assessment (Task)
Phase I ESA (Activity)
Phase II ESA (Activity) Drilling (Sub-Activity) GPR (Sub-Activity) Laboratory Analytical (Sub-Activity) Field Work (Sub-Activity) Reporting (Sub-Activity)
Baseline Environmental Assessment (Activity)

## ***2.1 Eligible Activities***

### **2.1.1 Task # TaskName**

#### **2.1.1.1 ActivityName**

DescriptionofActivity

#### ***SubActivityName***

DescriptionofSubActivity

## Figures

Figure 1: FigureName (e.g., Eligible Activities Map, etc.)

## Tables

Table 1: Activity Costs and Schedule Table

Table 2: Cumulative Expenditure Table

Table 3: [TableName](#) (e.g., Soil Analytical Table, etc.)

Table 1  
Activity Costs and Schedule Table

Work Plan Activity Costs and Schedule					
Eligible Activities	Quantity	Unit	Unit Cost	Cost	Estimated Completion Quarter
<b>Task # TaskName</b>					
<i>ActivityName</i>				\$ -	
<i>SubActivityName</i>				\$ -	
<b>EGLE Eligible Activities Total Costs</b>				\$ -	



## Appendices

Appendix A: [AppendixName](#)

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