

2025 RTP Workplan Template:

The Workplan must describe the activities that will be undertaken to accomplish the project, the expected time frame for accomplishment in order of work, the projected results (measurable final products, projected improvements, etc.). Describe all work that is a part of your RTP project request in the top chart. If your organization will be completing complementary work outside of this request that you want the review committee to be aware of, describe that in the second chart. *Refer to the Application Guidance documents for additional information.* **NOTE: Applicants should plan for grant-funded work to begin no earlier than July 14, 2025, and all work should be completed by December 31, 2026.**

RTP PROJECT WORK				
Trail or Trail System Name	Lamoille Valley Rail Trail – East Hardwick Trailhead			
City(ies)/Town(s)	East Hardwick, Town of Hardwick, VT			
Activity (Briefly describe work component and, if applicable, the specific location on the trail)	Description (What tasks are included? In general terms, who will do the work? What tools, equipment, and/or materials will be used?)	Anticipated Results (Quantifiable list of what you will accomplish)	Anticipated Start Date (Month/Year)	Anticipated End Date (Month/Year)
Prepare MOU between the East Hardwick Neighborhood Organization and the Town of Hardwick	The MOU will specify the role of EHNO in undertaking improvements within the leased area of the LVRT in East Hardwick, in accordance with the lease agreement executed in 2024 between Town & State.	Executed MOU	January 2025	January 2025
Wetlands mapping and permitting	EHNO grant manager contracts with wetlands consultant for delineation and mapping of wetlands and coordination with State to apply for permit, as required.	Wetlands mapped, and wetlands permit determination reached.	May 2025	July 2025
Archaeological assessment	EHNO grant manager contracts with qualified professional to determine potential sensitivity.	Establishment of protocols to be used during construction, if necessary	July 2025	August 2025
Solicit proposals for site engineering work	EHNO Grant manager reviews proposals and enters contract with a civil engineer for project design	Engineer prepares designs in coordination with wetlands and ARA results.	July 2025	August 2025

Order pavilion	EHNO gets price quotes from three vendors for a 10 by 20 cedar pavilion	Pavilion ordered and deposit placed	July 2025	August 2025
Secure construction management services	EHNO may contract for this work by soliciting bids, or Town may provide this service as an in-kind contribution	Qualified construction management is secured in advance of commencement of construction	August 2025	August 2025
Clearing and grubbing of project site	It is anticipated that this work can be performed by the Town public works department, with assistance by EHNO volunteers. It is noted that the ground is level with no mature trees.	Site is cleared and ready for construction crew to install surface	August 2025	September 2025
Secure contractor for construction work	EHNO grant manager will solicit bids for construction services, and coordinate review of bids with construction manager	A contractor is secured to undertake work	September 2025	September 2025
Construction of trailhead improvements	Construction of trailhead surface and accessible parking space, and on-site assembly of the cedar pavilion, under direction of construction manager.	Trailhead improvements are completed	October 2025	November 2025

COMPLEMENTARY WORK OUTSIDE THIS PROJECT REQUEST – IF APPLICABLE				
Trail or Trail System Name	Lamoille Valley Rail Trail			
City/Town	East Hardwick, Town of Hardwick, VT			
Activity Name	Description	Anticipated Results	Anticipated Start Date	Anticipated End Date
Installation of signage	The Town of Hardwick and EHNO has already secured a kiosk sign that will be installed at the trailhead in conjunction with other site improvements. EHNO has	Signage installed	October 2025	November 2025

	also secured a grant from the VCF to fund the creation of an interpretive sign, and it is expected that this sign will be installed at this time as well.			
Grand Opening celebration	EHNO has been planning for these trailhead improvements for over two years, and flooding has twice interrupted progress. Once all improvements are completed, EHNO will hold an “unveiling” celebration.	Community members celebrate the grand opening of the East Hardwick Trailhead on the LVRT.	November 2025	November 2025