



Amanda Lewis  
MassTrails Director



Eli Velluti-Fry  
MassTrails Grant Program Manager



Cindy Nelson  
MassTrails Planner



MASSACHUSETTS DEPARTMENT OF  
CONSERVATION AND RECREATION





# Today's Webinar at a Glance

- MassTrails Overview
- MassTrails Grant Program
- Eligible Grant Projects
- Application Guidance
- How to Apply



## MassTrails Overview

### WHY:

One Trails Team, One Vision, and One Action Plan

Improve agency coordination, communication, policies, and programs to support a common vision for trails.

Provide technical guidance and expertise, including trails publications, trainings, and resources.

Provide public funding to support the buildout of trail networks across the Commonwealth.



## MassTrails Grant Program

### WHAT:

Funding to plan, design, construct, and maintain shared-use pathway and recreational trail projects across the Commonwealth

Applications are accepted annually with a deadline of February 1.

Eligible recipients are municipalities, Native nations, public entities, and non-profit organizations.

Depending on project scope, 1 or 2 years to complete.

Over \$10 million in funds available for 2024 typically awarded to 60 - 80 projects.



## MassTrails Grant Program

### HOW:

Provide reimbursement-based, matching grants through one online grant application

Award amounts depend on project type and need.

Maximums: \$100K for recreational trails projects and \$500K for shared-use paths that will have significant regional or statewide impact.

Grantee must first pay for expenses and then submit for reimbursement using required documentation.

Minimum of 20% match required (of total project value).



# MassTrails Grant Program

## WHO:

MassTrails Grants are funded through two different sources:

### Recreational Trails Program (RTP)

Federally funded through the US Department of Transportation's Federal Highway Administration and administered at the state level. Provides funding for the construction and maintenance of recreational trail projects. Both motorized and non-motorized trail projects qualify for assistance.

### Commonwealth Trails Grants

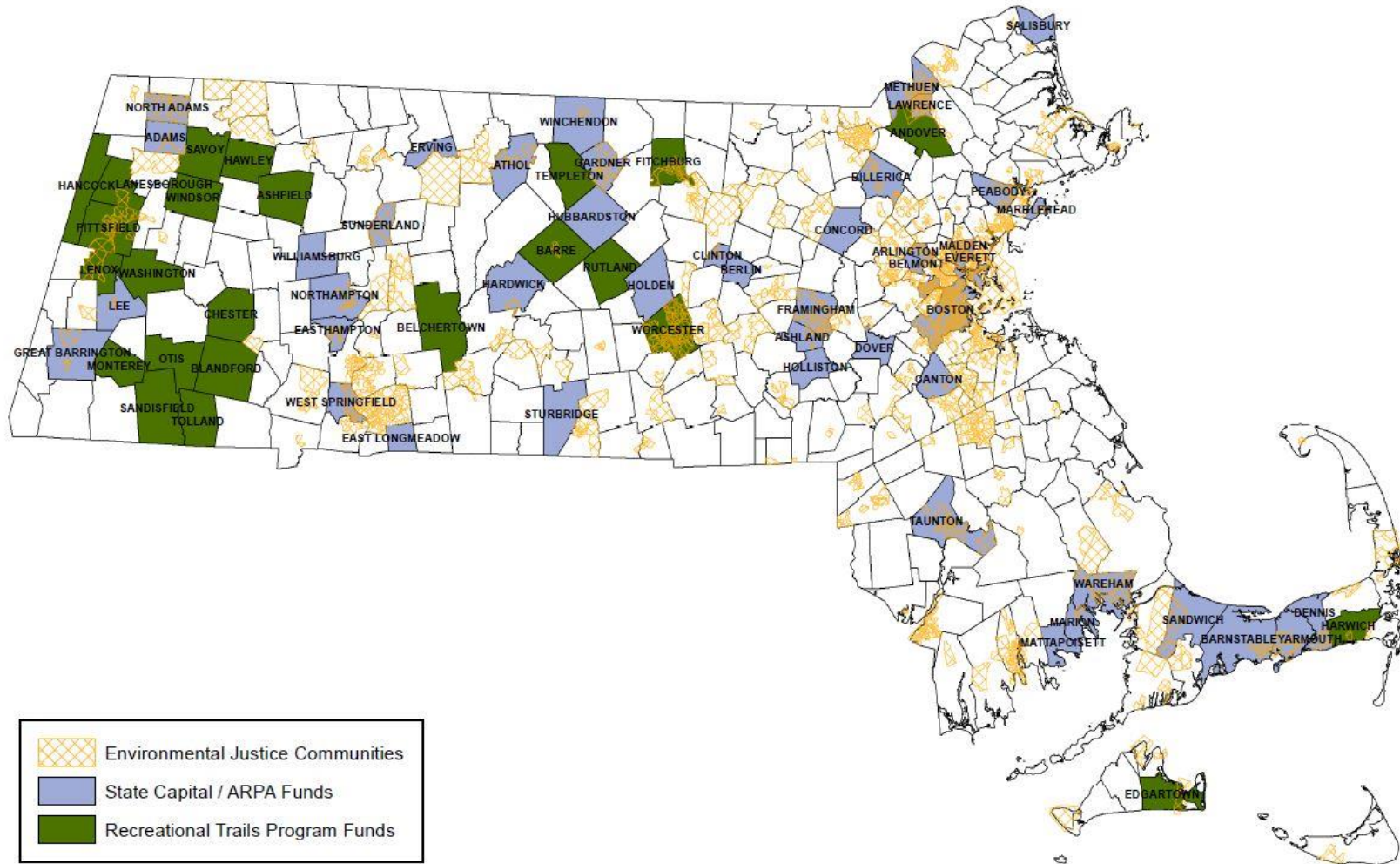
Supported by the state's annual Capital Investment Plan and authorized through the Environmental Bond Bill. Aims to help communities plan, design, construct, and maintain off-road shared-use pathway connections between where Massachusetts residents live, learn, work, shop, and recreate, especially by building out the longer distance regional networks of shared use pathways across the state and filling in critical gaps in existing networks, or overcoming current barriers to connectivity.

Grants are reviewed and recommended by the Inter-Agency Trails Team and the Massachusetts Recreational Trails Advisory Board (MARTAB).





# MassTrails Grant Program – 2024 Awards





# MassTrails Grant Program

Grant Criteria. MassTrails seeks projects that:

- Plan, design, or construct off-road, shared-use pathway and recreational trail connections between where Massachusetts residents live, learn, work, shop, and recreate (CONNECT)
- Serve the diversity of Massachusetts residents (EQUITABLE)
- Effectively address accessibility guidelines (ACCESSIBLE)
- Allow for efficient use of grant funds (EFFICIENT)
- Are ready for the proposed phase (READY)
- Effectively incorporate or address safety (SAFE)
- Create diverse, high-quality recreational experiences and connect users of all abilities to the natural and cultural wealth of Massachusetts (EXPERIENTIAL)





# Equity

- Minority and low-income populations (Environmental Justice Communities)
- Underserved or vulnerable populations including those with disabilities
- Geographically dispersed / rural communities



# Youth

- Youth Corps/Crews, Trade/Tech students, and Scouting Groups for trail building and maintenance
- Educational Programs and Partnerships
- Stewardship Programs





# Accessible Trails

- Trail Design and Construction
- Accessible grades to scenic views
- Boardwalks and bridges
- Accessible boat launches
- Universal design

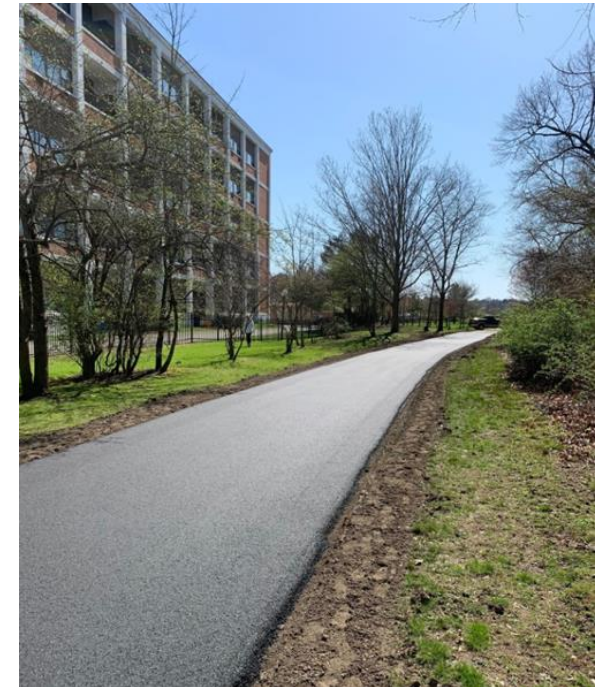




# Maintenance

- Re-grading, paving, or re-paving
- Bridge / boardwalk repairs
- Wayfinding improvements
- Brush back of vegetation
- Invasive species removal

City of Boston  
Neponset River Greenway



For more information on the MA Trail Surface Condition Study visit:  
[mass.gov/guides/massachusetts-trail-surface-condition-study](https://mass.gov/guides/massachusetts-trail-surface-condition-study)

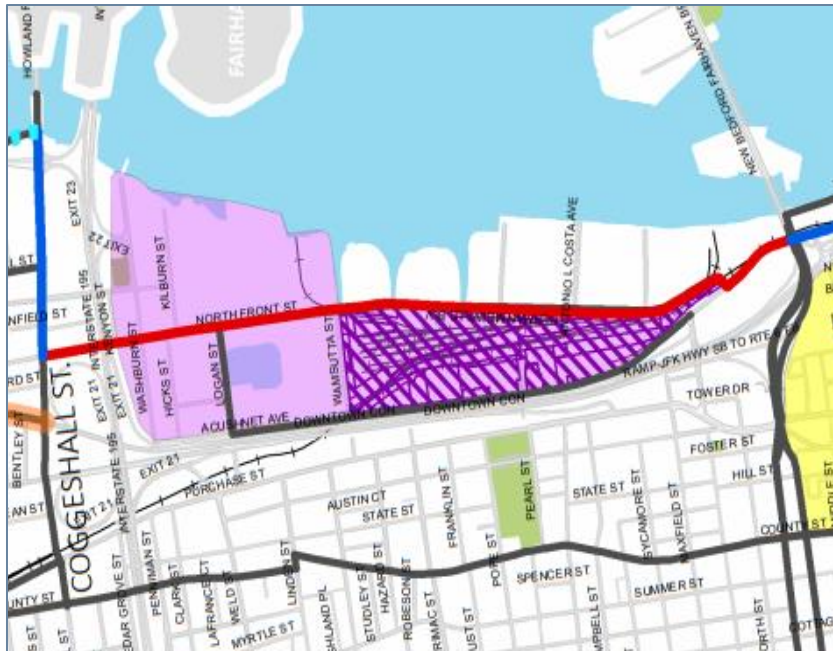




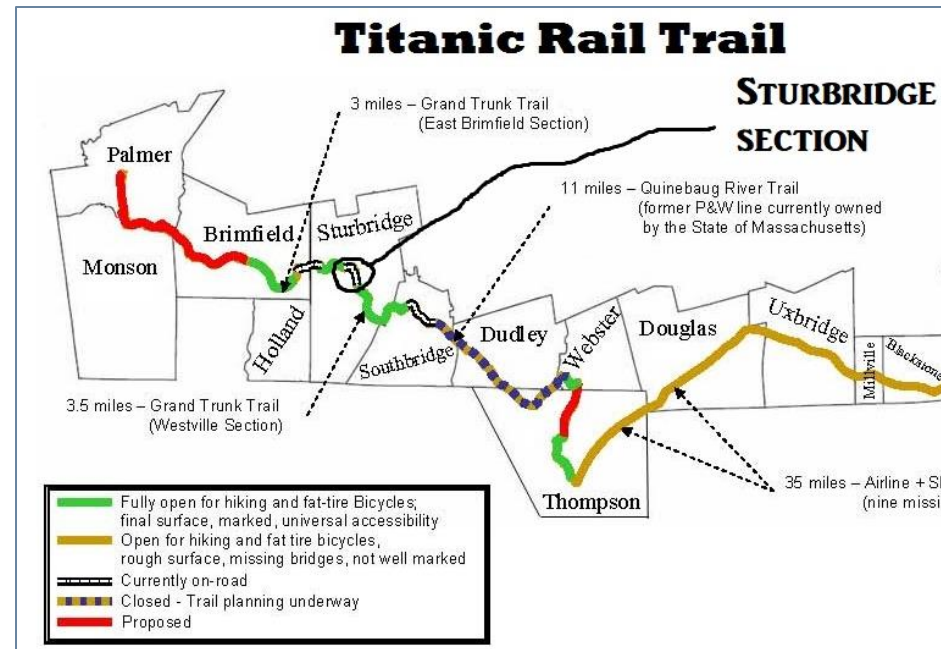
# MassTrails Grant Program

## Eligible Grant Projects – by activity

Project Development / Feasibility Studies / Conceptualization



City of New Bedford  
New Bedford Working Waterfront Connector



Town of Sturbridge  
Grand Trunk Trail - Central Section





# MassTrails Grant Program

## Eligible Grant Projects – by activity

Design / Engineering / Permitting



Groundwork Lawrence  
Merrimack Riverwalk Path





# MassTrails Grant Program

## Eligible Grant Projects – by activity

Construction of new trails







# MassTrails Grant Program

## Eligible Grant Projects – by activity

Maintenance and restoration of existing trails

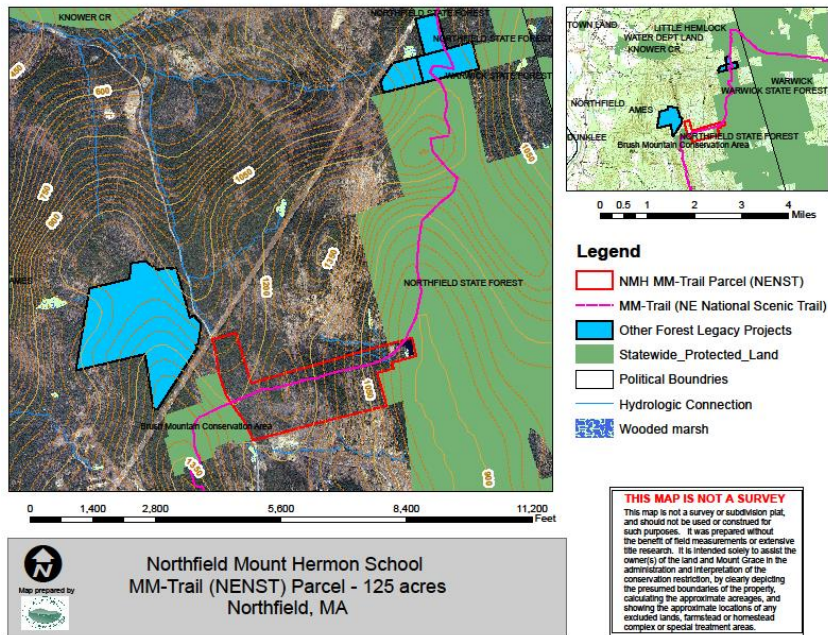




# MassTrails Grant Program

## Eligible Grant Projects – by activity

Acquisition of easements and fee interest in property for trails and trail corridors







# MassTrails Grant Program

## Eligible Grant Projects – by activity

Development and rehabilitation of trailside and trailhead facilities



[mass.gov/doc/masstrails-bike-wayfinding-design-guide/download](https://mass.gov/doc/masstrails-bike-wayfinding-design-guide/download)





# MassTrails Grant Program

## Eligible Grant Projects – by activity

Design and creation of paper and digital trail maps or brochures

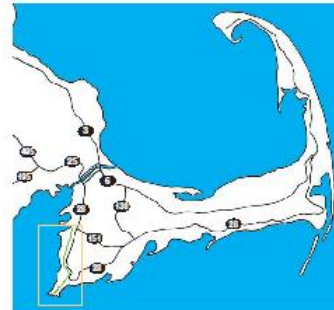


### Safety and Etiquette

- Speed limit for all users is 15 mph (24 km/h).
  - Motorized vehicles are prohibited, with the exception of motorized wheelchairs.
  - Always keep to the right, except to pass.
  - Pass on the left, only when safe, and call out or sound a warning signal before passing someone.
  - Do not block the path. When stopping, move off the path so other users can pass safely.
  - Do not litter.
  - Keep dogs leashed and controlled.
  - Please respect private property along the Bikeway.
- Massachusetts State Laws include:
- Obey all traffic control signs;
  - Helmets are required for bicyclists and skaters aged 16 and under;
  - A headlamp is required when using the path at night.

The full list of Rules and Regulations is posted in the informational kiosks on the Bikeway.

**For Emergencies:**  
**Medical, Police, and Fire: Call 911**  
 To report non-emergencies, contact Falmouth Police:  
 (508) 457-2527



### Directions

From Bourne Bridge to Bikeway Northern Terminus at County Road: Exit Rte. 26 at Rte. 151. Go west, through traffic light at Rte. 26A. Cross railroad tracks, and turn right into parking lot. To Depot Ave. Bikeway Parking in Falmouth Village. Continue south on Rte. 26 into Falmouth Village. Turn right onto Depot Ave., and parking lot is on left across from bus station.

### Trail Management

The Shining Sea Bikeway is maintained by the Town of Falmouth Department of Public Works and the Falmouth Bikeways Committee (bikeways@falmouthmass.us). To volunteer as a bikeway steward, contact the Friends of Falmouth Bikeways (friendsoffalmouthbikeways.com).

### Brochure Credits and Sponsors

#### Content -

Town of Falmouth Bikeways Committee • Stacey Beaulieu, Project Manager • Kathy Sharp Price, Writer • Joanne Briana-Garner, Designer • Bob Shea, Falmouth GIS Coordinator

#### Consultants -

Beth Schwarzman, Geologist • Ivan Vallsa, Ecologist

#### Funded by -



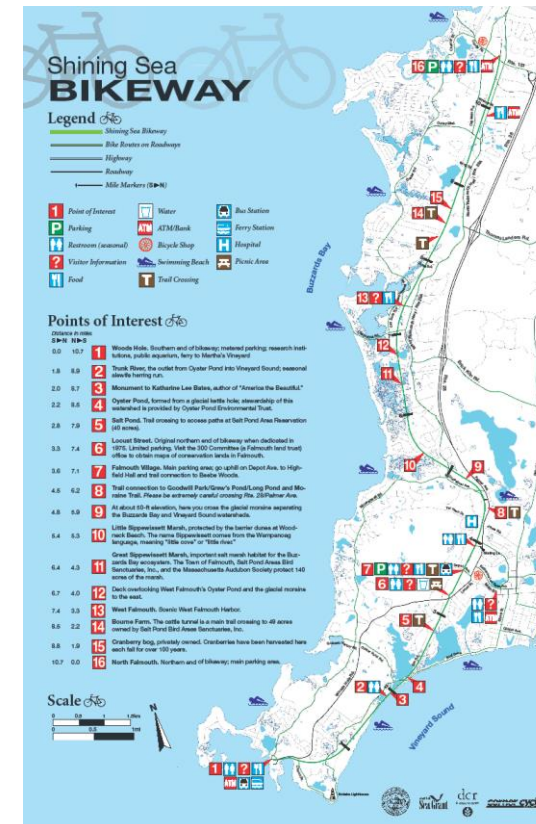
## Shining Sea BIKEWAY

from sea to shining sea



Exploring the Natural History  
and Cultural Heritage  
of Falmouth, Massachusetts

cape cod





# MassTrails Grant Program

## Eligible Grant Projects – by activity

Rental or purchase of trail construction and maintenance equipment







# MassTrails Grant Program

## Eligible Grant Projects – by activity

### Trail Assessments





# MassTrails Grant Program

## Eligible Grant Projects – by trail type

### Shared-Use Paths

Defined as off-road infrastructure that is physically separated from motorized vehicle traffic and designed for use by bicyclists and pedestrians; paths provide flexible transportation options and recreation opportunities

- Greenways
- Rail Trails

*Examples: Charles River Pathway, Mass Central Rail Trail, Mystic River Greenway*

### Hiker/Pedestrian Trails (“Woodland Trails”)

Trails which are designed, constructed, and maintained for hiker/pedestrian use (designed use).

- Long-Distance Natural Surface Trails
- Community/State/Federal Natural Surface Trails
- Historic/Cultural/Ecological Interpretive Trails

*Examples: Appalachian Trail, Stone Farm Trail System in Brockton, Riverwalk in Great Barrington*

### Off-Road Motorized Trails

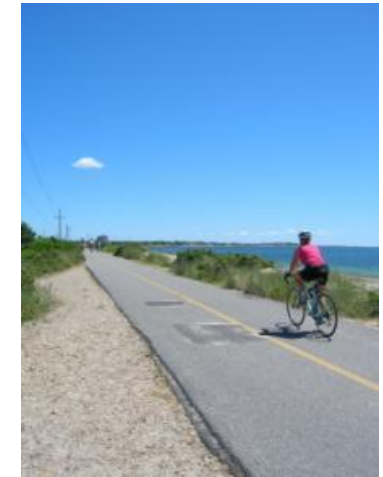
Trails designed to accommodate ATVs, off-road motorcycles, and snowmobiles

- ATV, Off-Road Motorcycle, 4-Wheel Drive Truck, and Snowmobile Trails

*Examples: Snowmobile Association of Massachusetts Trail Network, October Mountain State Forest*

### Other

- Water Trails, Mountain Biking Trails, Cross-Country Ski Trails, Equestrian Trails, etc.





# MassTrails Grant Program

## What's Not Eligible







# MassTrails Grant Program

## Application Guidance

### OVERVIEW

- Application Sections
- Accessibility Checklist
- Equipment Purchases – Build America, Buy America Act
- Budget and Timeline
- Landowner Permission(s) and Conservation Restriction Authorization
- Other Regulatory Requirements



# MassTrails Grant Program

## Application Guidance

### SECTIONS I – III: Project Information and Narrative

- Project Title: **5 words maximum.**
- Brief Project Description: 3 - 4 sentences maximum.
- Total Project Value = Grant Amount + Match.
- Designed Use of Trail: According to the Federal Trail Data Standards (FTDS), a trail has only **one designed use** that determines the design, construction, and maintenance parameters for the trail. However, a trail can have more than **one managed use** based on a management decision to allow other uses on the trail. \*If the project is feasibility or design, indicate what type of trail is being planned and the intended user group of that trail in the application.
- Narrative: Questions correspond with the criteria used by the review teams.
- For project development, D/E/P, and equipment purchases, answer all questions about the envisioned trail that will be constructed or is being served.



# MassTrails Grant Program

## Application Guidance

### SECTIONS IV: Cultural and Natural Resources Protection

Any project receiving state or federal funding must comply with various laws and regulations to protect natural and cultural resources including, but not necessarily limited to:

Massachusetts Wetland Protection Act

Massachusetts Endangered Species (MEPA/NHESP)

Massachusetts Environmental Policy Act (MEPA)

National Environmental Policy Act (NEPA)

Federal Endangered Species Act (ESA)

Historic/Archaeological Resources Review – National Historic Preservation Act (Section 106, NHPA)

“Other” Required Permitting

If the project is feasibility answer with “anticipated” or “not applicable at this stage.”

If design, these questions should be addressed to the best of your knowledge.

If the project is construction or maintenance, these questions MUST be answered in full.



# MassTrails Grant Program

## Application Guidance

### SECTIONS V: Accessibility Guidelines Checklist

#### Part 1: Determination of Applicability

- If Designed Use is a Shared-Use Path, the path must be built to accessibility design standards. DO NOT PROCEED TO THE NEXT SECTION.
- If Designed Use is Hiker/Pedestrian AND project activities include Construction or Maintenance, then PROCEED TO THE NEXT SECTION. Complete the full form.

#### Parts 2 – 4:

- See **MassTrails Grant Guidelines and Application Information** document for further guidance FIRST, then call MassTrails Grant Administrator with follow-up questions.



# MassTrails Grant Program

## Application Guidance

### SECTIONS VI: Build America, Buy America Act

- Established in 2021 as part of the Infrastructure Investment and Jobs Act the Build America, Buy America Act (BABA) seeks to maximize the use of American-made products and materials in all federally funded projects, including grants funded through federal agencies.
- New waiver in place for sub-recipient projects which include MassTrails Recreational Trails Program (RTP) grants since these awards are made through FHWA federal funds. Includes waivers for equipment!
- If a Grantee's project will not exceed \$500K during phases involving federal funding, no further documentation or action is required by the applicant.
- If a project is anticipated to have costs greater than \$500K during combined phases with federal funding, then BABA regulations must be adhered to in order to receive federal funds.
- In almost all cases, a MassTrails RTP grant will qualify for the waiver.



MassTrails Grant Application Budget Worksheet (Template)																	
Cost of Project Personnel:		Brief Description						Total MassTrails Request		Total Proposed Match		Total Cost		Source of Match		Are Match funds secured?	
Project Staff												\$ -					
(add additional rows as needed)												\$ -					
												\$ -					
Volunteers - Unskilled Labor (at \$39.19 / hr):												\$ -					
(add additional rows as needed)												\$ -					
												\$ -					
Volunteers - Professional/Pro Bono services												\$ -					
(at documented current professional rate)												\$ -					
Cost of Consultant / Sub-Contracted Service:		Brief Description						Total MassTrails Request		Total Proposed Match		Total Cost		Source of Match		Are Match funds secured?	
Survey												\$ -					
Permitting Services												\$ -					
Design Services												\$ -					
(add additional rows as needed)												\$ -					
												\$ -					
Construction Services												\$ -					
(add additional rows as needed)												\$ -					
												\$ -					
Other Services												\$ -					
(add additional rows as needed)												\$ -					
												\$ -					
Cost of Materials and Supplies:		Brief Description						Total MassTrails Request		Total Proposed Match		Total Cost		Source of Match		Are Match funds secured?	
												\$ -					
												\$ -					
Grant Application Timeline (Template)																	
(roles only)		JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Match	Are Match funds secured?		
Engineering																	
Budget														/0! /0!			

# MassTrails Grant Program

## Application Guidance

### REQUIRED DOCUMENTS: Budget and Timeline – How to Calculate Match

MassTrails provides reimbursement for 80% of the TOTAL project value and requires a minimum match of 20% of the TOTAL project value.

To determine your required minimum match, multiply your proposed grant funding amount by 0.25 (trust us on the multiplier 😊).

Then add minimum match plus the grant funds amount to equal your TOTAL PROJECT VALUE.

#### Example:

Your organization is requesting a grant award of \$100,000.  
 $\$100,000 \text{ (award)} \times 0.25 \text{ (multiplier)} = \$25,000 \text{ (minimum match)}$   
Your Total Project Value then is \$125,000 (\$100,000 + \$25,000)

The reverse engineering of this is:

Total Project Value = \$125,000

Award Amount (80% OF \$125,000) = \$100,000

Minimum Match Required (20% OF \$125,000) = \$25,000

#### Types of match:

- Cash
- In-Kind Services
- Donations
- Staff Time
- Volunteer Work
- Use of Equipment

# MassTrails Grant Program

## Application Guidance

### REQUIRED DOCUMENTS: Landowner Permission

- The public must be assured legal access to trails and trail-related facilities which are funded through MassTrails.
- Identify all rights and interests on the land upon which the project is proposed in Question 2.13 of application.
- Applications for trail construction and maintenance must include a signed **MassTrails Landowner Permission Form** specifically authorizing the project and ensuring that the property is open for continuing public access. Forms specific to a given landowner/entity may be submitted in lieu of the MassTrails Form. \*Municipal applications DO require a signed Landowner Permission Form by town/city officials.
- Applications for project development, such as feasibility or concept level design, must clearly document the outreach and engagement strategy to all landowners and stakeholders who may be affected by a future trails project, in the form of a letter from the organization uploaded to the application.

# MassTrails Grant Program

## Application Guidance

### REQUIRED DOCUMENTS: Conservation Restriction Work Authorization

- If another entity holds a Conservation Restriction (CR) on the land, they must be notified and provide written authorization for project work. The **MassTrails Conservation Restriction Work Authorization Form** can be filled out for this purpose, although letters directly from the entity are acceptable as well.
- Forms for both the Landowner Permission and Conservation Restriction Work Authorization are available for download online on the MassTrails Grants website. Forms/Letters must be uploaded in Section 7.3 of the application.

*\*Permissions from some entities could take months to obtain, therefore applicants should engage with landowners and CR holders as a first step in the application process.*



# MassTrails Grant Program

## Application Guidance

### Notes Regarding Work Proposed on DCR Land

- Application for trail construction or maintenance must include signed DCR Trail Proposal Form, available at [mass.gov/guides/help-steward-or-build-a-dcr-trail](https://mass.gov/guides/help-steward-or-build-a-dcr-trail).
- If not construction, a DCR contact and record of communication must be included, including a signed letter of support from **an assigned DCR Project Manager**.
- DCR Design review is required for any project involving project development, design, or engineering.
- DCR Green Docket is required for any project involving state-required permitting.
- IF DCR holds a Conservation Restriction on the land, a DCR letter of authorization or the CR Work Authorization Form must be included in the application.

# MassTrails Grant Program

## Application Guidance

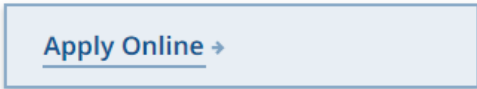
### Other Regulatory Requirements

The following do not require documentation to be submitted with the application for most projects. Consult with the MassTrails Grants Administrator for further guidance.

- **Procurement:** Minimum thresholds apply, all municipalities must follow state procurement procedures.
- **Land Acquisitions:** Depending on funding source, state or federal procedures apply.

# MassTrails Grant Program

## How to Apply

- Visit MassTrails Grants Website: [www.mass.gov/guides/masstrails-grants](http://www.mass.gov/guides/masstrails-grants)
- Read the **MassTrails Grant Guidelines and Application Information** document.
- Download the Application Template and Budget/Timeline Spreadsheet and enter in all required data.
- If applicant is not the landowner or there is a CR on the land, determine land ownership/CR holder and have all entities sign the MassTrails Landowner Permission document for Public/Private land and/or the Conservation Restriction Work Authorization Form.
- Collect project maps, specifications, plans, drawings, and other supplemental information.
- Click on the button link  and cut and paste from Application Template, upload Budget/Timeline Spreadsheet, Landowner Permission Documentation, Maps, and other supporting materials. Submit when done, receive email and PDF of application.

*\*Please pay careful note to all of the instructions on the MassTrails website for saving your application while working on it!*



# MassTrails Grant Program

## Tips for Applying

- Do NOT wait until January to start the application process.
- Landowner permission/CR work authorization is required with application – start now!
- Everything you need to know about the application process is in the Grant Guidelines document and embedded in the grant application (instructions on how to answer under each question).
- Answer each question directly – do not refer to other attached / supplied documents. Provide answers in complete sentences.
- Provide as many visuals as possible since there is no site visit component to the application. Maps are the most important visual to provide. Photos, specifications, and plans are also important. Compress photos, specifications, and plans as there is a 25MB upload limit. We cannot accept supplemental material by email.

# MassTrails Grants Program



2025 Application Period is OPEN

Deadline: Monday, February 3, 2025 by 11:59pm

LEARN MORE: [mass.gov/guides/masstrails-grants](https://mass.gov/guides/masstrails-grants)

APPLY: [mass.gov/how-to/apply-for-a-masstrails-grant](https://mass.gov/how-to/apply-for-a-masstrails-grant)

MASSTRAILS (general info): [mass.gov/welcome-to-masstrails](https://mass.gov/welcome-to-masstrails)

DCR STATE PARKS AND FOREST TRAILS (general info): [mass.gov/trails-in-dcr-state-parks-and-forests](https://mass.gov/trails-in-dcr-state-parks-and-forests)

## CONTACT

Eli Velluti-Fry MassTrails Grant Program Manager  
[elijah.velluti-fry@mass.gov](mailto:elijah.velluti-fry@mass.gov)