 COMMONWEALTH OF MASSACHUSETTS 

**MASSTRAILS GRANTS PROGRAM**

**Grant Equipment Report Form**

***This Grant EQUIPMENT Report template is provided for reference purposes only. All forms must be submitted electronically through the program’s online application portal.***

**The MassTrails Program requires that all equipment purchased with grant funds be reported on an annual basis for a period of five years following the grant contract end date, as indicated in the MassTrails Grant Agreement document. Please note the date of this report and submit subsequent annual equipment reports for no less than five years going forward. Please use this form when submitting your reports. If you fail to report on the equipment as required, or the status, condition, or use of the equipment is considered out of compliance at any time, MassTrails reserves the right to re-possess any and all components which were purchased using state or federal funds.**

**SECTION I: GENERAL PROJECT INFORMATION**

**1.1: Primary Contact Name(s):**

**1.2: Primary Contact Email(s):**

**1.3: Primary Contact Phone:**

**1.4: Agency/Organization:**

**1.5: Grant Title:**

**1.6:** **Equipment Make, Model, and Year** *(include VIN, if applicable):*

**1.7:** **Total Purchase Cost of Equipment:**

**1.8:** **Vendor where equipment was purchased:**

**SECTION II: EQUIPMENT REPORT**

**2.1:** **Current Condition of Equipment:**

**2.2: Where is the equipment stored during the “field season” while it is being used daily?:**

**2.3: Where is the equipment stored when it is not being used daily (off-season storage)?:**

**2.4: Over the last reporting year, how was the equipment used and by whom?:** *List all major tasks accomplished as well as routine tasks. List all entities (departments, groups, or organizations) which have used this equipment during this time period.*

**2.5: What trails have benefitted from the use of this equipment?:**

**2.6: List any maintenance performed and/or anticipated maintenance needs for the equipment over the next year.:**

**2.7: Provide any other comments or information about the equipment and its status over the last year not stated above.:**

**SECTION III: REQUIRED DOCUMENTS**

**Upload Photos:** *Required for each annual report, during the 5-year reporting cycle. Provide photos of each side of the equipment and of the equipment being used for project activities.*

**Upload Buy America Certification: *ONLY SUBMIT this******ONCE****, in your initial Equipment Report.*

**Upload Equipment Title or Other Proof of Ownership** *(if applicable)***:** *Check with your Grant Agreement or the MassTrails Grants Administrator if you are unsure about this requirement.* ***ONLY SUBMIT this******ONCE****, in your initial Equipment Report.*

**SECTION IV:** **SIGNATURE**

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**Grantee Signature Date**

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**Grantee Organization**