COMMONWEALTH OF MASSACHUSETTS

MASSTRAILS GRANTS PROGRAM
Guidelines for Completing Fiscal Contract Documents

Grantees must complete all forms emailed to them. Municipalities will have received two (2) documents while other organizations will have received five (5). Essentially, municipalities are required to complete the MA Standard Contract and Authorized Signatory only. Other entities must complete the MA Standard Contract, Authorized Signatory, Terms and Conditions, W-9 Form, and EFT. Your Grant Agreement is not considered a fiscal contract document. As such it is additional to the number of forms noted above. If your grant is funded through our Recreational Trails Program (RTP) then both municipalities and other organizations will need to complete one additional form, the A-133 Sub-Recipient Monitoring Form. This will be sent along with the other contract documents in that case.

If you have previously worked with the Commonwealth but your address has changed, you MUST indicate this with a signed letter stating your change of address.

Complete the forms as instructed for each. Once done, email a scanned copy to MassTrails (instructions below) and ***keep*** the "wet ink" originals ***for your records***. We no longer require originals mailed to us.

Commonwealth of Massachusetts Standard Contract Form (1 page, return page):

Fill in only the following:

- Top left: Organization name, contact name, email, phone numbers, address, and Contractor Vendor Code. If you don't know your Vendor Code or if one has yet to be issued, DCR will complete this information. If pre-filled information in this area is incorrect, please correct it.
- Bottom left: Below "Authorizing Signature for the Contractor," the appropriate person signs at the X, prints his/her name, title, and the date. ***The person signing the contract must be same as the authorized signatory listed on the bottom of page one of the Authorized Signatory Listing Form.***
- No other pre-filled information should be changed by the Grantee. If you have any corrections to be made, please reach out to a Grand Administrator and s/he/they will make corrections and email you an updated copy.

Contractor Authorized Signatory Listing Form (2 pages, return both pages):

The purpose of this form is to certify that the person who has signed the contract and other financial forms has the authority to do so.

- Despite page two stating it is optional, we require the page to be ***completed and notarized***, and the scanned image emailed to MassTrails must ***clearly*** show either the notary's stamp or embossment.

- The Contractor Authorized Signatory will be the only individual authorized to sign contracts and other fiscal documents. This person must also sign the MA Standard Contract and Terms and Conditions Form. This person can be the president, executive director, treasurer, secretary, etc. of your organization – whomever is authorized.
- This person may, as indicated on the form, authorize additional people affiliated with the project the ability to sign other project documents with the exclusion of the MA Standard Contract, Terms and Conditions, and Authorized Signatory Listing Form (e.g., Grant Agreement, Progress Reports, W-9, A-133).

Commonwealth Terms and Conditions Form (2 pages, return only page 2):

- This form is self-explanatory but should be signed ***by the authorized signatory listed at the bottom of page one of the Authorized Signatory Listing Form***.
- Use street addresses only; no post office boxes.

W-9 Form (2 pages return only page 1):

- You must use the W-9 form provided; no other version of this form will be accepted.
- Complete your organization's name and legal address. You must provide a physical address in the Legal Address section. If your organization uses a post office box it can be listed in the Remittance Address section in addition to the physical address.
- Enter your organization's Taxpayer Identification Number.
- Check the appropriate box for your Organization Type.
- If you are a federally tax-exempt 501© organization, please attach a copy of your IRS determination letter. [If you are not a tax-exempt organization but are partnering with a tax-exempt organization as a "pass-through," all required forms should be completed by the pass-through agency.] Please contact the Grant Administrator if you have a question about this.
- Have the appropriate person sign and date the bottom of the form.

EFT Form (2 pages, return both pages even though you do not complete anything on page 2):

Complete the form as a "New Enrollment" ***even if your bank account is already set up in the Commonwealth's payment system***. If you are in the state system and your bank account has recently changed, please check "Change Enrollment," and complete the section for the old bank account information in addition to the new account information.

Send one scanned copy of each form to your designated Grant Administrator. You will be informed of that person once you are awarded your grant.

If possible, please combine documents into one scanned PDF and minimize its file size as best you can to be under 10MB in size. If not possible, contact the Grant Administrator to set up a Dropbox folder for you to upload your documents. Always retain a hard copy of your documents until you receive your endorsed contract and NTP back from MassTrails.

If you do not receive confirmation from a Grant Administrator within 2 business days of emailing your documents to us, we most likely did not receive them. Please get back in touch with us if you do not receive a confirmation of receipt.