



COMMONWEALTH OF MASSACHUSETTS

MASSTRAILS GRANTS PROGRAM

Grant Guidelines and Application Information

Open Date: November 1
Application Deadline: **February 1 @ 11:59 PM**
Contact: Amanda Lewis
MassTrails Program Manager, Department of Conservation and Recreation
136 Damon Road, Northampton, MA 01060
413-387-4333
Amanda.lewis@mass.gov
www.mass.gov/masstrails

A. OVERVIEW

MassTrails is an inter-agency initiative of the Commonwealth lead by the Governor's Office, Executive Office of Energy and Environmental Affairs, Department of Transportation and the Department of Conservation and Recreation. MassTrails seeks to expand and connect the Commonwealth's networks of off-road, shared use pathways and recreational trails for all users across Massachusetts by providing matching grants, technical assistance and resources to assist in planning, design, construction, and maintenance of high quality trail networks in Massachusetts.

The Commonwealth of Massachusetts announces the availability of MassTrails grant funds for support to communities, public entities, and non-profit organizations to design, create, and maintain the diverse network of trails, trail systems, and trails experiences used and enjoyed by Massachusetts residents and visitors. Applications are accepted annually for a variety of well-planned trail projects benefiting communities across the state.

MassTrails Grants are administered by the Department of Conservation and Recreation (DCR). Grant amounts are dependent on the project and its needs, with a minimum grant award of \$5,000 and a maximum grant award of \$300,000 awarded to high priority projects. Eligible grant activities include project development, design, engineering, permitting, construction, and maintenance of recreational trails, shared use pathways, and the amenities that support trails. MassTrails prioritizes building out the longer distance trail networks across the state, filling in critical gaps in existing networks, and overcoming current barriers to connectivity while taking into consideration the number of people that will potentially access a given project.

MassTrails grants are REIMBURSABLE, meaning grantees must first pay for expenditures themselves and then submit for reimbursement using the required documentation. MassTrails grants are MATCHING grants and require that proponents provide a minimum of 20% of the total project cost. Projects with higher match commitments will be given greater consideration.

MassTrails grants are reviewed and recommended by the Massachusetts Recreational Trails Advisory Board (MARTAB) and the Commonwealth's Inter-Agency Trails Team. Grants are funded through two funding sources. "Commonwealth Trails" funds are authorized through the Environmental Bond Bill and supported by the state's annual Capital Investment Plan. Recreational Trails Program Funds are authorized in the US Transportation Bill and administrated by the Commonwealth of Massachusetts in coordination with the Federal Highway Administration.

B. ELIGIBILITY

MassTrails Grants are available to municipalities, state or federal agencies, and non-profit organizations. Two or more entities can apply jointly, with one acting as the fiscal agent. MassTrails grants can be in addition to other forms of secured local, state, and federal assistance that the applicant has received.

MassTrails provides federal and state capital grant funds to eligible communities to pay for project development, design, engineering, permitting, construction, and maintenance of trails in Massachusetts. A "trail" is defined as an off-road linear corridor with varied surface type, width, length, and terrain. It can be primarily recreational in nature and/or serve the purpose of connecting communities and people to distinct destinations. Sidewalks and/or road improvements are not eligible as trail projects under this program. Eligible project activities can include:

- Trail planning, design, engineering, and permitting;
- Construction of new trails;
- Maintenance and restoration of existing trails;
- Development and rehabilitation of trailside and trailhead amenities;
- Purchase and lease of trail-related construction and maintenance equipment;
- Acquisition (in limited cases) of easements and fee interest in property for trail corridors;

Types of trails can include shared use pathways (e.g., Charles River Pathway, Mystic River Greenway); rail trails (e.g., Mass Central Rail Trail, Norwottuck Rail Trail, Clipper City Rail Trail); natural surface trail systems (e.g., Appalachian Trail, Worcester East-West Trail, Stone Farm Trail System in Brockton); community/accessible trails with various surfaces (e.g., Riverwalk in Great Barrington, Watertown Riverfront Park and Braille Trail, New Bedford Harborwalk); water trails (e.g., Connecticut River Paddlers Trail, Assebet River Trail); and off-road motorized trails (e.g., accommodate ATV's, off-road motorcycles, snowmobiles).

Costs eligible for reimbursement include all approved project costs incurred on or after a selected applicant's contract execution date to the end date of the contract. Match of 20% or more must be accrued within the same time period and reported with each reimbursement request. Ineligible project costs include, but are not limited

to, costs associated with the preparation and submission of a grant application, administrative supplies/equipment and the purchase of food.

C. GRANT CRITERIA & PREFERRED SPECIFICATIONS

MassTrails Grant Criteria

MassTrails seeks strong 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)

- MassTrails favors building out the longer distance shared-use pathways and recreational trails across the state
- MassTrails prioritizes filling in critical gaps in existing networks, or overcoming current barriers to connectivity
- MassTrails considers the number of people that will potentially access a given project

Serve the diversity of Massachusetts residents, especially: (Equitable)*

- Minority and Low-Income populations (Environmental Justice Communities)
- Other Underserved or Vulnerable Populations
- Youth

Allow for efficient use of grant funds (Efficient)

- Have a detailed and reasonable budget
- Have a strong local match
- Have funding in place or a plan for funding subsequent required phases

Are ready for the proposed phase (Ready)

- Previous planning work supports proposed phase
- Appropriate community input and outreach has been completed
- Environmental, permitting and right-of-way challenges have been identified and alternatives and solutions have been fully explored
- Have a plan in place for ongoing required maintenance once the project is complete

Effectively incorporate safety (Safe)

Adequately address accessibility (Accessible)**

Create diverse, high quality recreational experiences and connect users to the natural and cultural wealth of Massachusetts (Experiential)

***Equity and Trails**

MassTrails seeks projects which serve the diversity of Massachusetts residents and visitors while ensuring fairness in mobility and access to meet the needs of all community members. It is imperative that an application describe how a project will facilitate this goal and provide supporting evidence of that assertion. See the following explanations for Environmental Justice Communities, Title VI, “Other Underserved and Vulnerable Populations”, and Youth for more information about equity and trail projects. Strong proposals will distinguish between these different elements in order to demonstrate how the proposed project can result in enhancing equity in planning and improving trail access and amenities across Massachusetts.

Environmental Justice Communities: Environmental Justice is based on the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency. Environmental justice is the equal protection and meaningful involvement of all people and communities with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies and the equitable distribution of energy and environmental benefits and burdens. In Massachusetts, a community is defined as an Environmental Justice Community if any of the following are true:

- 25 percent of households within a given Census Block have a median annual household income at or below 65% of the statewide median income for Massachusetts; *or*
- 25% or more of the residents are minority (identify as a race other than white); *or*
- 25% or more of the residents have no one over the age of 14 who speaks English only or very well (English Isolation).

Environmental Justice community data is available at MassGIS, either by downloading the [EJ datalayer](#) or through [OLIVER](#), the MassGIS online data viewer.

Title VI of the Civil Rights Act of 1964: prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. More specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The use of the word “person” is important as the protections afforded under Title VI are not limited to citizens of the United States.

Other Underserved and Vulnerable Populations: A central goal of the Commonwealth and MassTrails is to facilitate social and economic opportunities by providing equitable levels of access to affordable and reliable off-road transportation options and recreational opportunities based on the needs of the populations being served, particularly populations that are underserved. This population group includes individuals in at least one of the following categories: low income, minority, elderly, children, limited English proficiency, geographically- isolated communities (i.e., rural) or persons with disabilities.

Youth: MassTrails seeks to engage and provide benefits to youth through development and increased access to trails, particularly those which allow safe routes to schools, recreational facilities and community centers, opportunities for exercise and play, and educational resources to help young people learn about the world

around them, particularly the natural and historic/cultural characteristics of a given place. Stewardship, in the form of enlisting and/or partnering with youth in the community or organized youth corps/groups (i.e., SCA, Boy Scouts, Green Team) to work on part or all of the trail project components is highly encouraged.

****Accessibility and Trails**

Shared Use Pathways: All trail projects involving shared use pathway and amenity construction must comply with the Americans with Disabilities Act of 1990 (ADA) and the Massachusetts Architectural Access Board (MAAB) design standards. Under The Americans with Disabilities Act (ADA), a law passed in 1990, all newly designed and constructed or altered State and local government facilities, public accommodation, and commercial facilities must be readily accessible and usable by persons with disabilities. The ADA includes enforceable accessibility standards that set scoping and technical requirements for facilities ([The ADA Standards for Accessible Design](#), or ADASAD). The Architectural Access Board in Massachusetts (MAAB) develops and enforces regulations to make public buildings and facilities accessible to, functional for, and safe for use by persons with disabilities. The MAAB has published its own design standards ([521 CMR](#)) since 1968, updating them regularly. If there is a conflict between ADA standards and MAAB standards, the stricter standard applies.

Woodland / Motorized Trails: A woodland or motorized trail or trail facility must be constructed as accessible according to accessibility standards as defined above, but more specifically as outlined in the [U.S. Forest Service Trail Accessibility Guidelines](#), which covers compliance with all State and federal requirements. Any new trail construction must be built as accessible to the extent feasible. Any trail facility/structure must comply with accessibility standards whether or not it is built on an existing accessible trail (leading up to or away from the structure).

Recommended Accessibility Resources: Accessibility requirements are complex and can be challenging to interpret. Here are a couple good resource links:

- American Trails: <https://www.americantrails.org/user-types/trail-user/accessible>
- Mass Audubon's Accessible Trails Manual: <https://www.massaudubon.org/get-outdoors/accessibility/accessible-projects-and-partners/accessible-trails-manual>
- Rails to Trails Conservancy: <https://www.railstotrails.org/build-trails/trail-building-toolbox/design/accessibility/>

D. PROGRAM REQUIREMENTS

MassTrails funding is contingent upon compliance on both the state and federal level with regards to receipt of public funding. The following is a detailed listing of all program requirements under MassTrails. For further questions regarding these requirements, contact the MassTrails Program Manager.

Award Amount: Grant amounts are dependent on the project and its needs, with a minimum grant award of \$5,000 and a maximum grant award of \$300,000 awarded to high priority projects. The grant amount requested should realistically align with the proposed project, with details supported within a submitted budget.

Reimbursement: MassTrails grantees must first pay for expenditures themselves and then submit for reimbursement using the required documentation. Costs eligible for reimbursement include all approved project

costs incurred on or after Grantee's contract execution date up to the end date of the contract. Documentation includes invoices, receipts, time sheets, and other acceptable records along with proof of payment for those expenditures.

Match: MassTrails grants are MATCHING grants and require that proponents provide a minimum of 20% of the total project cost. The source of match can vary dependent on the project type, but can include cash match (can be obtained from other state or federal grants, CPA funds, donations, etc.), donated services, and volunteer labor. The project application must include estimates for the matching portion of the project cost. The match must cover a minimum (greater amounts are encouraged) of 20% of the total value of a project. For example, an \$100,000 grant funding request would require at least \$25,000 in matching contributions, for a total project value of \$125,000 (80% of \$125k = \$100k, 20% of \$125k = \$25k).

Timeline: Most project development and design projects will have one year to complete all spending and match under the grant, with funding available within the state fiscal year (July 1st to June 30th of the following year). Trail construction and maintenance projects may be permitted a longer timeframe of up to two years, dependent on the scope and specifications of the project. For more details, contact the MassTrails Program Manager.

Permitting: It is the applicant's responsibility to ensure that any necessary permits (e.g. Natural Heritage, Mass Historic, Wetlands Protection Act) are in place prior to beginning any work on the project. Failure to obtain necessary permits may prevent grant payment. Permits are not required to be in place at the time of application.

Land Ownership: All projects must take place on land that is open to the public. Proposals for projects that will take place on land that is not owned or managed by the applying organization must include a signed statement from the landowner or manager specifically authorizing the project and ensuring that the property is open for continuing public access, or other required forms specific to a given entity (e.g. DCR requires that all applicants submit an approved DCR Trail Proposal Form with their application for new trail construction or significant maintenance projects – see appendix B in [DCR's Trails Guidelines and Best Practices Manual](#)). If another entity holds a Conservation Restriction (CR) on the land, they must also be notified and provide written support. If the project will take place on private land, an easement for public access must be in place prior to trail construction.

Equipment Purchases: Equipment is defined as tangible personal property having a useful life of at least five years and a per-unit acquisition cost of \$1,000 or greater. The equipment must be purchased in full to qualify for reimbursement. Three quotes must be obtained and included in the grant application. The lowest quote/bid must be selected. The equipment title will rest with the grantee and must be used for the proper authorized use as stated in the project proposal. The Grantee is required to use the equipment for its proposed and intended purpose for a reporting period of five years.

Buy America: If proposing to buy a piece of equipment or construction supplies that are made with steel or iron, this activity will fall under the U.S. DOT Buy America provision. The Grantee is required to comply with the U.S. Department of Transportation Buy America provision as described in Title 23 United States Code, Section 313. All steel, iron and manufactured products containing steel or iron must be produced in the United States, unless a waiver is granted. The Grantee must provide documentation to authenticate the product as Buy

America compliant. If the grantee can show that the product needed to complete the MassTrails project is not manufactured in the U.S. and there is no viable alternative, then the Grantee can apply for a waiver with the federal government which, if granted, would allow for an exception to the rule for that particular project only. There is no guarantee that a waiver will be granted and the timeline for granting of waivers is currently uncertain. *Currently the Buy America waiver process is on hold by the executive branch of the federal government and therefore MassTrails is not accepting requests for equipment that is not Buy America compliant.

Acquisitions: All real property acquisitions must comply with federal and state law. They must be completed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 et seq. In addition, the applicant will be required to have an appraisal prepared, which must be reviewed by an independent review appraiser, certifying that the appraisal meets the standards of the Uniform Appraisal Standards for Federal Land Acquisitions. Both the appraisal and review must be submitted prior to funding approval.

Community Outreach: It is anticipated that all projects will or have undergone community outreach before applying for grant funds. It is the applicant's responsibility to communicate with the landowners, stakeholders, and abutters and have all permissions and approvals in place prior to trail construction or maintenance work. Receipt of grant funds from MassTrails is not to be assumed or presented as authorization by the state for the project.

MassTrails Acknowledgement: The Grantee shall display formal and permanent recognition/acknowledgment of MassTrails at the project site or affixed on equipment purchased through the program. Signs should be constructed of sturdy material that is permanent, large enough to be clearly visible and located at a prominent access point to the project area. Signs are not required to be free-standing or set aside from other signage - they can be integrated into other signs or structures as appropriate. The suggested language identifies the site as a cooperative venture (i.e., "A Cooperative Trail Project between the 'Name of Municipality/Org.' and MassTrails"). Any printed materials such as trail brochures, celebration announcements or website information should also identify the financial partnership that made the project a reality. Stickers or decals shall be printed and displayed on all equipment purchased with MassTrails funding. It is also encouraged that the Grantee develops and distributes a press release upon the award of the grant and/or project completion, acknowledging MassTrails as a source of funds for the project. The MassTrails logo can be provided to grantees upon request.

Disadvantaged Business Enterprise Program and Assurances of Non-Discrimination: The requirements at 49 Code of Federal Regulations (CFR) Part 26: Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs applies to MassTrails grants as do the Federal Highway Administration Assurances for Title VI and Other Non-discrimination Statutes and Regulations. Upon grant award, compliance with these regulations and completion of their subsequent documentation will be required by each grantee, under the instruction and assistance of the MassTrails Program Manager, before any reimbursement of funds is authorized.

E. STATE AND FEDERAL ENVIRONMENTAL REVIEW

The Grantee will ensure that the project complies with all applicable state and federal regulations as listed in this section. It is the responsibility of the grantee to obtain any required permitting or record of communication with regulatory review agencies as instructed below. If required, documentation of the review or permit must be on file at the offices of the DCR, MassTrails before the trail project can begin. Required permitting will be communicated at the time of grant award, if it is has not already been identified in the grant application.

Massachusetts Wetlands/Rivers Protection Acts and Local Wetland Bylaws

Any project that alters land within 100 feet of a wetland or 200 feet of a river or stream (or that meets any other condition of the Rivers or Wetlands Protection Act) will require the approval of the local Conservation Commission before any construction can proceed.

Massachusetts Endangered Species Act (MESA)

MESA protects rare species and their habitats by prohibiting the “Take” of any plant or animal species listed as Endangered, Threatened, or of Special Concern. Any project activities which occur within Priority Habitat as identified by the Massachusetts Natural Heritage and Endangered Species Program (NHESP) must file with the program for review and approval, unless the project has been determined as exempt by NHESP.

Section 106 of the National Historic Preservation Act (NHPA)

Any projects that receive funding from federal agencies must be reviewed in compliance with Section 106 of the National Historic Preservation Act of 1966. This legislation requires projects to take into account the effects of their undertakings on historic properties, and afford the Massachusetts Historical Commission (MHC) and federally recognized tribes the opportunity to review and comment on the project.

Massachusetts Environmental Policy Act (MEPA)

Because MassTrails projects are receiving financial assistance from a State Agency, MEPA review may be required. MEPA regulations establish review thresholds for projects that are of a nature, size, or location likely to cause damage to the environment (directly or indirectly) as identified in the MEPA environmental review thresholds. Details on the MEPA review thresholds can be found in section 11.03 of the MEPA Regulations (<https://www.mass.gov/regulations/301-CMR-1100-mepa-regulations>).

F. APPLICATION SUBMISSION AND REVIEW PROCESS

How To Apply: Applications must be received by 11:59 pm, Saturday, February 1, 2020. Any application received after the deadline will be rejected. All applications must be submitted through the online application portal at www.mass.gov/guides/masstrails-grants. No paper applications will be accepted. There is no log in ID or password required. The application can be saved while working on it. Click “Save and Resume Later” and then click on “Save and Get Link”. A link to that application will be provided which must be copied and saved in order to return to the application. A good way to ensure that the link is not lost is to email it to yourself. Please note that any forms which have been downloaded in Section VI of the application will not be saved and must be downloaded again before the application is submitted. Failure to enter information in any of the required fields or to submit required attachments may result in the disqualification of the application.

The “Application Template” is provided as an attachment to this document and available for download in Word Document format on the MassTrails website. It is recommended that applicants review the “Application Template” and fill in all fields before beginning the online application process. The template covers all questions and information can be copied and pasted into the online application when ready.

Review: All applications are reviewed by the Inter-Agency Trails Team or the Massachusetts Recreational Trails Advisory Board (MARTAB) depending on the scope and specifications of the project. The Inter-Agency Trail Team consists of representatives from the Governor’s Office, Executive Office of Energy and Environmental Affairs, Department of Transportation and the Department of Conservation and Recreation. MARTAB is made up of representatives from each major trail user group in Massachusetts, appointed by DCR, with the purpose of advising and making recommendations for grant projects funded through the federal Recreational Trails Program. All feedback and review notes are gathered and evaluated to determine score and rank for each project. All comments and recommendations will then be submitted to the Secretary and then the Governor for review and final approval. Grants funded using RTP funds will also need to be reviewed and approved by FHWA under the National Environmental Policy Act and Section 106 of the National Historic Preservation Act before they can be awarded.

G. GRANT AWARD, CONTRACTING, AND REPORTING REQUIREMENTS

Grant Awards: Notification to applicants on the status of their grant application is expected to be on or about 120 days after the grant application deadline. All applicants will be notified by email and informed of the status of their proposed project (approved or not). The earliest start date for a MassTrails grant project will generally be on or after July 1st. Grant awards will be announced by the Governor once approved and will be posted on COMMBUYS and the MassTrails website.

Contract/Start Date: Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form. The earliest start date for contracts in this MassTrails grant round will be July 1, 2019. Projects cannot begin until the Grantee has received a Notification to Proceed, issued after the contract has been signed. Expenditures or match accrued outside of the contract time period cannot be included as a part of the project and will not be reimbursed or count towards match.

Project Timeframe: The anticipated duration of contracts awarded through MassTrails are one to two years in length depending on the grant project scope and specifications. Extension of the contract is at the discretion of DCR. All work must occur before the contract end date to be eligible for reimbursement. Timelines for each project will be included in the application within the Budget/Timeline Worksheet.

Reporting: The Grantee shall submit Bi-annual Project Progress Reports for the term the grant is active. Reports shall be submitted by March 15th and September 15th. The report should briefly outline past work and accomplishments, and provide a plan for future work. An Equipment Report on the condition, use and location of property defined as equipment purchased with grant funds shall be submitted biannually (March 15th and September 15th), for a period of five years following the project end date. The Bi-Annual Progress Report can be submitted online at the MassTrails website. Alternately, a template for the Progress/Equipment Report is available on the MassTrails website, or a copy can be provided by DCR upon request.

Payment: MassTrails is a reimbursement grant program, meaning grantees must first pay for expenditures then submit for reimbursement using the required documentation. Applicants selected to receive grant funding will be required to sign the MassTrails Grant Agreement, State Standard Contract and other required forms which will be sent to Applicants electronically after their award letter has been received. Project costs and match may not be incurred until after the Grantee has received their Notification to Proceed letter accompanied by a copy of the executed contract from DCR. Grantees must pay for 100% of the cost of an item before submitting for reimbursement and only approved expenses (as written in the contract's scope and determined by DCR) incurred during the period of the contract are eligible for reimbursement. The Grantee may submit multiple reimbursement requests, on a monthly basis at most, during the grant period.

Final Reimbursement and Project Close-Out: The Grantee shall submit a Final Report along with their final Request for Reimbursement. This report shall document the project's goals, accomplishments, barriers encountered and lessons learned. A map indicating the location of the project and pictures should also be included. The final reimbursement is contingent upon a satisfactory review of the project, including completing the proposed scope as outlined in the project proposal and consistency with the proposed budget. In some cases, a site visit will be conducted before the final reimbursement is approved. A template for the Final Report is available on the MassTrails website, or a copy can be provided by DCR upon request.

Project Terms: If awarded, all award recipients will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions. In addition, all final contracts are subject to successful negotiation of a Final Scope of Services. Please note that DCR does not guarantee that any contracts may result from a grant application or that any particular funding level will be awarded. The awarded contracts will be reviewed during their course and, upon request by the grantee, may be extended or otherwise amended at the sole discretion of DCR. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. DCR may lift the suspension if available funding is received. In the absence of foreseeable available funding, DCR may terminate the contract.

There are two funding sources for MassTrails and therefore all applicants are responsible for compliance with all applicable federal and state rules and regulations governing the funding source. The Recreational Trails Program is authorized within the current U.S Transportation Bill, Fixing America's Surface Transportation Act

(FAST Act) <https://www.transportation.gov/fastact/>. Additional funds for MassTrails are authorized through the Environmental Bond Bill (H.4613) and funded through the state's annual Capital Investment Plan.

Pursuant to Title VI of the 1964 Civil Rights Act property acquired or developed with MassTrails assistance shall be open to entry and use by all persons regardless of race, color, or national origin, who are otherwise eligible. Section 504 of the Rehabilitation Act of 1973 requires no qualified person shall, on the basis of disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. The Americans with Disabilities Act of 1990 (P.L. 100-336) simply references and reinforces these requirements for federally-assisted programs.

Procurement Procedures: The Grantee will adhere to the Federal Guidelines for Procurement Procedures (Code of Federal Regulations, Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) available for viewing online at <https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>. A description of minimum requirements is below.

MassTrails Grantees may follow their own established written procurement procedures, however, any procedures relating to the grant project must provide for the following, at minimum:

- a. Grantees' avoidance of purchasing unnecessary items.
- b. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
- c. When purchasing an item with a value between \$10,000 and \$150,000, grantees are required to obtain at least three bids for goods and/or services. The solicitations must provide for all of the following:
 - i. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
 - ii. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - iii. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - iv. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitation.
 - v. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - vi. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

*Note that hiring/contracting of a youth corps does not require the standard 3-bid process. Youth Corps can be hired directly without obtaining three quotes.

H. APPLICATION INSTRUCTIONS AND CONTRACT PAPERWORK

Application Submission Instructions: Applications must be received by **11:59 pm, Saturday, February 1, 2020**. Any application received after the deadline will be rejected. Applications must be entered and submitted online through the MassTrails application portal at mass.gov/masstrails. All form instructions and required documents are available through the online application. Failure to enter information in any of the required fields or to submit required attachments may result in the disqualification of the application. **A sample Application Form is provided in Attachment A of this document.**

Additional Required Contract Documents: If selected, the applicant will be required to submit the following forms to complete a fiscal contract with the State:

- Commonwealth Standard Contract Form
- Completed Contractor Authorized Signature Verification Form
- Commonwealth Terms and Conditions
- Commonwealth W-9 Tax Information Form
- Commonwealth Electronic Funds Transfer Form
- Sub-Recipient Monitoring Form, filled out and initialed by the Respondent*

*Required only if receiving funds through the federal program

Respondents are encouraged to review these forms prior to submission of an application. They are available on the MassTrails Grant website www.mass.gov/guides/masstrails-grants/. These forms do not need to be filled out unless the applicant is awarded a grant.

MassTrails Grant Agreement: Upon grant award, all grantees must review and sign the MassTrails Grant Agreement. This does not need to be signed and submitted with the application materials. However, it is advised that all applicants review this agreement before submitting proposals, to become familiar with the responsibilities and requirements associated with the grant program. The Standard Grant Agreement is posted on the MassTrails website for review at www.mass.gov/guides/masstrails-grants/.