 COMMONWEALTH OF MASSACHUSETTS 

**MASSTRAILS GRANTS PROGRAM**

**Grant Initiation Form**

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

**SECTION I: GENERAL PROJECT INFORMATION**

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

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

1.3: **Primary Contact Phone:**

1.4: **Project Location (closest physical address to Project Site):**

1.5: **Agency/Organization:**

1.6: **Grant Title:**

1.7: **Award Amount:**

1.8: **Match Amount:**

1.9: **Status of Match Source:** *Are funds secure or do additional steps need to be taken?*

1.10: **Brief Project Description (updated, if changes):** *Provide a brief description of the proposed project in 3-4 sentences. This description will be used to describe the project in abbreviated form for various purposes including agency/Governor updates, press, and announcements going forward.*

1.11: **Project Scope:** *Restate the project scope and highlight any changes to the scope since the application was submitted. Project scope refers to specific, individual tasks required to complete the project.*

**SECTION II: GRANT COMPLIANCE INFORMATION**

2.1: **Land Ownership Status:** *List the current ownership of the land where the project will take place and/or the plan for ownership as project moves forward.*

2.2: **Land Owner Permission/Public Access Assurance Status:** List the status of required documents needed to obtain permission and/or assurance of continuing public access. *Documentation of land ownership permissions/permits/assurance of public access must be submitted to the MassTrails Grants Administrator before on-the-ground construction projects can begin work.*

2.3: **Community Outreach Updates.** *What, if any, community outreach has taken place since the grant application was submitted?*

2.4: **Historic and Archaeological Impact:** *If applicable, what are the MassTrails conditions assigned to this project to prevent impact to historic/archaeological resources and what is the plan to address these?*

2.5: **Wetland Permitting Status** *(if applicable): Documentation of required permits must be submitted to the MassTrails Grants Administrator before any on-the-ground construction projects may begin work.*

2.6: **Massachusetts Natural Heritage and Endangered Species Program (NHESP) Status and/or Federal Endangered Species Act Status** *(if applicable)***:** *Documentation of required permits must be submitted to the MassTrails Grants Administrator before any on-the-ground construction projects may begin work.*

2.7: **Other Permitting Status:** *Documentation of required permits must be submitted to the MassTrails Grants Administrator before any on-the-ground construction projects may begin work.*

2.8: **Buy America Compliance:** *If the project involves the purchase of steel or iron, including construction supplies (e.g., bridges, culverts) or equipment with steel or iron parts (e.g., tractors, snowmobiles), with a value of $2,500 or more, a Buy America Compliance Form must be filled out and submitted before purchases are made.*

2.9: **Accessibility:** *If the project is constructing a trail and does not fall under any exemptions for accessibility requirements, list the specifications for trail construction to meet standards for accessibility.*

**SECTION III: OTHER INFORMATION:** *Include any controversy or political involvement in the project, anticipated challenges, help you will need in forwarding the project and from whom, etc.*

**SECTION IV: REQUIRED DOCUMENTS**

**Upload Finalized Budget (Required)**

**Upload Other Updated Information since Application**. *Includes any updated project maps, plans, drawings, documentation of any of the above-referenced compliance, solicitations or bids/quotes for goods/services, etc.*

**SECTION V:** **SIGNATURES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grantee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grantee Organization**