 COMMONWEALTH OF MASSACHUSETTS 

**MASSTRAILS GRANTS PROGRAM**

**Grant Progress Report Form**

***This Grant PROGRESS Report 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: **Agency/Organization:**

1.5: **Grant Title:**

1.6: **Award Amount:**

1.7: **Amended Award Amount** *(if applicable):*

1.8: **Match Amount:**

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

1.10: **Contract Award Date:** *See grant contract and NTP*

1.11: **Contract End Date:** *See original OR amended grant contract and NTP*

1.12: **Project Scope:** *Restate OR copy and paste the project scope as stated on your Grant Initiation Form or the most recent Approved Grant Amendment.*

**SECTION II: PROGRESS REPORT:**

2.1 **Project Progress Report:** *Provide a summary of progress made since Grant Initiation OR the most recent Progress Report. The progress summary should directly address tasks as they are listed in the approved grant scope. Include updates to any controversy or political involvement in the project, anticipated challenges, or help you anticipate needing in moving forward with the project and from whom, etc.*

2.2: **Anticipated Project Completion Date:** *In reviewing the grant scope and progress made to date, provide the most current and best estimate of when the project will be completed.*

**SECTION III: GRANT COMPLIANCE INFORMATION**

3.1: **Land Ownership Status:**

3.2: **Land Owner Permission/Public Access Assurance Status:**

3.3: **Community Outreach Updates:**

3.4: **Historic and Archaeological Impact Updates** *(if applicable)***:**

3.5: **Wetland Permitting Status** *(if applicable):*

3.6: **Massachusetts Natural Heritage and Endangered Species Program (NHESP) Status** *(if applicable)***:**

3.7: **Other Permitting Status** *(if applicable)***:**

3.8: **Buy America Compliance Update** *(if applicable)***:**

3.9: **Accessibility Update** *(if applicable)***:**

**SECTION IV: REQUIRED DOCUMENTS**

**Upload Budget (If changed since Grant Initiation or last Progress Report)**

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

**Upload Pictures of Progress**

**SECTION V:** **SIGNATURE**

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**Grantee Signature Date**

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**Grantee Organization**