

How to Log in and Report on MassGRANTS

The following guide will explain how to submit the FY23 10% Enhanced Funding Reporting and Attestation Form using the MassGRANTS portal.

The guide includes instructions for:

- Creating a MassGRANTS account using your MMARS Vendor Code
- Requesting a temporary code if your organization does not have an MMARS Vendor Code
- Finding and submitting reports
- Pausing and saving report in progress

Creating a MassGRANTS Account

1. Log in to the MassGRANTS portal using the following link:
<https://maanfgrants.force.com/s/loginpage>
2. If you do not have an account, create one by clicking “Register for an account” on the left-hand side of the page (Figure 1).

Sign In

Welcome to MassGRANTS!

Don't have an account?

No problem! Click the button below to register.

[Register for an account](#)

Welcome back

Please enter your user email and password to sign in.

* means required fields

*User Email

[Forgot My Username?](#)

*Password

[Forgot My Password?](#)

[Sign In](#)

For technical assistance, please contact the support desk at 1-866-406-2170 or send an email to massGrantsSupport@mtxb2b.com.

Figure 1

You will be prompted to provide your MMARS Vendor Code and the last four digits of your tax identification number (TIN) on the following screen (Figure 2).

Vendor Code Verification

In order to register in MassGRANTS, your organization must already be registered with VendorWeb. Please be aware that there may be a delay of up to 24-hours after your organization is registered in VendorWeb before it will be available in MassGRANTS.

Note: Only vendor representatives with the authority to act as an administrator for their grantee account should register using this process. Other grantee users should contact their grantee administrator to add them as users.

Please enter your Vendor Code and the last 4 digits of your Tax Identification Number (TIN) below. If the vendor code is not known, contact one of the departments you do business with. The TIN is the number provided to the Commonwealth on the W-9 form when you first became a vendor.

* means required fields

*Vendor Code

*Last 4 Digits of TIN

Next

Your MMARS Vendor Code is the same code you use to log in to [VendorWeb](#). It begins with “VC” followed by 10 digits. If you cannot remember your Vendor Code, please contact the Commonwealth agency you are currently doing business with.

If you **do not have a Vendor Code**, follow the instructions in the section below to get a temporary code.

Your TIN is the number the IRS uses to identify you or your organization. In most cases, that is a social security number (SSN) for individuals or an employer identification number (EIN) for organizations. An EIN is a nine-digit number with the following format: xx-xxxxxxx. You can find your TIN on tax returns, any forms filed with the IRS, or, for organizations, on your EIN Confirmation Letter.

3. Enter your Vendor Code and the last four digits of your TIN and click Next to pick your username and password.

Only one account can be created using a VC and TIN. If someone has already created an account for your organization, you cannot create a new one. In that case, the system will inform you that someone has created an account and provide their email address. Ask that person to add you as an account user. Once they do, you will receive an email to set up your own login credentials for the account.

If You Do Not Have a Vendor Code

If you do not have a Vendor Code, you can use a temporary code to create an account and submit your application. **However**, if your grant is chosen for funding, your organization will need to have an active MMARS account and Vendor Code to receive program funds.

You can request a temporary code by emailing EOHHSPProviderCovidCost@mass.gov with the following:

- Your organization's legal name and business address
- A complete [W9 form](#)
- The name, email, and phone number of the primary contact on your application

Once you have received your temporary code, complete the steps listed above to create your MassGRANTS account.

Finding and Submitting Report

1. After you log in, select the Grants Management tab on the left-hand navigation bar (Figure 3).

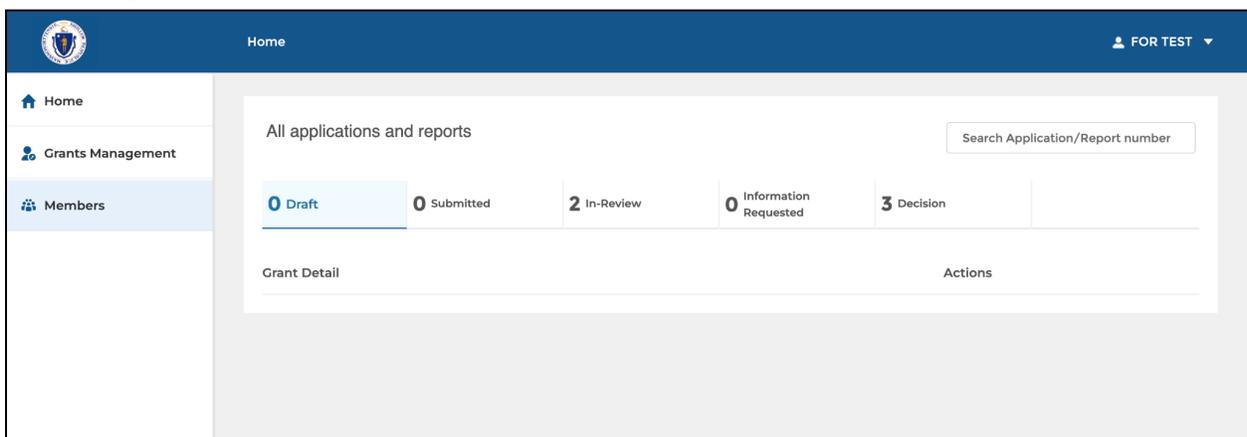


Figure 3

2. Search for the FY23 10% Enhanced Funding Reporting and Attestation Form using the search bar in the upper right corner (Figure 4).

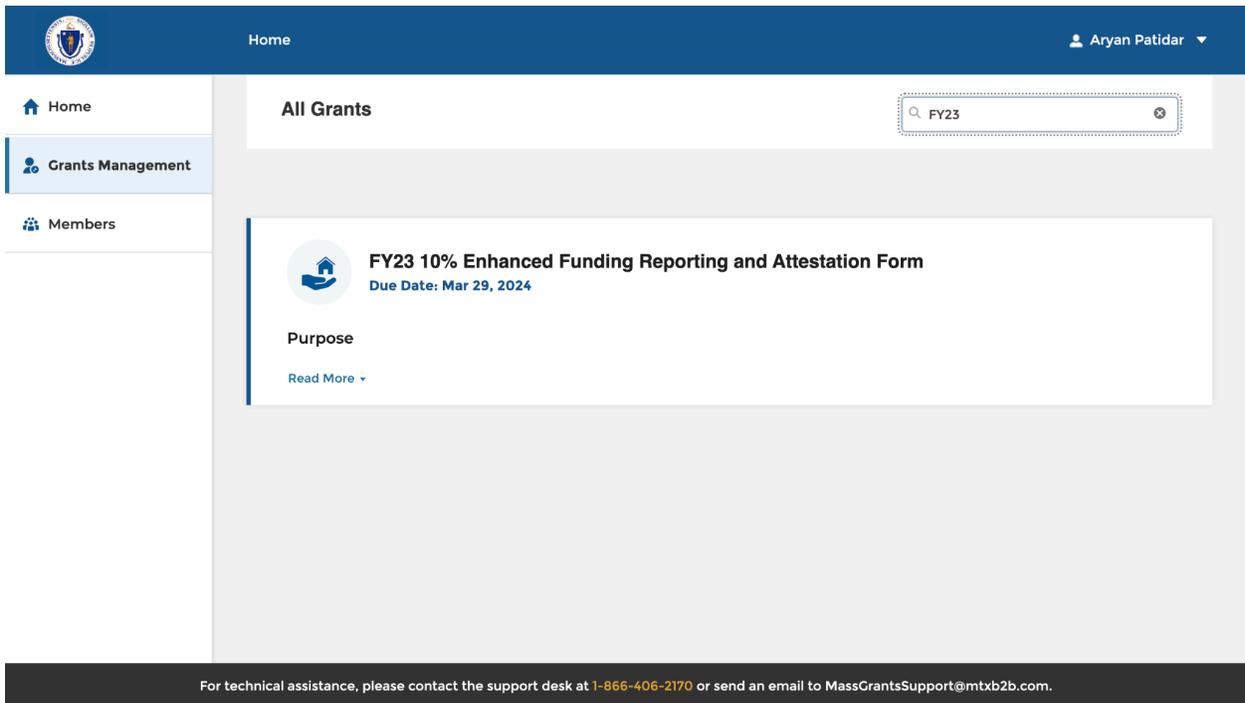


Figure 4

3. Click on the title of the report you want to submit in the list of search results.
4. On the next screen, click "Begin Report" in the upper-right corner to begin your report (Figure 5).

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← Back Begin Report

FY23 10% Enhanced Funding Reporting and Attestation Form Due Date: Mar 29, 2024

 This reporting and attestation report is intended for the FY23 10% enhanced funds recipients. Providers will submit a single report that accounts for all eligible funds received. The FY23 10% enhanced funds payments EOHHS agencies and MassHealth Managed Care Entities made to providers to support their workforce are authorized through 101 CMR 452, 101 CMR 453, and MassHealth Managed Care Entity Bulletins 91 and 92. Providers are required to report unless they received less than \$10,000 in total from all EOHHS agencies and MassHealth Managed Care Entities through the applicable regulations and bulletins. Providers who received less than \$10,000 in total are welcome to report, but not required to do so.

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Figure 5

5. Fill in the appropriate information and click Submit when you finish your report.

Pausing and Saving a Report in Progress

1. At any point, you can pause and save a report in progress by clicking the Home button in the upper-left corner (Figure 6) and also by clicking the Back to Home button in the lower-left corner (Figure 7). This will automatically save your progress and return you to the MassGRANTS home page.

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General Information

- Provider and Signatory Information
- Funds Received
- Service Selection
- Spending Reporting
- Employee Information
- Impact of the Funds
- Review
- Attestation and Signature

Executive Office of Health & Human Services

FY23 10% Enhanced Funding Reporting and Attestation Form

The following form asks you report on how your entity spent its FY23 10% enhanced funds from Regulations 101 CMR 452: Supplemental rates for workforce investment for certain health and human services programs and 101 CMR 453: Enhanced rates for certain home- and community-based services related to section 9817 of the American Rescue Plan Act and Managed Care Entity Bulletins 91 and 92 and the impact these enhanced funds had on recruitment and retention of your direct care workforce.

Please only include recruitment and retention expenses which were funded by the FY23 10% enhanced funds, and not those which were funded by POS contracts or other sources. Providers are required to report unless they received less than \$10,000 in total from all EOHHS agencies and MassHealth Managed Care Entities through the applicable regulations and bulletins. Providers who received less than \$10,000 in total are welcome to report, but not required to do so.

The form is for reporting purposes only as it relates to the 10% enhanced funds your entity received from the regulations and bulletins listed below. It is not a solicitation for additional funds. Providers should submit only one report even if they have multiple contracts with the state. Providers may be subject to a financial sanction or penalty if they fail to submit the attestation, fail to submit a complete report, and/or demonstrate funds were spent on ineligible activities.

Once you have moved to the next page, you are able to go back to the previous page by clicking "Previous" at the bottom of the screen. You are able to make edits to any page until you submit the form.

Eligibility

By continuing to the Reporting Form, you are hereby certifying that your organization received the 10% enhanced funds authorized through one or more of the following Regulations or Bulletins:

- 101 CMR 452.00 Supplemental Rates for Workforce Investment for Certain Health and Human Services Programs

For technical assistance, please contact the support desk at 1-866-406-2170 or send an email to MassGrantsSupport@mtxb2b.com.

Figure 6

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Attestation and Signature

The form is for reporting purposes only as it relates to the 10% enhanced funds your entity received from the regulations and bulletins listed below. It is not a solicitation for additional funds. Providers should submit only one report even if they have multiple contracts with the state. Providers may be subject to a financial sanction or penalty if they fail to submit the attestation, fail to submit a complete report, and/or demonstrate funds were spent on ineligible activities.

Once you have moved to the next page, you are able to go back to the previous page by clicking "Previous" at the bottom of the screen. You are able to make edits to any page until you submit the form.

Eligibility

By continuing to the Reporting Form, you are hereby certifying that your organization received the 10% enhanced funds authorized through one or more of the following Regulations or Bulletins:

- 101 CMR 452.00 Supplemental Rates for Workforce Investment for Certain Health and Human Services Programs
- 101 CMR 453.00 Enhanced Rates for Certain Home- and Community-Based Services Related to Section 9817 of the American Rescue Plan Act
- Managed Care Entity Bulletin 91: Extension of and Updates to the Temporary Rate Increases for Home and Community-based Services and Behavioral Health Services
- Managed Care Entity Bulletin 92: Extension of and Updates to the Temporary Rate Increases for Home and Community-based Services and Behavioral Health Services for Integrated Care Plans

I fulfill the above mentioned criteria

[Back to Home](#) [Save & Next](#)

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Figure 7

- When you are ready, or the next time you log in, you can resume any report by navigating to the Home tab, selecting the Draft section, and clicking Resume on the relevant report (Figure 8).

Home

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All applications and reports

Search Application/Report number

3 Draft 3 Submitted 1 In-Review 0 Information Requested 5 Decision

Grant Detail	Actions
FY23 10% Enhanced Funding Reporting and Attestation Form PN-02222	Resume

Figure 8