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# **MassGRANTS Portal User Guide: 10% Report & Attestation**

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### REGISTRATION

**You must have a valid Account to register for portal access.**

Accounts are created automatically for vendors with a Vendor Code to do business with the Commonwealth. If you do not know or do not have a Vendor Code, contact one of the departments you do business with. Only with a valid Vendor Code the system allows you to register as a User under the Account.

### FIRST USER REGISTRATION

**Scenario:** A new user is registering to the portal as the first user on an Account. The profile of the first user on the Account will be Grantee Administrator by default.

1. Open MassGRANTS portal URL: <https://maanfgrants.force.com/s/loginpage>
2. Click on **Register for an account**.

3. Enter your Vendor Code and the last four digits of your TIN.
4. Check the 'I'm not a robot' box.
5. Click **Next**.



## MassGRANTS Portal User Guide

Home Test User 3 UAT

### 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. The Vendor Code is a 12-digit number that begins with "VC". 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.


\*Vendor Code  
VC1234567890

\*Last 4 Digits of TIN  
1212

☒ I'm not a robot 

**Next**

6. Fill in your First Name, Last Name, and Email Address, and create a Password.
7. Click **Next**.

 Login

### Contact Detail

Please enter your contact information and password below.

\*First Name  
Test User

\*Last Name  
UAT

\*Email Address  
prakruthi.kairamkonda@mtxb2b.com

\*Password  
\*\*\*\*\*

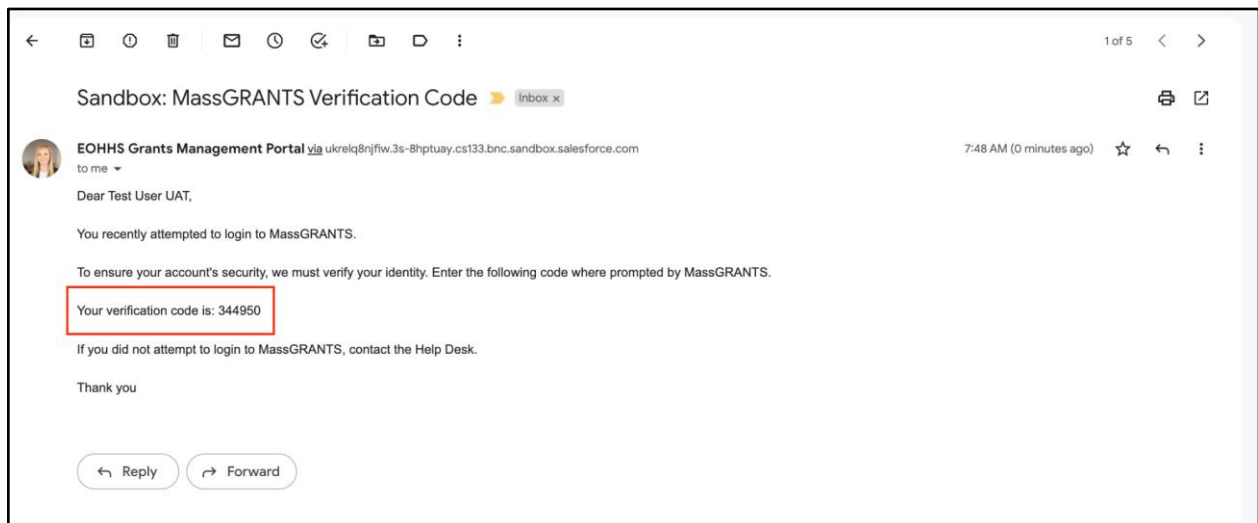
**Next**



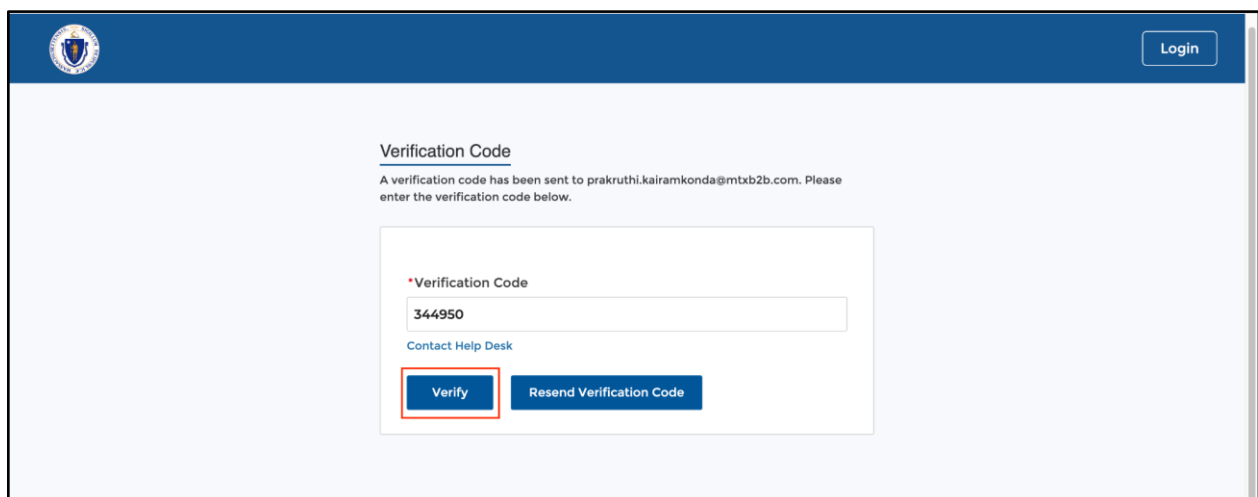
## MassGRANTS Portal User Guide

As the first User of the Account, the system will send an email with a Verification Code to the email provided. If another User has already registered with the account, the system will send an email to all existing Grantee Administrator users to approve the new user.

### 8. Check your inbox for Verification Code.



### 9. Enter the Verification Code and click **Verify**.



**Note:** If you want the system to resend the Verification Code, click the Resend Verification Code button.

### 10. Upon clicking Verify, you will land on the MassGRANTS Portal Homepage.



### ADDITIONAL USER REGISTRATION

**Scenario:** A new user is registering to the portal to an Account that already has users in it.

1. Open MassGRANTS portal URL: <https://maanfgrants.force.com/s/loginpage>
2. Click on **Register for an account**.

3. Enter your Vendor Code and the last four digits of your TIN
4. Check the 'I'm not a robot' box
5. Click **Next**.



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Home Test User 3 UAT

### 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. The Vendor Code is a 12-digit number that begins with "VC". 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.

\*Vendor Code  
VC1234567890

\*Last 4 Digits of TIN  
1212

I'm not a robot reCAPTCHA

Next

6. Fill in your First Name, Last Name, Email Address, and create a Password.
7. Click **Next**.

Login

Success! A User has already registered with this Account. Your registration request has been sent to the Grantee Administrator for approval. Please check with prakruthi.kairamkonda@mtxb2b.com to approve your registration.

Please enter your contact information and password below.

\*First Name  
Test User 2

\*Last Name  
UAT

\*Email Address  
prakruthi.kairamkonda+2@mtxb2b.com

\*Password  
\*\*\*\*\*

Next

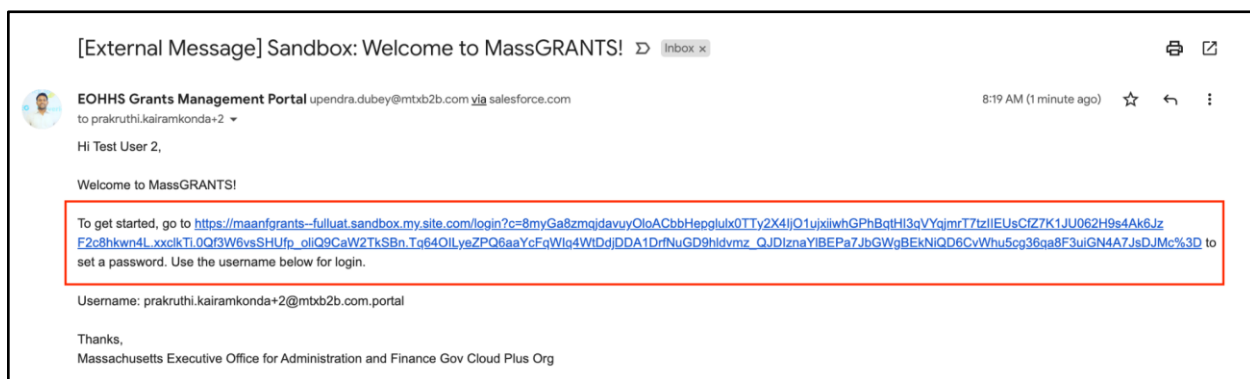


## MassGRANTS Portal User Guide

You will see the following success message on the page: "A User has already registered with this Account. Your registration request has been sent to the Grantee Administrator for approval. Please check with 'Grantee Administrator email id' to approve your registration."

Once a Grantee Administrator approves your registration, you will receive a welcome email to set a password and log in into the portal.

8. Go to your Inbox and find the email.
9. Click on the get started link.



10. Create a new password by satisfying the given criteria.
11. Click **Change Password**.

Upon clicking the Change Password button, you will land on the MassGRANTS Portal Homepage.

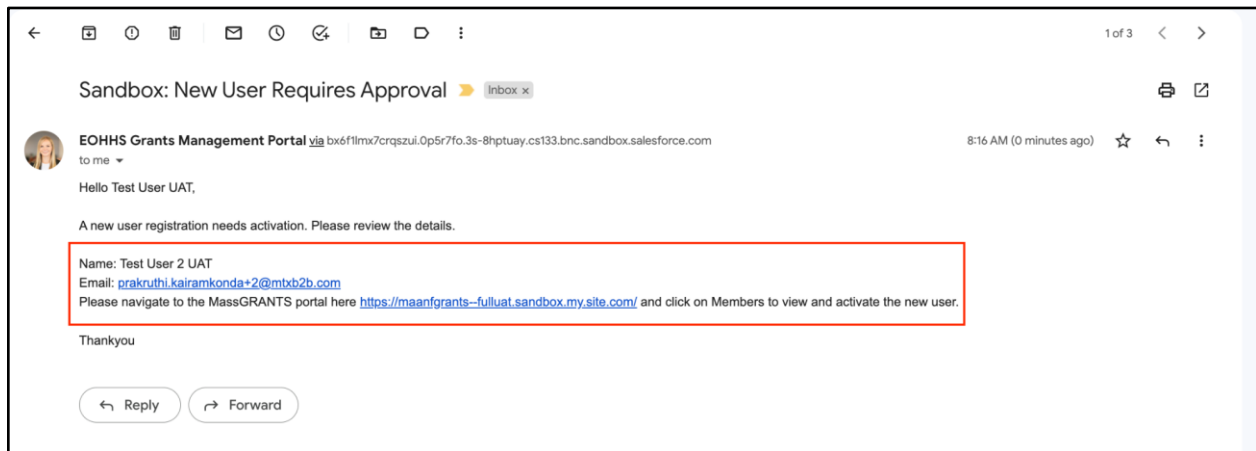




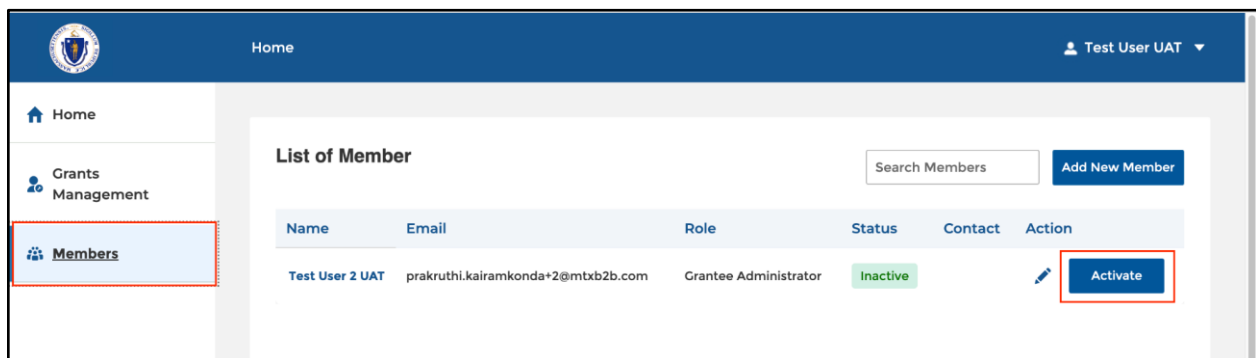
### ACTIVATE NEW USERS

When a new user tries registering to the Portal, the existing user(s) in the Account will receive an email notifying that a new user requires approval.

1. Click on the MassGRANTS portal link given in the email and log in into the portal. You can skip this step if you are already logged in.



2. Click on the **Members** tab.
3. Click **Activate**.



The user will be activated, and a welcome email will be sent out to the new user.

4. You can edit a user's information by clicking on the 'Edit icon' or deactivate a user by clicking on the 'Deactivate' button. Deactivated users can be reactivated by following step 3 above.



## MassGRANTS Portal User Guide

The screenshot shows the MassGRANTS Portal interface. At the top, there is a blue header with the state seal on the left, the word "Home" in the center, and a user profile "Test User UAT" on the right. A left sidebar contains navigation links: "Home", "Grants Management", and "Members". The main content area is titled "List of Member" and features a green success message at the top: "Success Member Test User 2 UAT Activated Successfully". Below this is a search bar labeled "Search Members" and a blue "Add New Member" button. A table lists the members with columns: Name, Email, Role, Status, Contact, and Action. One member is listed: "Test User 2 UAT" with email "prakruthi.kairamkonda+2@mtxb2b.com", role "Grantee Administrator", and status "Active". The "Action" column for this member has two buttons: a blue "Edit" button and a red "Deactivate" button.

### ADD NEW MEMBERS FROM THE PORTAL

1. Log into the portal.
2. Click **Members**
3. Click **Add New Member**.

This screenshot shows the same MassGRANTS Portal interface as the previous one, but with the "Members" link in the left sidebar and the "Add New Member" button in the main content area highlighted with red boxes. The "List of Member" table is still visible, showing the "Test User 2 UAT" member.

4. Fill in the Contact Details.
5. Select Role from the drop-down list. Grantee Administrators can manage users and submit grant applications/reports. Grantee Contributors can start and edit grant applications/reports but are not able to submit them.
6. Click **Save**.



## MassGRANTS Portal User Guide

**New Contact Details**

\* Indicates required field

\* First Name  
Test User 3

\* Last Name  
UAT  
Grantee Administrator  
Grantee Contributor  
Select an Option

\* Email  
prakruthi.kairamkonda+3@mtxb2b.co

Cancel Save

The new user will be created and activated successfully. The user will receive a password reset email. Upon resetting their password, the user can log into the MassGRANTS portal.

Home Test User 2 UAT

Success  
Details Updated Successfully

List of Member

Name	Email	Role	Status	Contact	Action
Test User UAT	prakruthi.kairamkonda@mtxb2b.com	Grantee Administrator	Active		Deactivate
Test User 3 UAT	prakruthi.kairamkonda+3@mtxb2b.com	Grantee Contributor	Active		Deactivate



## MassGRANTS Portal User Guide

### LOG IN TO PORTAL

1. Open the MassGrants portal URL: <https://maanfgrants.force.com/s/loginpage>
2. Enter User Email and Password
3. Click **Sign in**.

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

prakruthi.kairamkonda+2@mtxb2b.com

[Forgot My Username?](#)

\*Password

\*\*\*\*\*

[Forgot My Password?](#)

**Sign In**

4. You will receive a Verification Code to your registered email address.

Sandbox: MassGRANTS Verification Code

EOHHS Grants Management Portal

Dear Test User UAT, You recently attempted to login to MassGRANTS. To ensure your account's security, we must verify your identity. Enter the following code whe

EOHHS Grants Management Portal

Your verification code is: 332981

EOHHS Grants Management Portal via a53ciosjagtu.3s-8hptuay.cs133.bnc.sandbox.salesforce.com

to prakruthi.kairamkonda+2@mtxb2b.com

Dear Test User 2 UAT,

You recently attempted to login to MassGRANTS.

To ensure your account's security, we must verify your identity. Enter the following code where prompted by MassGRANTS.

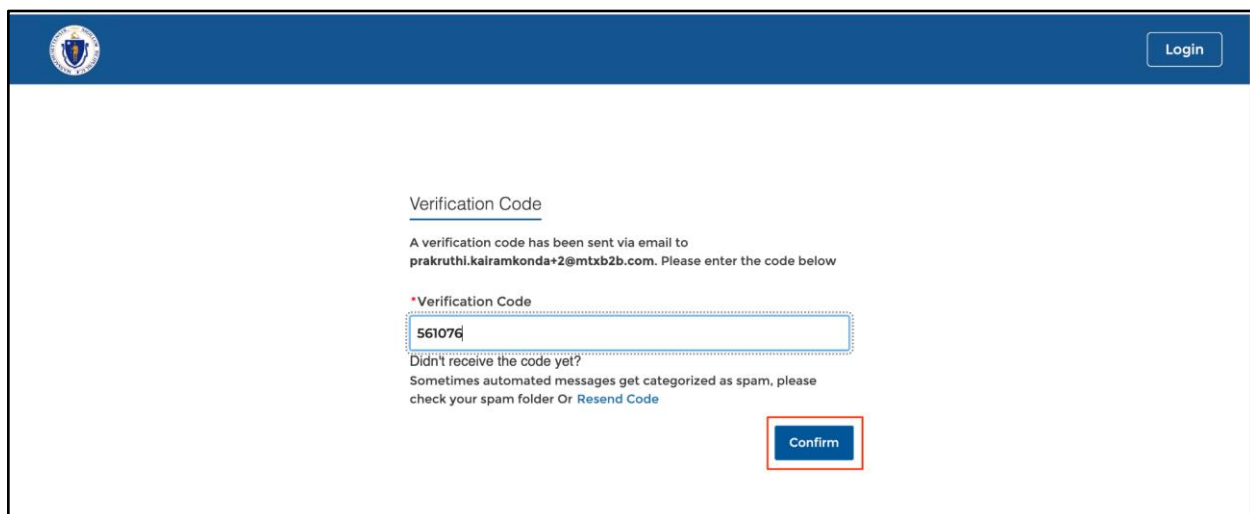
Your verification code is: 561076

Reply Reply all Forward

5. Enter the Verification Code.
6. Click **Confirm**.



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The screenshot shows the MassGRANTS Portal interface. At the top is a blue header bar with the state seal on the left and a "Login" button on the right. The main content area is white and contains a "Verification Code" section. This section includes a message stating that a verification code has been sent via email to the address "prakruthi.kalramkonda+2@mtxb2b.com". Below this is a text input field with the code "561076" entered. To the right of the input field is a "Confirm" button, which is highlighted with a red rectangular border. Below the input field, there is a link for "Resend Code" and a note about spam folders.

Verification Code

A verification code has been sent via email to  
prakruthi.kalramkonda+2@mtxb2b.com. Please enter the code below

\*Verification Code

561076

Didn't receive the code yet?  
Sometimes automated messages get categorized as spam, please  
check your spam folder Or [Resend Code](#)

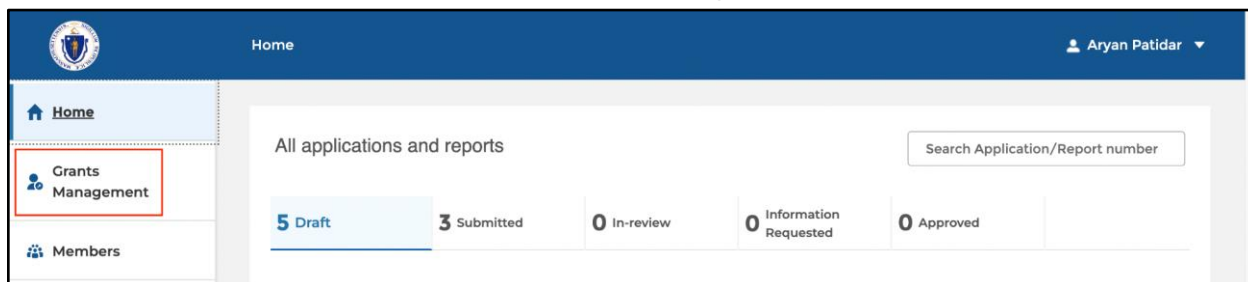
Confirm

7. Upon clicking the Confirm button, you will land on the homepage of MassGRANTS portal.

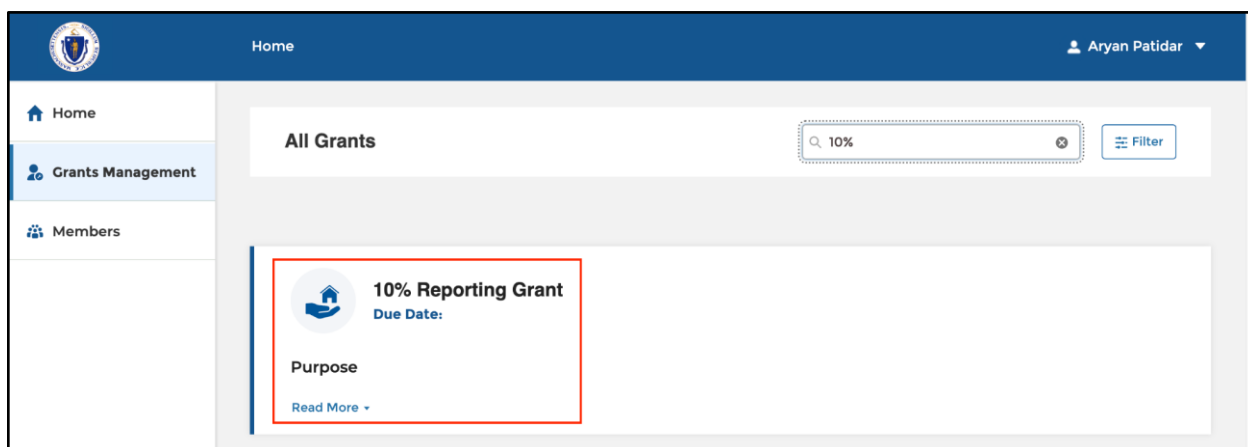


### COMPLETE 10% REPORT AND ATTESATION

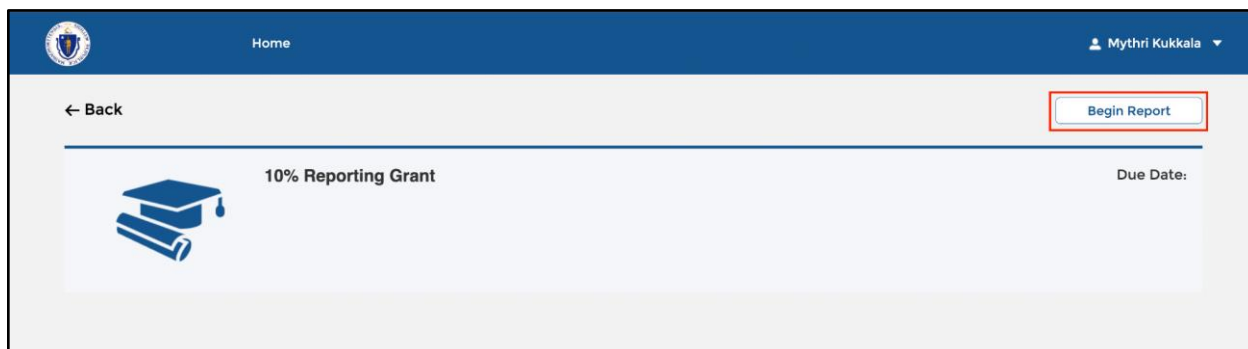
1. On the homepage, click the **Grants Management** tab.



2. Search for 10% Report and select result.



3. Click on **Begin Report**.



Complete each step of the report. (Only Grantee Administrator users will be able to submit the report once completed.)

4. Select the checkbox and click **Save & Next**.



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Home Mann UAT Tester

**General Information**

- Provider and Signatory Information
- Funds Received
- Service Selection
- Spending
- Employee Information
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- Attestation and Signature

**General Information**

**Executive Office of Health & Human Services**

10% Enhanced Funding Reporting and Attestation Form

The following form is for reporting purposes only as it relates to these funds and is not a solicitation for additional funds. Providers should submit only one report even if they have multiple contracts with the state. Failure to comply with the attestation and/or spending plan requirement may subject the provider to a financial sanction or penalty.

**Eligibility**

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

- [101 CMR 447.00](#) Rates for Certain Home- and Community-Based Services Related to Section 9817 of the American Rescue Plan Act
- [101 CMR 448.00](#) Workforce Investment Rates for Certain Health and Human Services Programs
- [Managed Care Entity Bulletin 71](#): Temporary Rate Increases Due to American Rescue Plan Act HCBS-Services and Behavioral Health Services
- [Managed Care Entity Bulletin 72](#): Temporary Rate Increases Due to American Rescue Plan Act-Integrated Care Plans
- [Managed Care Entity Bulletin 86](#): Extension of and Updates to the Temporary Rate Increases Due to the American Rescue Plan Act Home and Community-Based Services and Temporary Rate Increases for Behavioral Health Services
- [Managed Care Entity Bulletin 87](#): Extension of and Updates to Temporary Rate Increases Due to the American Rescue Plan Act Home and Community-Based Services and Temporary Rate Increases for Behavioral Health Services for Integrated Care Plans

☒ I fulfill the above mentioned criteria

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Save & Next

5. Fill in the **Authorized Signatory** details and click **Save & Next**.

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Attestation and Signature

DBA [If applicable]

EIN

5555

NPI [If applicable]

MH Provider ID [If applicable]

Vendor Code

0005555

**AUTHORIZED SIGNATORY (CONTACT PERSON) INFORMATION:**

\*First Name

Allen

\*Last Name

K

\*Job Title

Writer

\*Email

Allen.K@mtxb2b.com

\*Phone Number

(888)-888-8888

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Save & Next

6. Fill in the managed care entities information if applicable and click **Save & Next**.



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Spending  
Employee Information  
Free Response  
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not bill an agency; this should only represent the 100%.

Department of Children & Family (DCF)	Department of Development Services (DDS)
\$84,000.00	\$0.00
Department of Mental Health (DMH)	Department of Public Health (DPH)
\$0.00	\$12,000.00
Department of Youth Services (DYS)	Aging Service Access Point(s) or the Executive Office of Elder Affairs (ELD)
\$0.00	\$0.00
MassHealth fee-for-service (FFS)	Massachusetts Rehabilitation Commission (MRC)
\$0.00	\$0.00
Massachusetts Commission for the Blind (MCB)	Massachusetts Commission for the Deaf and Hard of Hearing (MCDHH)
\$0.00	\$0.00

For dates of service July 1, 2021 through June 30, 2022:

MassHealth managed care entity(ies)

\$10,000,000.00

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Previous Save & Next

7. Select the checkboxes for the services you provide and click **Save & Next**.

Home Mann UAT Tester

☐ Youth and Young Adult Support Services: Alternative Lock-up Program, Conflict of Interest Services, Teen Pregnancy Prevention Services, Therapeutic Day Services and Staff Add-on Services, and Young Parent Support Program and Staff Add-on Services

☒ Youth Intermediate-term Stabilization Services: Youth Residential Substance Use Disorder Treatment, Clinically Intensive Youth Residential Substance Use Disorder Treatment, Adjudicated Youth Residential Treatment, Clinically Intensive Residential Treatment, Community Treatment Residential, Emergency Residence, Intensive Residential Treatment, Intensive Treatment Residence, Medically Complex and Behavioral Residence, Medically Complex Residence, Specialty Treatment Residence, Young Parent Assessment and Living Program, Staff Add-on Services, Adjudicated Youth Staff Add-on Services, Community Service Network Program and Staff Add-on Services, and the services formerly known as "Caring Together" Services

☒ Other outpatient SUD services: • Acupuncture Treatment • Ambulatory Withdrawal Management • Medication Visit • Opioid Treatment Services including counseling services

☐ Other SUD services (including inpatient and residential)

101 CMR 427.00: Rates for Certain Youth and Young Adult Support Services

101 CMR 413.00: Payments for Youth Intermediate-term Stabilization Services

101 CMR 444.00: Rates for Certain Substance Use Disorder Services  
101 CMR 346.00: Rates for Certain Substance-related and Addictive Disorders Programs

101 CMR 444.00: Rates for Certain Substance Use Disorder Services  
101 CMR 346.00: Rates for Certain Substance-related and Addictive Disorders Programs

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8. Fill in the spending details and click **Save & Next**.





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### Spending

**How did you spend the rate add-on?**

Confirm spending categories used to distribute add-on, and for each provide the amount of funding, the number of workers, and whether there were any restrictions to add-ons for that category.

**Bonus or add-ons for high need consumers (behavioural health, substance use, dementia)**

Amount (In total, not per employee) ⓘ	# of workers	Restrictions to add-ons for selected category
<input type="text" value="\$1,000"/>	<input type="text" value="3"/>	<input type="text"/>

**Bonus (recruitment or retention)**

Amount (In total, not per employee) ⓘ	# of workers impacted	Restrictions, if any
<input type="text" value="\$1,000"/>	<input type="text" value="4"/>	<input type="text"/>

**Base wage (hourly or salary but not both)**


Base wage type  
☒ Hourly ☐ Salary

Amount (In total, not per employee) ⓘ	# of workers impacted
<input type="text" value="\$1,000"/>	<input type="text" value="5"/>

Restrictions, if any

Overtime

9. Fill in the employees count information for the questions and click **Save & Next**.

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the enhanced funding).

\*Please enter the total number of eligible direct care, direct support, or clinical workers paid directly by your organization on 4/1/2021.

\*Please enter how many eligible direct care, direct support, or clinical workers left your organization between 4/1/2021 and 7/1/2021.

\*Please enter the total number of eligible direct care, direct support, or clinical workers paid directly by your organization on 7/1/2022.

\*Please enter how many eligible direct care, direct support, or clinical workers left your organization between 7/1/2022 and 10/1/2022.

\*Please enter total expenses (\$) for Wages and Employee Fringe Benefits of eligible staff for the time period 7/1/2021 – 6/30/2022.

\*Please enter total hours worked by eligible staff who provide care, services, or support to families and/or individuals for the time period 7/1/2021 – 6/30/2022.

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10. Fill in the responses and click **Save and Next**.



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### Free Response

\* Indicates required field

\*What impact did the methods you selected have on recruiting and retaining workers? 80/2000

the impact did the methods you selected have on recruiting and retaining workers

\*What strategies proved to be the most effective? 80/2000

the impact did the methods you selected have on recruiting and retaining workers

What other information would you like to provide, if any? 80/2000

the impact did the methods you selected have on recruiting and retaining workers

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11. Review the information and click **Save & Next**.

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- General Information
- Provider and Signatory Information
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### Review

Provider and Signatory Information

Official Business Name	Address Line 1	Address Line 2
City / Town	State	ZipCode
DBA [If applicable]	EIN	NPI [If applicable]
	5555	
MH Provider ID [If applicable]	Vendor Code	
	0005555	

**AUTHORIZED SIGNATORY (CONTACT PERSON) INFORMATION:**

First Name	Last Name	Job Title
Allen	K	Writer
Email	Phone Number	
Allen.K@mtxb2b.com	8888888888	

Edit

Fund Received

For dates of service July 1, 2021 through June 30, 2022:

Total amount of enhanced funds received from the following payers for services delivered, for services eligible for the enhanced rate (enter \$0 if you did not bill an agency; this should only represent the 10%):

Department of Children & Family (DCF)	Department of Development Services (DDS)
\$84,000.00	

Edit

12. Select the checkbox and enter your complete name in the **Authorized Signatory Signature** field, and click **Submit**.



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Mann UAT Tester

Review

Attestation and Signature

**Specifically, I represent and warrant that:**

My organization has utilized the rate enhancements for the specific purposes of recruiting, building, and retaining my organization's direct care and direct support workforce in the form of one or more of the following and in accordance with any other guidance as may be issued by EOHHS or its constituent agencies:

- "Recruitment" defined as offering of incentives and/or onboarding/training.
- "Bonuses" defined as added compensation that is over and above an hourly rate of pay and are not part of a worker's standard wages.
- "Overtime" defined as compensation for additional hours worked beyond the standard work week.
- "Shift differential" defined as additional pay beyond the worker's standard hourly wage for working a specific shift (e.g. nights, weekends, holidays, etc.) or working for special populations (e.g., dementia, autism spectrum disorder, etc.).
- "Hourly wage increase" defined as an increase to the wage the provider agrees to pay a worker per hour worked.
- "Wraparound benefits" defined as employer provided benefits to help the workforce remain employed. Examples include public transportation or shared ride reimbursements, meal vouchers, or small grants for childcare assistance or regular car maintenance. Other examples include paying for testing or certification materials, continuing education credits (CEUs), or exam fees to encourage retention of staff moving up in the career ladder.
- My organization shall submit a spending report to EOHHS that accounts for how the enhanced funds were used and that is submitted to EOHHS in the form and format as required by EOHHS and by the deadline established by EOHHS. Failure to comply with the attestation and/or spending plan requirement may result in financial penalties including forfeiture of the time-limited rate enhancements available under 101 CMR 447.00, 101 CMR 448, or MCE Bulletins 71, 72, 86, and 87.

✓ Under the pains and penalties of perjury, I hereby certify that the information provided on this form is true and accurate.

Authorized signatory signature:

Allen D

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Submit

A confirmation message appears.

Home

Mann UAT Tester

Report and Attestation submitted successfully

Thank you for submitting your report and attestation. The referenced number for this submission is **PN-00599**

Click [here](#) to download a copy of your submission.


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## VIEW GRANT APPLICATIONS

On the homepage, you can view the grant applications available under various categories such as Draft, Submitted, In-review, Information Requested, and Approved.



## MassGRANTS Portal User Guide

HomeAryan Patidar

Home

Grants Management

Members

All applications and reports

5 Draft

4 Submitted

0 In-review

0 Information Requested

0 Approved

Search Application/Report number

Grant Detail

HCBS MTX Demo Sep 23

PN-00543

Resume