

## EOHHS FY23 Workforce 10% Enhanced Funds - Reporting & Attestation Form FAQ

**1. What supplemental funding do these FAQs apply to?**

These FAQs apply to the reporting and attestation for the FY23 10% enhanced funds payments made to providers to support their workforce authorized through 101 CMR 453 (*Enhanced rates for certain home- and community-based services related to section 9817 of the American Rescue Plan Act*), 101 CMR 452 (*Supplemental rates for workforce investment for certain health and human services programs*) and Managed Care Entity Bulletins 91 and 92.

**2. If I received funds from both CMR 452 and CMR 453, do I need to submit multiple reports?**

No – all providers will submit a single report that accounts for all eligible funds received.

**3. If I received funds from multiple state agencies, do I need to submit multiple reports?**

No – funds received will be aggregated into a single report but broken out by EOHHS agency on the funds received tab for your information.

**4. If I provide multiple services, do I need to submit multiple reports?**

No – when selecting services in the reporting and attestation form you can select all the services you provide.

**5. If my organization only received a small amount of funding, do we still need to report?**

Providers are required to report unless they received less than \$10,000 in total from all EOHHS agencies and MassHealth Managed Care Entities from 101 CMR 452, 101 CMR 453, and MassHealth Managed Care Bulletins 91 and 92. Providers who received less than \$10,000 in total are welcome to report, but not required to do so. To check your organization's total funds received from EOHHS agencies you can begin your application and proceed to the Funds Received page. Please note – if you receive funds from a Managed Care Entity that amount will have to be provided by your organization and should be included when determining if you fall below the \$10,000 threshold.

**6. How do I submit the attestation form?**

The attestation form is on the final page of the report and will be completed and submitted electronically in the same submission.

**7. When is the deadline to submit the report and attestation?**

The deadline to submit the report and attestation form is 3/29/2024 at 11:59 pm.

**8. How do I access the reporting and attestation form?**

The form can be accessed through the MassGRANTS portal here:

<https://maanfrants.force.com/s/loginpage>

**9. What do I need to register an account?**

To register an account, provider organizations should use their Vendor Code and the last four digits of their TIN. This is the same login credentials as used for Vendor Web.

**10. How do I find my Vendor Code?**

Your vendor code is a 12-digit code beginning with “VC”. If you do not know your vendor code, please contact the state agency you contract with or consult with your organization’s finance staff.

**11. What happens if someone from my organization has already registered an account?**

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 in your organization 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.

**12. Can more than one person from my organization work on the report?**

Yes – multiple people from your organization can be added as users to the account and will be able to access and edit the report while it is in draft mode. After submitting, your organization will not be able to edit unless EOHHS staff request further information or clarification.

**13. Who do I contact if I’m having issues registering my account or any other technical difficulties?**

If you are having issues setting up a password or getting errors from the system, please contact the MTX Help Desk at 1-866-406-2170 or send an email to [MassGrantsSupport@mtxb2b.com](mailto:MassGrantsSupport@mtxb2b.com)

**14. How do I find the FY23 10% Enhanced Funding Reporting and Attestation Form in the MassGRANTS system?**

On the homepage, click the “Grants Management” option from menu on the left-hand side of the screen. On the following page, search “FY23 10% Enhanced Funding Reporting and Attestation Form” and select the result. Additional instructions and screenshots are found in the FY23 10% MassGRANTS User Guide.

**15. What if I don’t know exactly how much funding my organization received?**

EOHHS finance staff have provided a build-up of how much funding was expended through these initiatives for each organization which have been uploaded to each individual report.

**16. How will I know if I successfully submitted my report?**

On the final screen, you will see “Report and Attestation submitted successfully” along with a reference number.

**17. Can I download a copy of my submission for my records?**

Yes – you can download a PDF copy from the submission page or at any time by going back to your homepage and click on “submitted grants” and search for the reference number.

**18. Is this the same platform being used for other EOHHS grant submissions?**

Yes – your organization can apply for eligible grants using the same account created for this Report and Attestation form.

**19. If I received funds on two vendor codes, do I report on both vendor codes?**

Yes - It is required to report on each vendor code that receives funding from the FY23 10% enhanced funds.

**20. If I have questions on the overall report, who do I contact?**

You can contact [EOHHSProviderCovidCost@mass.gov](mailto:EOHHSProviderCovidCost@mass.gov)