Frequently Asked Questions

Supported Living Provider Capacity Grant

APPLICATION

1. **Q: What is the Supported Living Provider Capacity Grant?**
   A: This grant program provides Supported Living Providers and Independent Contractors (Case Managers) with funds to enhance employee training, retain and recruit qualified workers, and improve their IT infrastructure. The goal is to ensure providers are adequately staffed, trained, and equipped to help individuals with behavioral health concerns rapidly and successfully transition from nursing facilities back into the communities of their choice. Please see the Request for Applications (RFA), posted on COMMBUYS, for more details about the full grant criteria and application process.

2. **Q: How do I submit a grant application?**
   A: Fill out the online application: https://maanfgrants.my.site.com/s/loginpage. For additional details and step-by-step instructions, please see MASS Grants Portal User Guide.

3. **Q: What is the deadline to submit the grant application?**
   A: Grant applications will be accepted until 4:00 p.m. on Friday April 28, 2023

4. **Q: Will there be another application in the future?**
   A: Grant applications will be accepted until4:00 p.m. on Friday April 28, 2023. If all funds are not allocated, the application may open again for additional applicants. We expect all funds to be distributed during this first round.

5. **Q: How will I know if my application was received?**
   A: The persons designated as the primary and secondary points of contact on your organization's application should receive a confirmation email which states that your organization's application was received. If you did not receive a confirmation email, please contact MassGrantsSupport@mtxb2b.com or (866) 406-2170.

6. **Q: How do I find my MMARS vendor code?**
   A: Vendor codes begin with "VC" followed by 10 digits. Your vendor code is the same code that you use to login to VendorWeb. If you do not know, or are unable to remember your vendor code, please contact the Commonwealth agency you are currently doing business with and ask them for your VC (vendor code) number. The department will ask for your TIN number which was provided on the businesses W9 form or 1099 form.

7. **Q: What documentation do we need to provide during the application and award process?**
   A: We will use your MMARS number to verify that you are eligible to apply for grant funding under this initiative. If you choose to partner with another agency, you must upload a letter of executive approval/demonstrated commitment from all additional partnering organization(s) leadership. Supported Living Providers will also need to upload a letter of executive approval/demonstration of commitment from applicant's owner, Executive Director, Chief Executive Officer, Chief Operating Officer or another member of the leadership team. All

applicants will also have the option to upload any additional documentation that supports or bolsters your application.

ELIGIBILITY REQUIREMENTS

8. **Q: Who is eligible to apply?**
    A: The following organizations are eligible to apply for funding:

    1. MRC's qualified providers under DDS's In-Home Supports RFR (RFR Number IHS-16) through the Supported Living Program who are in good standing; or
    2. Independent Contractors (Case Managers) under the Community Services for Individuals with Traumatic Brain Injury or Developmental Disabilities (non-DDS Eligible), RFR File Number: MRC07SHIPCMCSW who are in good standing.

GRANT PRIORITIES

9. **Q: Are any of the grant eligible activities prioritized?**
    A: MRC will prioritize proposals that support the language, cultural, and technology needs of the intended population, and proposals with the potential to scale-up to serve increasing numbers of consumers.

10. **Q: Can I use the funding to supplement an existing project?**
    A: Yes, you may propose funding to supplement, but not supplant an existing project.

11. **Q: Is there a maximum budget for each proposal?**
    A: Currently qualified MRC Supported Living vendors are eligible to apply for a grant request up to $150,000 and currently qualified Independent Contractors (Case Managers) are eligible to apply for a grant request up to $20,000.

12. **Q: Is there a minimum budget for each proposal?**
    A: The minimum grant request is $15,000.

GRANT AWARD

13. **Q: How much funding will be awarded?**
    A: MRC has $1,000,000 to award for this grant.

14. **Q: How will I know if I am chosen to be awarded funds?**
    A: Grant recipients (or "awardee") will be notified via email that their project has been chosen to be funded. The awardee must complete, sign, and return any attached required forms, and comply with any conditions for receipt of award included in the notice. Upon completion of all required forms and conditions, MRC and the awardee will execute a grant agreement which, accompanied by the Commonwealth Standard Contract Form and Commonwealth Standard Terms and Conditions, will serve as a contract between MRC and the awardee. The contract will specify the portion of funds that support the project as well as any proposed and approved reasonable direct costs associated with the program(s) and activities.

Attachment B: Frequently Asked Questions
SUPPORTED INDEPENDENCE PROVIDER CAPACITY GRANT PROGRAM

15. **Q: How soon can I expect award funding to arrive?**
A: MRC will make a determination on awards on or before June 9, 2023. Provided you have approved spending and metrics plans, funds will be released when your organization: 1) completes all required documentation, including an executed contract; 2) has an active SAM.gov account; 3) has a MMARS account.

16. **Q: Will our organization receive all funding up front?**
A: Yes, your organization will receive all obligated funding for your project up front.

17. **Q: How will my organization receive funding from this grant?**
A: Upon receipt of all required documentation, including the signed and completed grant agreement, funds will be electronically transferred into the provided account (vendor code registered through MMARS).

18. **Q: Does our organization have to repay funding if data shows that the funding is not meeting the project purpose? How do we repay funding?**
A: If the data reflects that your program did not produce expected results, you do not need to repay the funding from the program. However, funding will need to be repaid if the awardee does not complete the approved scope of work or does not follow program guidelines, such as failing to comply with reporting requirements. If the awardee completes their scope of work for less than the obligated amount, the cost underrun would need to be returned. Funding will need to be returned in the manner directed by MRC within 4 weeks of determination of above.

REPORTING

19. **Q: What are the reporting requirements?**
A: Grant recipients will be required to submit baseline and quarterly reporting in accordance with Section 2.3 of Attachment A, Data Collection and Activity Reporting, through the start-up and implementation of the proposed initiative, with the last report submitted in April 2025.

You will provide a baseline report for the metrics identified in the application for activities completed between 10/1/2021-09/30/2022. Such baseline report will be due prior to receipt of funds. An interim report covering the first year of the grant period will be required one year after the receipt of funds. A final report will be required following the end of the grant period.

See attachment X for the reporting requirements.

20. **Q: How long does our organization have to retain program documents?**
A: Per the Commonwealth Terms and Conditions, grant recipients are required to retain program documents and records for six years from the date of submission of the final expenditure report.

HOW TO APPLY FOR THE GRANT

21. **Q: How do I apply for the grant?**
A: Log in to the MassGRANTS portal using the following link:
https://maanfgrants.force.com/s/loginpage

- If you do not have an account, you can create one by clicking "Register for an account" on the left-hand side of the page (Figure 1).
- To create an account, you will need both your Vendor ID and the last four digits of your Tax Identification Number (TIN). If you do not know your Vendor ID, contact one of the commonwealth departments that you do business with.

- After you log in, select the Grants Management tab on the left-hand navigation bar (Figure 2).
- Search for "Adult Day Health & Day Habilitation Community Inclusion Transportation Grant" using the search bar in the upper right (Figure 3)
- Click on the title of the grant program you wish to apply for, in this case "Adult Day Health & Day Habilitation Community Inclusion Transportation Grant."
- On the next screen, click "Apply" in the upper-right corner to begin your application (Figure 4).
- Fill in the appropriate information and click Submit when finished your application.

NOTE: You cannot make any changes to your application after you submit it.

HOW TO PAUSE AND SAVE AN APPLICATION IN PROGRESS

22. **Q: How do I pause and save an application in progress?**
A: At any point, you can pause and save an application in progress by clicking the Home button in the upper-left corner (Figure 5). This will automatically save your progress and return you to the MassGRANTS home page.

    When you are ready, or the next time you log in, you can resume any application by navigating to the Home tab, selecting the Draft section, and clicking Resume on the relevant application (Figure 6).

CONTACT

23. **Q: Who should I contact if I need technical assistance with the Grant Portal?**
A: For technical assistance, please contact MassGrantsSupport@mtxb2b.com or (866) 406-2170

24. **Q: Who should I contact if I have questions about the program and eligible uses of funds?**
A: For questions about the program and eligible use of funds, please email MAHCBSGrants@pcgus.com.