



ARCHDIOCESE OF BOSTON
66 BROOKS DRIVE
BRAINTREE, MASSACHUSETTS 02184-3839

Memorandum

Date: April 7, 2022

TO: Pastors/Administrators, Principals, F&O Managers & BM's

FROM: Jim DiFrancesco, Human Resources

RE: HireNow Hiring & Training Employer Grant Program

Governor Baker has announced a new grant program aimed at enhancing hiring at corporations and non-profits in Massachusetts. The new program is called HireNow, and it uses funds provided by the American Rescue Plan Act to provide grants to organizations that hire new employees between March 22, 2022, and December 31, 2022. The organization must be located in Massachusetts and the new hire must be a resident of Massachusetts at the time they are hired. Organizations can receive up to \$4,000 per new hire, up to a maximum of \$400,000 each.

New Hire Eligibility:

- Clergy are eligible.
- Eligible hires are limited to those scheduled to work a minimum of 30 hours weekly on an ongoing basis.
- Minimum wages for eligible hires must be no less than \$14.25/hour for non-exempt (hourly employees) or no less than \$21,375 annually for exempt (salaried employees).
- Maximum wages for eligible hires must be no more than \$42.50/hour for non-exempt (hourly employees) or no more than \$85,000 annually for exempt (salaried) employees.
- Eligible new hires must be Massachusetts residents and working in Massachusetts.
- Eligible new hires must be retained for a minimum of 60 days.

According to the State website, “Grant recipients are required to use funds in whatever manner is most helpful in training new hires.” This may include:

- Subsidizing additional time spent shadowing more experienced colleagues or on extended on-the-job training during an onboarding period
- Hiring an external training provider to provide technical skills training
- Offering a sign-on bonus to job candidates
- Giving retention bonuses
- Offering tuition reimbursement benefits

To simplify the application process, grantees are not required at the time of application to document training, methods or specific expenses. While the state has chosen not to require this information at the time the application is made, they are expected to conduct audits of organizations that received grants. As a result, each individual location (those with a unique EIN) will need to be prepared to show that grant funds received were used for one of the specific purposes listed above. To facilitate that process, you will need to create and retain written, detailed records showing how and when the grant money was used.

Next steps:

Leaders at locations that plan to hire between now and December 31, 2022, should create an account at <https://commcorp.org/hirenow/apply>. The HireNow portal is still under construction - ***currently you cannot complete registration*** - but you can still set up an account (which takes just a few minutes). When you set up an account you will be sent an email with additional information and the program manager will notify you when the portal is available. Please note that funds will be distributed on a first-come, first-served basis, so we encourage you to set up an account as soon as possible.

Once a HireNow account has been created, your organization can begin the “**Business Registration Process**” and “**New Hired Employees Registration Process**.”

This process has two critical deadlines:

1. You must register newly hired employees no later than 60 days after their first day of employment with your organization.
2. You must complete the Business Registration Process and Verify that an employee has retained employment for 60 days or more no later than 120 days after their first date of employment with your organization

Completing the Business Registration:

To complete the business registration process, each location is going to be asked to provide a ***Certificate of Good Standing*** from the Massachusetts Department of Revenue issued within the past 60 days. You can request a certificate by accessing your MassTaxConnect account.

More information can be found at the link below and a step-by-step guide to obtaining the certificate is included in this memo below.

<https://www.mass.gov/how-to/request-a-certificate-of-good-standing-tax-compliance-or-a-corporate-tax-lien-waiver>

Grant funds will only be approved if the new hire is retained for 60 days or more.

HireNow is a program of the Commonwealth of Massachusetts' Executive Office of Labor and Workforce Development. The program is administered by the Commonwealth Corporation, a quasi-public state agency based in Boston. You are still eligible to participate even if you participated in other grant programs.

If you have any questions, please contact HR@rcab.org, or call anyone of us in Human Resources. Thanks.

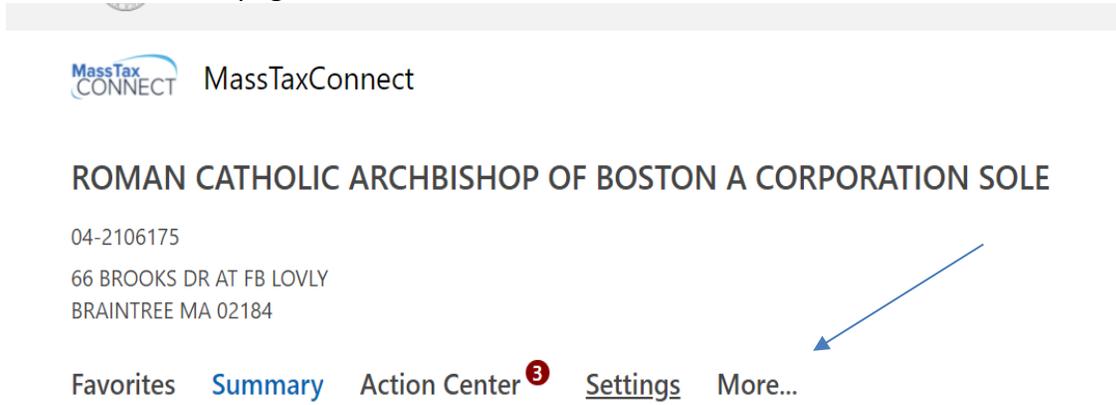
Jim

Obtaining your Certificate of Good Standing from Mass Tax Connect

Log in to your Mass Tax Connect account. If you do not remember how to log into your Mass Tax Connect account, please follow the instructions in the link -

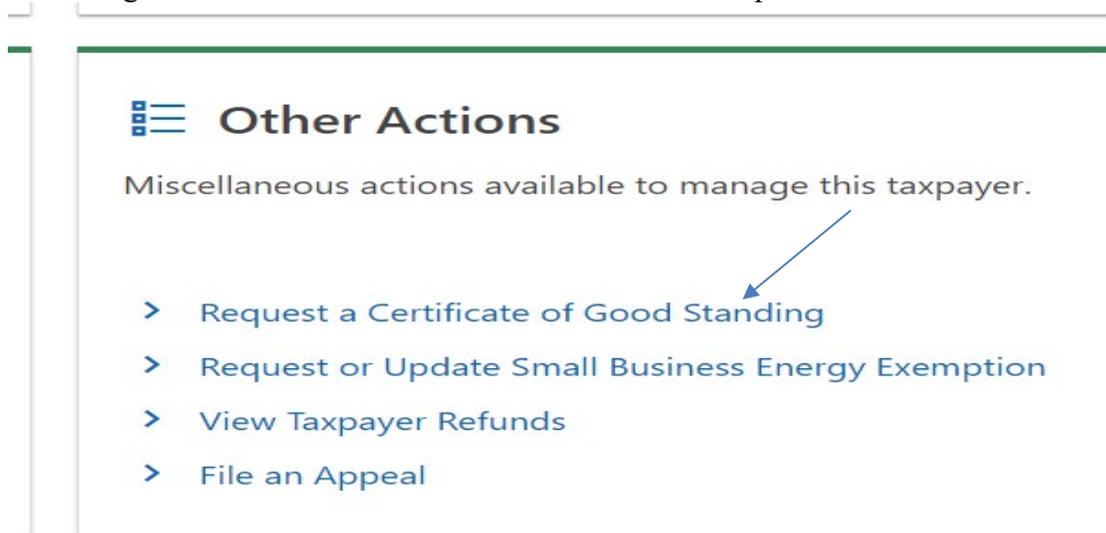
http://www.catholicbenefits.org/PDF/2020/admin/dor_password.pdf.

From the main home page, click on the More tab



The screenshot shows the MassTaxConnect interface. At the top left is the logo for MassTax CONNECT. Below it, the taxpayer name "ROMAN CATHOLIC ARCHBISHOP OF BOSTON A CORPORATION SOLE" is displayed, followed by the ID "04-2106175" and the address "66 BROOKS DR AT FB LOVLY BRAINTREE MA 02184". A navigation bar at the bottom contains the following items: "Favorites", "Summary" (which is underlined), "Action Center" (with a red notification badge containing the number 3), "Settings", and "More...". A blue arrow points from the "More..." link to the right.

The bottom right hand corner under “Other Actions” click “Request a Certificate



The screenshot shows a panel titled "Other Actions" with a hamburger menu icon on the left. Below the title is the text "Miscellaneous actions available to manage this taxpayer." A list of four actions is shown, each with a right-pointing chevron: "Request a Certificate of Good Standing", "Request or Update Small Business Energy Exemption", "View Taxpayer Refunds", and "File an Appeal". A blue arrow points from the text above to the "Request a Certificate of Good Standing" option.

Enter the following information:

- Select Certificate of Good Standing from the Application Type
- Enter your contact name
- Enter your phone number
- Click on Next to continue

Certificate of Good Standing

CoGS Application

Enter Application Information

Application Type Certificate of Good Standing

Contact Name BUSINESS MANAGER

Contact Phone* (617) 999-9999 Required

Confirm the information is correct and click on Submit

Certificate of Good Standing

CoGS Application **Application Summary**

Request Summary

Confirm this information is accurate and then click the **Submit** button to submit your request. If you notice something was entered incorrectly, use the **Previous** button and correct it before submitting.

Contact Name: JENNIFER RICHARDSON

Contact Phone: (617) 746-5721

Application Type: Certificate of Good Standing

A confirmation window will pop up. Enter the password you use to log into MA Tax Connect and click on OK

Confirmation

I declare under the penalties of perjury that I examined the information that I am submitting, and it is to the best of my knowledge and belief, true and complete.

Password
.....

A confirmation message will appear. In 24 hours you will be able to obtain the certificate.

Certificate of Good Standing - Confirmation

- **Confirmation Number:** 1-698-253-504
- **Submitted Date and Time:** 4/4/2022 10:51:08 AM
- **Legal Name:** BOSTON CATHOLIC DEVELOPMENT SERVICES INC

Your *Certificate of Good Standing* application has been submitted. Please print this page and save the confirmation number above for your records. A confirmation email will be sent shortly. The information you provided will be reviewed in a timely manner.

If your submission is approved, the *Certificate of Good Standing* will be available to download. A copy of the certificate will also be mailed to the address we have on file.

Contact Us

If you need further assistance, please contact the Department of Revenue at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089. Business hours are 8:30AM to 4:30PM Monday - Friday.

OK

Print Confirmation

To obtain your certificate. From the home screen, click on the More tab and then under “Letters” click on View letters.

Messages
Read or send messages.
[Manage Messages](#)

Letters
View or respond to letters, including licenses and certificates.
[View Letters](#)
[Submit Documentation](#)
[Go Paperless!](#)

Within the letters section, click on Certificate of Good Standing.

Letters

Letters older than 12 months can be found using the search.

ROMAN CATHOLIC ARCHBISHOP OF BOSTON A CORPORATION
SOLE
04-2106175

[Inbox](#) [Archived](#) [Search](#)

Letters

Archive All

Filter

Sent	Type	Account	ID	Period	
31-Mar-2022	Certificate of Good Standing				Archive