

Dear Hospital Administrator,

On Friday, September 10, 2021, the SPARK Executive Committee approved the investment of \$50 million dollars' worth of American Rescue Plan Act (ARPA) Coronavirus State Fiscal Recovery Funds (CSLRF) for the Frontline Hospital Employee Retention Program.

The Frontline Hospital Employee Retention Program allocates funding for qualified facilities to provide premium pay or other benefits to improve the retention of nursing resources and support personnel in response to the COVID-19 pandemic. Qualified facilities include any general or critical access hospital with an emergency department. Additional details about the program can be found here – [Frontline Hospital Employee Retention Program](#).

In order to expedite the development of the application kit and ultimately the release of funding, the Kansas Department of Health and Environment (KDHE) is asking each hospital to submit the attached form indicating intent to apply by Friday September 24, 2021 by 5:00p.m. Your form should be emailed as an attachment to Recovery@KS.GOV.

In addition, to process payments, the Kansas Department of Health and Environment will need a completed W-9 on file. A blank W-9 form can be found [here](#). Please attach to the return email with intent to apply form.

The information provided in the form will allow KDHE to calculate allocations and provide hospitals with the information they need to make programmatic decisions at time of application. Hospital systems with more than one hospital should submit one form for each location.

Please note not submitting this form timely will delay allocations from being determined for all hospitals. Any questions concerning this program, or the form should be directed to the email address provided above.

Participating hospitals will also be required to register with sam.gov and have a DUNS number to receive funding. To prevent delays in receiving funds, qualified facilities should register now if they are not already registered.

KDHE and the Office of Recovery will be hosting a webinar, Wednesday, September 29 at 11:00 AM. During this webinar, additional details will be shared about the application process, funding timeline, and reporting requirements.

Sincerely,

Office of Recovery