

Kansas SPARK Nursing Initiative Frontline Hospital Worker Retention Plan Program

September 29, 2021



Frontline Hospital Worker Retention Plan Program

- Program designed to:
 - Provide hospitals meeting program eligibility with financial tools to reward and retain essential frontline healthcare workers to address ongoing COVID-19 public health need
 - Ensure hospital retention of critical resources and maintenance of staffed beds to meet needs of pandemic
- Amount of funding available to allocate is \$49.5 million
- Approved funding allocation will be an advanced payment following receipt of fully executed subrecipient agreement based on the formula of imputed percentage of total nursing resources multiplied by \$49.5 million

Program Eligibility

Eligible Applicants: Any general or critical access hospital with an emergency department as defined under KSA 65-425 (Qualified Facility) is eligible to apply ***[If Letter of Intent has not been returned, please contact the Kansas Office of Recovery immediately]***

Period of Performance: Funding from 09/01/2021 - 02/28/2022

Utilization of Funding: Qualified Facilities may only use funding for programmatic purposes that result in:

- Retention of existing nurses and other clinical and support workers
- Re-hire retirees who have retired since March 1, 2020 and are not working in similar capacity at another healthcare institution in Kansas
- Hiring of nurses and other clinical and support workers by the Qualified Facility for first time in Kansas
- Subsequent hiring of nursing students at completion of education who previously worked part-time or engaged in practicum-type experiences at a Kansas hospital

Program Allowable Expenses

Allowable Expenses: Qualified Facilities may use approved funding allocations for -

- **Premium Pay** as defined in the American Rescue Plan Act (ARPA)
See Treasury FAQs 5.1 - 5.3
(<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>)
- To fund a **Custom Retention Program** designed by the Qualified Facility to improve the retention of nursing resources and support personnel at their facility and only spent on pay and associated benefits of these employees. **Premium Pay** can be included as a component of a **Custom Retention Program**.

Premium Pay

Premium Pay is limited to an amount of up to \$13 per hour paid to a qualified worker, in addition to wages or remuneration worker otherwise receives, for all work performed by worker from 9/1/2021 through 2/28/2022

Individual payments to a qualified worker cannot exceed \$25,000 in total during program period of performance ***[Total to not exceed \$25,000 is applicable even if Premium Pay comes from any other funding source (e.g., city, county, or other entity)]***

The definition of “qualified worker” was not explicitly defined by the SPARK Executive Committee or the State Finance Council. However, the proposal document from the SPARK Executive Committee does state the goal is to “**ensure the retention of critical resources and the maintenance of staffed beds**” and makes reference to “the retention of nursing resources and support personnel” and “clinical staff” in numerous places. Additionally, the SFC resolution refers to “frontline care workers” and “nurses.” Understanding that each hospitals situation is unique, applications should include workers that the facility believes **meet the goal and intent** of the program.

Premium Pay may be distributed by the Qualified Facilities to qualified workers in the manner most appropriate to ensure retention of critical resources and maintenance of staffed beds

Note: Funding in both Premium Pay and Custom Retention Program must be spent in a manner that is additive to existing pay and benefit programs in place as of August 31, 2021

Application Timeline and Process

- **Timeline**
 - Start Date: October 1, 2021
 - Close Date: October 29, 2021
 - Anticipated First Award Date: October 18, 2021
- **Access to Application**
 - Electronically via email
- **Format of Application**
 - Excel with drop down menus and text boxes for program description
- **Submitting Application**
 - Application Excel Form
 - W-9, SAM.gov screenshot, report on any leveraged funds

Background Information

- Demographic information
 - DUNS
 - EIN
 - Performance Address
- Primary Contact Person information
- Alternate Contact Person Information

Application Requirements

Attestations

- Registration with SAM.gov, in good standing, and maintenance of registration and attach copy with email submission of application if did not provide screenshot with Letter of Intent
- Compliant and in good standing with all licensing and financial requirements with KDHE, DOR, SOS, and any other medical organizations

Narrative of Program

- Premium Pay Plan
- Custom Retention Plan

Email address confirms responses to attestations and application

Risk Assessment

- Part of 2 CFR 200 compliance requirements
- Determines level of monitoring
- Please answer all questions

Email questions concerning the application to
flhw@ks.gov

Application



Frontline Hospital Employee Retention Program Application

Applicant Details

Hospital Name

Hospital DUNS

(e.g. 999999999, DUNS registration in progress)

Employer or Taxpayer Identification Number (EIN/TIN)

(e.g. XX-XXXXXXX)

Hospital Address (Place of Performance)

Address Line 1

Address Line 2

City

State

Zip (+4)

County

Application

Primary Contact Name

Primary Contact Phone Number

(e.g. XXX-XXX-XXXX)

Primary Contact Email Address

Alternate Contact Name

Alternate Contact Phone Number

(e.g. XXX-XXX-XXXX)

Alternate Contact Email Address

Do you attest that the hospital is registered with SAM.gov, in good standing, and will maintain registration for the life of this program?

Have you provided a screenshot of your SAM.gov registration?

(If not provided with the Letter of Intent, please indicate that you will attach a copy to your application email submission)

Do you attest that the hospital is compliant and in good standing with all licensing and financial requirements with KDHE, DOR, SOS, and any other medical organizations?

Has your organization's licensure been modified, suspended or revoked in the last 24 months?

If yes, describe briefly.

Application

Program Details

Will any third-party funds be used to supplement this program?
If yes, how much?

Are you planning to offer **only** premium pay?

- OR -

Are you planning to develop and offer a custom retention plan?

(Custom Programs can include premium pay as a component).

[Click here to provide a description of the program on the next tab.](#)

Risk Assessment

How many state or federal programs are currently being managed by your organization?

Total State

Total Federal

Is your organization currently managing any other programs funded with American Rescue Plan Act dollars?

If yes, how many programs?

If yes, please list the programs

Application

Does your organization have written policies and procedures for the following:

Accounting including separation of duties, internal controls for transactions, documentation requirements to substantiate expenses and meets generally accepted accounting principles?

Procurement including processes/standards that demonstrate principles of fair and open competition with evaluation of costs?

Conflict of Interest including the process to identify and address any conflicts

Grant program compliance/management including systems, staffing and reporting

What was the date your policies and procedures were last updated?

(e.g. MM/DD/YY)

What was the date of your last financial audit?

(e.g. MM/DD/YY)

Did your organization have any audit findings within the past 5 years for:

Grant management

Financial

Application

If yes for either above, please provide:

Total Number of Findings/Year

A brief description of the number and nature of the findings, any corrective action taken, and completion date to satisfy findings.

Did you submit your single audit to the Federal Audit Clearinghouse?

Does your organization maintain a separate account for grant funds?

In the last 12 months has your organization had any significant changes in computer systems or personnel?

Does your organization have designated experienced staff with capacity to properly manage and oversee the management and compliance of this program?

Does your organization maintain central file locations for all grants, loans or other types of financial assistance?

Does your organization have a history of timely and accurate submission of required grant expenditure and/or financial reports as requested/required?

Compliance Requirements

- Each Qualified Facility is required to meet compliance requirements as defined by the American Rescue Plan Act (ARPA) and subsequent regulatory guidance
- Specific compliance requirements will be included in the subrecipient agreement that each Qualified Facility will receive from KDHE at time of award
- Monthly reporting will be required with first report for month ending 10/31/2021 due 11/15/2021 *[Information on reporting requirements will be provided after award]*
- Compliance requirements under a **Custom Retention Program** may be greater
- Hospitals electing to develop a **Custom Retention Program** should discuss compliance requirements in advance with the Kansas Office of Recovery to ensure appropriate ongoing data collection is taking place to meet compliance requirements as defined by ARPA, 2 CRF Part 200 and subsequent regulatory guidance

Before You Apply

Make sure you have a DUNs number. If you do not, visit: Dun & Bradstreet (<https://www.dnb.com/>) to obtain one.

Make sure you have completed and submitted a W-9 with your application.

You also need an active registration for the System for Award Management (SAM). To register for SAM, visit (<https://www.sam.gov>).

Note: Applicants must email SAM.gov registration as email attachment with program application if not having previously provided screenshot with Letter of Intent.

Who Can Apply

This program is limited to hospitals.

This **does not include** *other types of healthcare providers or nurses and other licensed healthcare professionals working in non-clinical roles.

**Other types of healthcare providers are encouraged to reach out to their local governments to see what ARPA funding might be available to them from the local government's direct allocation of funding.*

A hospital system needs to submit one application for each location requesting approval.

Costs and Funding

There is not a cost share or match required for this program.

The program is funded using a portion of Kansas' share of the Coronavirus State and Local Fiscal Recovery Fund, which are Federal funds. The CFDA number is 21.027.

This is a subaward of federal financial assistance with the recipient designated as a subgrantee or subrecipient. All federal flow down requirements pertaining to subaward agreements are applicable to this program.

Use of Funds

These funds are only available for direct programmatic purposes needed to reward or retain nurses and equivalent staff – **not for administrative purposes**. Recipients of funding are expected to identify local resources to pay for any administrative expenses associated with this program.

This funding can be used for total payroll costs including any benefit and tax liabilities as a result of the provision of premium pay.

Hospital systems can do a combination of premium pay and a custom retention plan. They are encouraged to be as creative and innovative as possible to meet the intent of this program. However, those looking to do a bifurcated program please discuss with Kansas Office of Recovery in advance to ensure the necessary compliance and oversight controls are in place.

Monitoring and Compliance

Recipients will be subject to monitoring and oversight from both the U.S. Department of the Treasury, as well as by KDHE. Additionally, recipients might be subject to a federal single audit if they reach the annual threshold for federal expenditures of \$750,000.

Release of Funds, Spend Down, Interest Accrual

After funding is approved, it will be **released following receipt of a fully executed subrecipient agreement** by KDHE.

All funds must be incurred/expensed by February 28, 2022. There are instances with payroll of employees' compensation expensed prior to disbursement. If the expense occurs before the deadline and disbursement occurs after, this is eligible. The payroll schedule must be aligned with the existing pay schedule. *If funds will not be spent by the deadline reach out to the Kansas Office of Recovery.*

Hospitals receiving this funding can accrue interest in an interest-bearing account.

Contact Information/Questions?

General Questions: flhw@ks.gov

Technical Issues with the Application: flhw@ks.gov

This presentation has ended and now we will answer any questions.