
COVID-19 RELATED WORKSPACE IMPROVEMENTS

RETURN TO WORKPLACE INITIATIVE

FINANCIAL LEADERSHIP COUNCIL, MAY 6, 2021



COVID-19 RELATED WORKSPACE IMPROVEMENTS RETURN TO WORKPLACE INITIATIVE

- DOA Deputy Secretary Chris Patton announces the COVID-19 Related Workspace Improvements Return to Workplace (RTWP) initiative for State agencies on Monday, May 3, 2021.
- RTWP initiative allows for reimbursement for improvements to existing state facilities that will increase safety for our returning workers:
 - Physical Improvements and Cubicle Configuration
 - Conference Room and Common Room Technology and Improvements
- The associated costs incurred for RTWP improvements should be within the time period beginning April 1, 2021 and ending August 31, 2021.



CORONAVIRUS RELIEF FUND GUIDANCE

- Coronavirus Aid, Relief, and Economic Security (CARES) Act [enacted 3/27/2020]
- Amounts may only be used to cover expenses that:
 - are necessary expenditures incurred due to the public health emergency with respect to COVID–19;
 - were not accounted for in the budget most recently approved as of March 27, 2020; and
 - were incurred during the period that begins on March 1, 2020 and ends on December 31, 2021.



RETURN TO WORKPLACE INITIATIVE – TIMELINE

Agency financial leaders submit anticipated cost estimate plus brief narrative to DOA.

May 31, 2021

Agencies establish financial reporting structures and STAR Chart of Accounts, may source FY2022 POs.

July 1, 2021

DOA BFM begins review of agency submissions of costs for approval, or for additional content; Agency creates InterUnit voucher.

September 16, 2021

DOA BFM performs the necessary reporting to the U.S. Department of Treasury.

October 10, 2021

May 6, 2021

Agencies begin to identify anticipated total costs for RTWP-eligible improvements

June 11, 2021

DOA notifies agencies of review status; may request additional information

September 1, 2021

Agencies can submit actual total costs of supplies and services needed to perform RTWP improvements.

September 30, 2021

DOA BFM approves the InterUnit voucher, reimbursing the agency for incurred costs of RTWP improvements.



RETURN TO WORKPLACE INITIATIVE – KEYS POINTS FOR SUCCESS

- Standardized templates for reporting purposes.
- Agencies to manage their own initiatives; create specific chart fields to capture expenditures for reporting.
- Assume one single reimbursement back to agencies.

Goal is to assure agencies will be reimbursed all pre-approved, applicable and allowable expenses incurred for the RTWP Initiative.



RTWP POINT OF CONTACTS

Submission Point:

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Points of Contact:

- Bureau of Financial Management Deputy Director Rob Hamilton;
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QUESTIONS AND ANSWERS
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