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## COVID-19 Related Workspace Improvements Return to Workplace Initiative

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### Overview

The Department of Administration is pleased to announce the Return to Workplace (RTWP) Initiative for reimbursement for improvements provided by state agencies to existing state facilities that will increase safety for our returning workers.

DOA will be working with state agencies to identify the projected costs of transforming existing workspace into the safer work environments. Every state agency will have the opportunity to identify the projects, along with the associated costs of updating their facilities for the following purposes:

#### **Physical Improvements and Cubicle Configuration**

Allowable expenditures will include: (a) the insertion of Plexiglas sheets or other dividers; (b) reconstructing or reconfiguring cubicles to better suit the safety standards associated with the prevention of COVID-19; (c) moving existing furniture, cabinetry, and file cabinets to meet such safety standards; and (d) other approved projects that will improve employee safety.

#### **Conference Room and Common Room Technology and Improvements**

Allowable expenditures will include: (a) the purchase and installation of software and equipment to improve safe meetings while allowing for collaboration; (b) reconfiguring current equipment to better support safer working conditions; and (c) other approved projects that will improve employee safety.

The associated costs incurred for RTWP improvements should be within the time period beginning April 1, 2021 and ending August 31, 2021. Additional associated costs incurred after

August 31, 2021 may be submitted for consideration though will be at the discretion of DOA for approval for reimbursement.

A calendar of events for the RTWP initiative has been developed to assist agencies in the understanding of the program timeline. Additional information and reporting processes will be forthcoming for all agencies who are considering participation in the RTWP initiative.

## Return to Workplace Calendar of Events

- April 30, 2021 DOA Deputy Secretary Patton announces Return to Workplace (RTWP) initiative; provides initiative memo to Agency Deputy Secretaries.
- May 6, 2021 DOA BFM representatives provide an overview of the RTWP initiative to members of the Financial Leadership Council (FLC). Begin to develop cost estimate and narrative templates to share with Agency Financial Leaders.
- May 6 – 28, 2021 Agency Financial Leaders identify the anticipated total costs of the supplies and services needed to perform eligible RTWP improvements and develop total cost estimate plus a brief narrative of the anticipated RTWP improvements for review.
- Agencies submit any additional Points of Contact beyond the agency's Financial Leader and Budget Director that should be included in the initiative to DOA BFM by end of day May 10, 2021.
  - DOA BFM will submit cost estimate and budget narrative proposal templates to agency representatives by end of day May 10, 2021.
  - If agencies have previously developed a total cost estimate, which has been approved by DOA Executive Leadership, please refer to the Alternate RTWP Calendar of Events below.
- May 31, 2021 Agency Financial Leaders submit the anticipated total cost estimate plus the brief narrative of the anticipated RTWP improvements to DOA for review.
- Agencies should not submit any costs for reimbursement until after an approval from DOA BFM representatives and until after July 1, 2021.
- June 4 – 11, 2021 DOA BFM representatives, in conjunction with DOA executive leadership, review agency submissions of RTWP improvement proposals for approval or additional content;
- Messaging back to agencies on their RTWP improvement proposals will occur during this time period.

- Agencies may be required to provide supporting documentation for all proposals, if requested.

June 12 – 30, 2021 Agencies establish financial reporting structures, STAR Chart of Accounts and purchase requisitions in preparation for incurring costs of their RTWP improvements.

July 1, 2021 Agencies may source purchase requisitions to FY2022 purchase orders for their RTWP improvements and may begin to incur costs of their RTWP improvements.

Aug. 16 – 31, 2021 Agency Financial Leaders identify the actual total costs of the supplies and services incurred to perform eligible RTWP improvements.

Sept. 1 - 15, 2021 Agency Financial Leaders submit actual total costs incurred to perform eligible RTWP improvements to DOA BFM representatives in a predetermined reporting format.

- Agencies must include all predetermined supporting materials to be reimbursed.
- All actual total expenses deemed eligible and incurred between April 1, 2021 and August 31, 2021 will be reimbursed;
- Expenses incurred after August 31, 2021 and/or not included in the predetermined reporting format may be considered eligible for reimbursement IF:
  - the expenses meet the program definition(s); and
  - the expenses were deferred due to delayed delivery of supplies or services from the supplier.

Sept. 16 – 30, 2021 DOA BFM representatives, in conjunction with DOA executive leadership, review agency submissions of RTWP improvements and costs incurred for approval or additional content;

- Messaging back to agencies on their RTWP incurred costs will occur during this time period.
- Agencies may be required to provide supporting documentation for all expenditures.

Agency creates an interunit voucher in STAR that meets all DOA standards for processing of reimbursement of approved, incurred costs.

October 1-11, 2021 DOA performs the necessary reporting to the U.S. Department of Treasury.

## Alternate RTWP Calendar of Events

(for agencies whose cost estimates have already been approved by DOA Executive Leadership)

May 7, 2021	<p>Agencies establish financial reporting structures, STAR Chart of Accounts and purchase requisitions in preparation for incurring costs of their RTWP improvements.</p> <p>Agencies may source FY2021 purchase requisitions to purchase orders for their RTWP improvements and may begin to incur costs of their RTWP improvements.</p>
May 8, 2021 – June 15, 2021	<p>Agency Financial Leaders identify the actual total costs of the supplies and services needed to perform eligible RTWP improvements.</p>
June 1, 2021	<p>Agencies may begin to stage FY2022 purchase requisitions for sourcing to purchase orders on July 1, 2021 for their RTWP improvements.</p>
July 10 – 21, 2021	<p>Agency Financial Leaders submit actual total costs of the supplies and services needed to perform the initial, eligible RTWP improvements to DOA BFM representatives in a predetermined reporting format.</p> <ul style="list-style-type: none"><li>• All actual total expenses deemed eligible and incurred between April 1, 2021 and June 30, 2021 will be reimbursed;</li><li>• Expenses incurred after June 30, 2021 should be withheld from reporting until after September 1, 2021.</li></ul>
July 1, 2021	<p>Agencies may source purchase requisitions to FY2022 purchase orders for their RTWP improvements and may continue to incur costs of their RTWP improvements.</p>
Sept. 1 - 15, 2021	<p>Agency Financial Leaders submit actual total costs incurred to perform eligible RTWP improvements to DOA BFM representatives in a predetermined reporting format.</p> <ul style="list-style-type: none"><li>• All actual total expenses deemed eligible and incurred between July 1, 2021 and August 31, 2021 will be reimbursed;</li><li>• Expenses incurred after August 31, 2021, or expenses incurred between April 1, 2021 – June 30, 2021 that were not included in the original reporting period may be considered eligible for reimbursement IF:<ul style="list-style-type: none"><li>○ the expenses meet the program definition(s); and</li><li>○ the expenses were deferred due to delayed delivery of supplies or services from the supplier.</li></ul></li></ul>
Sept. 16 – 30, 2021	<p>DOA BFM representatives, in conjunction with DOA executive leadership, review agency submissions of RTWP improvements and costs incurred for approval or additional content;</p>

- Messaging back to agencies on their RTWP improvement incurred costs will occur during this time period.
- Agencies may be required to provide supporting documentation for all expenditures, if requested, for reimbursement;

Agency creates an interunit voucher in STAR that meets all DOA standards for processing of reimbursement of approved, incurred costs.

October 1-11, 2021 DOA performs the necessary reporting to the U.S. Department of Treasury.

## Financial Reporting

There are two documents required to be completed by agencies for considerations for the Return to Workplace (RTWP) initiative:

- Budget Narrative Request Form
- Budget Request Template (workbook)

Agencies will be required to submit these documents twice throughout the program timeline.

Initially and by May 31, 2021, agencies will need to:

- submit the Budget Narrative Request Form to define the agency's intent and summarize the budget request, and
- submit the Budget Request Template to further define the anticipated costs summarized in the Budget Narrative Request Form.

Subsequently and by September 15, 2021, agencies will need to:

- re-submit the Budget Narrative Request Form to document how the agency implemented its intent and utilized their allotted budget;
- re-submit the Budget Request Template\* (\*which may need further definition to meet Treasury reporting) to further define the utilized budget; and
- supply the raw data for reconciliation to what has been submitted in a format defined by DOA-BFM.

All agency submissions should be made to the WI COVID-19 Federal Funds e-mail address at: [wicovid19federalunds@wisconsin.gov](mailto:wicovid19federalunds@wisconsin.gov)

## General Timeline for Expenditure Reimbursement

August 31, 2021 RTWP Initiative closes.

Sept. 1-15, 2021 Agencies provide complete submission of obligations and expenditures for review and considerations for reimbursement.

Sept. 9, 2021	DOA-BFM to present at the Financial Leadership Council (FLC).
Sept. 16-30, 2021	DOA-BFM to review submissions for approval.
October 11, 2021	DOA-BFM completes and submits the Q3 reporting to Treasury with the RTWP data.
October 12, 2021 – December 31, 2021	DOA-BFM processes reimbursements to agencies via InterAgency invoicing process.

### Extended Timeline for Expenditure Reimbursement

DOA-BFM is amicable to extensions beyond August 31, 2021, as needed and is open to defining a future reporting date that meets the agency's needs and federal reporting deadlines. In these cases, agencies were allowed to receive goods and services beyond August 31, 2021, but not to exceed November 24, 2021. For these specific cases, the timeline is below:

Sept. 1-15, 2021	Agencies provide interim submission of any obligations and expenditures incurred to-date from the time period of 4/30/2021 – 8/31/2021. (Reimbursement will not be considered or processed until after Treasury reporting in Q4)
Sept. 9, 2021	DOA-BFM to present at the Financial Leadership Council (FLC).
Sept. 16-30, 2021	DOA-BFM to review interim submissions for approval.
October 11, 2021	DOA-BFM completes and submits the Q3 reporting to Treasury with the interim RTWP data.
October 12, 2021 - November 24, 2021	Agencies provide second and final, cumulative submission of obligations and expenditures incurred from 4/1/2021 – 11/24/2021.
November 29, 2021 – January 10, 2022	DOA-BFM to review submissions for approval.
January 11, 2022	DOA-BFM completes and submits the Q3 reporting to Treasury with the RTWP data.
January 12, 2022 – March 31, 2022	DOA-BFM processes reimbursements to agencies via InterAgency invoicing process.

### Points of Contact

Additional questions regarding reporting can be addressed to the RTWP Initiative Points of Contact:

- Bureau of Financial Management Deputy Director Rob Hamilton;  
[rob.hamilton1@wisconsin.gov](mailto:rob.hamilton1@wisconsin.gov)
- Bureau of Financial Management Director Colleen Holtan;  
[Colleen.Holtan@wisconsin.gov](mailto:Colleen.Holtan@wisconsin.gov)