



Welcome to Today's Presentation

FY18 RWA Policy Updates

the presentation will start at 1:00pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your “Chat” pane. Our team will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.



- Prior Presentation – **eRETA eNCORE!**
- **TODAY – FY18 RWA Policy Updates!**



FY18 RWA Policy Updates

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Reimbursable Work Authorizations (RWA) basics – what is an RWA?

An RWA is an agreement between GSA and a customer whereby GSA agrees to provide materials and/or services and the customer agrees to reimburse GSA's costs.

RWAs capture and bill the costs of altering, renovating, repairing, or providing services in GSA-managed space that go over and above the basic operations financed through rent.

The RWA identifies the specific needs of the customer and establishes a financial agreement.

The RWA (GSA Form 2957) is accepted by OMB as GSA's formal Inter-Agency Agreement (IAA) with agencies.

RWA National Policy Document Updates – *Full Funding*

Full Funding Requirement:

The policy clarifies fiscal law that requires full funding of an RWA's scope of work prior to RWA acceptance. Incremental funding is not permitted.

- **Example of Incremental Funding (PROHIBITED):**
 - Estimate for scope of work is \$5 million. RWA being provided is only for \$3 million, thus not fully funding the RWA.
- **Solutions:**
 - Reject the RWA and have customer provide full \$5 million, OR
 - Reduce the scope of work

RWA National Policy Document Updates – *Antecedent Liabilities*

Antecedent Liabilities:

The Policy identifies appropriate funding for antecedent liabilities that arise during project execution.

- **Example of Antecedent Liability:**
 - Costs to remove asbestos that was not evident before starting construction.
- **Solutions:**
 - Amendment with funds from Fiscal Year in which original RWA was accepted, OR
 - Provide signed Statement of Further Written Assurance verifying that those funds are not available, thus currently available funds may be provided.

RWA National Policy Document Updates - *Cost Estimates*

Cost Estimates:

New policy clarifies GSA can accept:

- Customer provided cost estimate validated by a GSA PM / Cost Estimator
- GSA Cost Estimate or IGE

Summary Cost Estimate (SCE) * is still required for all RWAs and must be supported by an estimate as defined above and in the policy.

*or Overtime Utility Estimate (OUE)

RWA National Policy Document Updates - *Timing of Submission*

RWAs for above-standard TI must cite currently available funds and be received and accepted by PBS no later than the date of lease award.

What is the latest time an RWA is required for above standard TI costs?

RWAs for above-standard TI costs must cite currently available funds and be received and accepted by PBS no later than the date of lease award.

What is the earliest time PBS can receive and accept an RWA for above standard TI costs?

Currently available funds may be provided as soon as the project is identified, scoped, and estimated.

RWAs & Above Standard Tenant Improvement (TI) Costs

What if PBS awarded a lease in a previous FY and did not request the necessary funds to cover the costs above the TIA, as identified by the Cost Estimate?

Customer provides funds now that were available in the FY the lease was awarded.

What does the customer do if they not have funds available from the FY of lease award?

Customer works with PBS to descope the requirements so that it can accept the space provided by PBS within the TIA.

Can a customer provide current year funds now with a signed Statement of Further Written Assurance?

No, a Statement of Further Written Assurance is only appropriate for antecedent liabilities. This situation deals with funding the initial bona fide need and requires funds be provided that were available when the bona fide need arose.

RWA Intake & Submission

- **Where do I send RWAs?**
 - Customers can submit RWAs directly to GSA online via eRETA. Visit www.gsa.gov/ereta for specific details.
 - If not using eRETA to submit RWAs, customers can send to the regional RWA mailbox or regional RWA Manager. Visit www.gsa.gov/rwa for specific details.
- **What is the RWA intake and submission process?** It is the time from the customer signature date (approval/commitment of funding) to the date GSA signs/accepts the RWA and the RWA is subsequently entered into “submitted” status in RETA. GSA is targeting the RWA intake and submission process being conducted within 15 business days from receipt of a fully executable RWA.
- **What was the deadline for receipt of fully executable RWAs for FY17?** A fully executable RWA, one in which all information is accurate and supported by a scope of work and cost estimate, must be received by GSA for all nonseverable RWAs by **August 31, 2017** to be considered for acceptance.

RETA & eRETA

RETA/eRETA stands for “RWA Entry and Tracking Application” – GSA’s electronic repository for all RWA projects.

RETA/eRETA is technically one application; the primary differences are:

- Logging in (internally vs externally)
- RWAs that are accessible (customers by AB Code, GSA by GSA Region)

RETA/eRETA contains all RWA financial information as well as an electronic document file that includes copies of the RWA 2957 form, Receipt, Acceptance, Completion and Closeout letters, and much more.

RWA Financial Information in RETA is updated 3x a day from GSA’s Financial Management System.

The screenshot displays the RETA application interface. At the top, the header includes the RETA logo and navigation tabs: SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, and ESTIMATES. The user is logged in as steven.sacco@gsa.gov. The main content area is titled 'Note Board & User Resources' and contains a 'National RETA Note Board' with a welcome message: 'Welcome to eRETA (updated 1/31/2017 11:35AM ET)'. Below this is a 'Logged in User Details' section with the following information:

User ID:	steven.sacco@gsa.gov
Agency(ies):	01513- DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF INVESTIGATION 01017- JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT 01007- JUDICIARY, UNITED STATES BANKRUPTCY COURT 02011- DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE 09700- DEPARTMENT OF DEFENSE (OFFICE OF THE SECRETARY OF DEFENSE), OFFICE OF THE SECRETARY OF DEFENSE 07064- DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN
Group(s):	ERETA_DATA_ENTRY
Other Applications & Resources:	RWA Customer Site (www.gsa.gov/rwa) RWA Form 2957 (www.gsa.gov/forms) RWA Billing Details - Vendor & Customer Self Service (VCSS) (Separate log-in will be required) Treasury Credit Card Site (www.pay.gov) Rent on the Web (ROW)

eRETA and Electronic RWA Enhancements

- New electronic efficiency features rolled out in 2017 allow our RWA customers to:
 - Submit new RWA Work Requests electronically online
 - RWAs can no longer get “lost” since requests are saved in the system.
 - Keep GSA accountable to responding to your requests!
 - eRETA quality checks lots of information instantly - no waiting for GSA!
 - Increases efficiencies due to automated routing to all POCs.
 - Electronically initiate amendments for **existing RWAs** and submit them into GSA’s database or route them to GSA for acceptance.
 - Upload documentation into eRETA to maintain an electronic “RWA file”.
- Digital signature functionality to sign RWAs
 - No eRETA access required to digitally sign - just need an email address. You can even sign from your phone!
- *These features are all optional, but highly encouraged*

RWA Resources

Reimbursable Services Program

- Find a multitude of information on RWAs including Policy and Guidance at www.gsa.gov/rwa.

External RWA Entry and Tracking Application (eRETA)

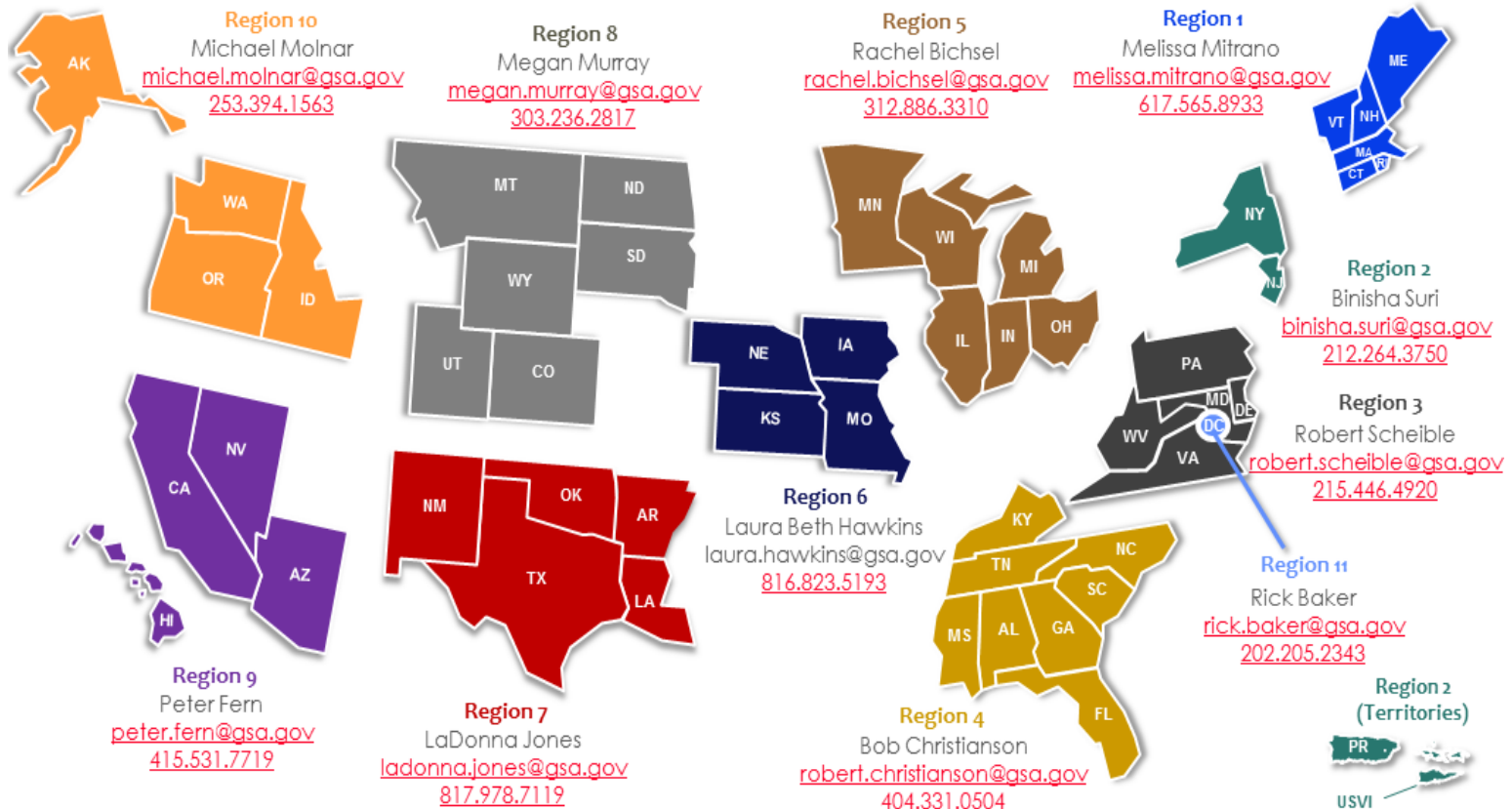
- Visit www.gsa.gov/ereta to find more information on eRETA, including user guides, video demonstrations, and more!

RWA Managers

- For region or project specific RWA questions, refer to the RWA Managers Map at <http://gsa.gov/portal/getMediaData?mediaId=128338> - also located at www.gsa.gov/rwa.

RWA Program Managers By Region

GSA PBS Reimbursable Services RWA Managers





Questions?

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Thank you for joining us today for a discussion on

FY18 RWA Policy Updates

We hope to see you at our next events:

GSA Consolidation Fund Road Shows

Tuesday, April 10th 1pm Eastern & Thursday, April 12th 10am Eastern

and

Is Longer Term Leasing Right for You?

Thursday, April 19th 2pm Eastern

Register Now

www.gsa.gov/ces

We're on YouTube! - search "GSA PBS Client Enrichment Series"

Reach us at clienrichmentseries@gsa.gov