Welcome to today’s presentation:

*Ring in the New Fiscal Year With eRETA - Using GSA’s New Electronic RWA Tools*

*October 9, 2018*

_the presentation will start at 1 pm 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.
Welcome

- Prior Presentation – Get a Handle on Your Space Assignments with eOA

- TODAY – Ring in the New Fiscal Year with eRETA!

www.gsa.gov/ces
ClientEnrichmentSeries@gsa.gov
external RWA Entry and Tracking Application (eRETA)

Ring in the New Fiscal Year With eRETA -
Using GSA’s New Electronic RWA Tools
October 9, 2018

Presented by:
Steve Sacco
Reimbursable Services Program Manager
GSA-PBS Project Delivery Excellence Division
Office of Design & Construction

Hosted by:
Eric Fulton
National Program Manager
Customer Outreach and Communications
GSA-PBS Office of Portfolio Management and Customer Engagement
Using eRETA to send RWAs and RWA Work Requests is going to become MANDATORY October 1, 2019 (Beginning FY2020)

We have an extensive outreach and training program developed that will allow preparation time to enable our customers to institute this new process.

Additional monthly CES sessions have been schedule through FY19 Q2:

- **November 13th**: 1 - 3 p.m. (eastern)
- **December 11th**: 1 - 3 p.m. (eastern)
- **January 8th**: 1-3 p.m. (eastern)
- **February 12th**: 1-3 p.m. (eastern)
- **March 12th**: 1-3p.m. (eastern)

A host of resources, guides and training videos are available online at:

[www.gsa.gov/ereta](http://www.gsa.gov/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 4x a day from GSA’s Financial Management System.
Gaining Access and Training Materials

www.gsa.gov/ereta

NEW application process effective 10/1/2018

eRETA RWA Customer Portal

How Do I Access eRETA? | eRETA Training Materials

New Digital Features Now Available in eRETA

We are very excited to announce that in May 2017, the General Services Administration, Public Buildings Service (GSA-PBS) enhanced its Reimbursable Work Authorization (RWA) intake process by offering an electronic alternative to several existing manual processes. These new features include:
New electronic efficiency features rolled out in 2017 allow our RWA customers to:

1. **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.

2. Electronically **initiate amendments for existing RWAs** and submit them into GSA’s database or route them to GSA for acceptance.

3. **Upload documentation** into eRETA to maintain an electronic “RWA file”.

4. **Digitally sign RWAs** (with trace docs in eRETA)
   - No eRETA access required to digitally sign - just need an email address.
   - You can even sign from your phone!

Using eRETA to send RWAs and RWA Work Requests is going to become MANDATORY October 1, 2019 (Beginning FY2020)
Customer Data Entry & Digital Signature in a Nutshell

- **How does Customer Direct Data Entry work?**
  - Customers submit new project or service need (called RWA “Work Requests”) directly to GSA in under 60 seconds. **Tracking number generated.**
  - The Work Request is routed to the appropriate GSA regional office who assigns a GSA Project Manager.
  - Customer fills out remaining fields which is the equivalent of page 1 of the RWA 2957 Form

- **Digital Signatures**
  - Optional for Customer Agency Fund Certifying Official but required for GSA-PBS Approving Official *(manual signatures will be retired effective 10/1/2019)*
  - Corrections to data can be made by GSA or customer before signatures requested - mitigates need for customer to sign multiple times
  - **eRETA access is NOT needed to use digital signatures**
  - GSA will route the RWA for digital signature(s) just prior to acceptance
eRETA Adoption as of 9/30/2018

- Over 1,280 eRETA Users!
- Top 10 customer agency users are:
  - DHS (260)
  - Judiciary (167)
  - DOJ (164)
  - SSA (145)
  - Treasury (74)
  - HHS (58)
  - Interior (53)
  - Dept of Defense (38)
  - Dept of State (36)
  - Dept of Transportation (34)

- Background Clearance Verification and PII no longer required to gain access!!!
  - See [www.gsa.gov/ereta](http://www.gsa.gov/ereta) for our new application process effective 10/01/18
eRETA Quiz Questions

1. Once granted eRETA Data Entry rights, can I edit/amend RWAs that were added to the system before my access was granted?
   ○ Yes, if the RWA is still “Active” and belongs to my Agency Bureau Code(s)
   ○ No, eRETA users can only amend RWAs they entered from this point forward

1. Do I need an eRETA user ID and password to use the digital signature functionality?
   ○ Yes
   ○ No
eRETA Welcome Screen

Current Date and Time: Friday, April 15, 2016 12:10:08 PM

Note Board & User Resources

National RETA Note Board:
- Virtual eRETA training session – Thur 4/21 @ 2pm ET
  New eRETA enhancements now provide you with more than 4x the RWA data than before, creating greater transparency and easier tracking of work requests and amendments. New e-signature and submission of RWA forms are also on the horizon. Join GSA’s RWA experts at our upcoming session to see how we are streamlining RWA interactions between our agencies at this month’s Client Enrichment Series (CES) session.
  >>> Register at www.gsa.gov/courses

Logged in User Details
User ID: steven.sacco@gsa.gov

Agency(ies):
- 01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT
- 01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT
- 07054 - DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN

Group(s):
- ERETA_READ_ONLY_USER

Other Applications & Resources:
- RWA Customer Site (www.gsa.gov/rwa)
- RWA Form 2537 (www.gsa.gov/forms)
- Small Projects and Reimbursable Services (SPRS) Division
- RWA Billing Details - Vendors & Customer Self Service (VCCSS) (Separate log-in will be required)
- Treasury Credit Card Site (www.gsa.gov)
- Rent on the Web (ROW)
eRETA Navigation and Search Screens
### RWA Search Summary

#### Financial Information as of PegaSys Last Download: 04/16/2016 13:34 ET

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<th>Value</th>
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<td>N1020979</td>
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<tr>
<td>REXUS Lease Project #:</td>
<td>820-007864.14/19/0341</td>
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<td>Acceptance Start Date:</td>
<td>07/07/2014</td>
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<tr>
<td>Completed/Canceled Date:</td>
<td>**</td>
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<tr>
<td>Last Billed Date:</td>
<td>**</td>
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<tr>
<td>Financial Term Date:</td>
<td>**</td>
</tr>
<tr>
<td>Financial Close-Out Letter Date:</td>
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</tr>
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</table>

#### Agency Information

- **Agency Name:** DEPARTMENT OF HOMELAND SECURITY
- **Division:** TRANSPORTATION SECURITY ADMIN
- **PBS Office Symbol:** 10PSE
- **Customer DUNS #:** 130944296
- **Real Estate Acquisition Division:** REAL ESTATE ACQUISITION DIVISION
- **Agency Fund Year:** 2015
- **Agency Fund Type:** M-Month-Year
- **Exp Date Code:** 2015
- **Customer Order #:** 3414204003655MOD1
- **Agency Accounting Data:** 5 AV158A000D 2015 ADE020660002 7700 8402 642/RES 5966801340200800 3221 MOYER

#### Customer Funding Information

- **Customer Contact:** Paul Moyer
  - PMOPOC: 571-227-1102
  - Email: Paul.Moyer@EPA.gov
- **GSA PMOPOC:** GSA Public Buildings Service
- **PBS Approving Official:** Julie Donaldson
  - 500-233-0959
  - Email: Julie.Donaldson@GSA.gov
- **PBS Approving Official:** James Phillips
  - 500-233-0951
  - Email: James.Phillips@GSA.gov

#### Description of Work

Navigate RWA Data Entry tabs
(RWA 2957 Form broken down across 7 screens)
## Financial Review Summary

**Organization:** P107001 REAL ESTATE ACQUISITION DIVISION

**Office Symbol:** 1OPSE

**Worksite:** 1043622Z SKYLINE 2140 N SKYLINE DR IDAHO FALLS ID 83402

**GSA PM/POC:** julie.donaldson@gsa.gov

**Agency:** 0T054 DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN

**Billing Office Address Code (BOAC):** 703584 DEPARTMENT OF HOMELAND SECURITY, TSA

**Acceptance/Start Date:** 07/07/2014

**Substantial Completion Date:**

**Cancellation Date:**

**Pending Financial Term Date:**

**Last Bill Date:**

### Authorizing Details Rollup

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<th>Balance</th>
<th>Expenses</th>
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*Total Direct Balance is the amount available before or without Overhead Charges for the project manager to spend.
## Access to Electronic Documentation

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RWA Transactional History and Yellow Navigational Hyperlinks
Access to Summary Cost Estimates and OT Utility Estimates

SUMMARY COST ESTIMATE

COSTS ASSOCIATED WITH CONSTRUCTION

1. F.C.C.A. (Estimated Cost of Construction at Award) $127,943.00
2. Construction Contingency: 1-Percent of Line 1 $0.00
3. Estimated Construction Cost (Line 1 + Line 2) $127,943.00
4. Space Planning Cost (Programming through Design Intent) $0.00
5. Design (All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates) $0.00
6. Const. Wat. and Inspection: Not Applicable $0.00
7. Miscellaneous (Identify) $0.00
8. PBS Travel Associated with the TI Work (if applicable) $0.00
9. Total Design and Const. Costs (Lines 3 through Line 8) $127,943.00
10. TI Allowance: $0.00
11. Amount of TI Allowance Customer Willing/able To Buy Down In Excess of What Is Necessary: $0.00
12. TI To Be Amortized in Rent: $0.00
13. Reimbursable Construction Cost: $127,943.00
14. Regional Management Fee (select fee method) $5,117.72
15. Reimbursable Cost with Regional Mgmt Fee: $133,060.72

ESTIMATE COST SUMMARY

RWA Const Costs $127,943.00
Regional Mgt Fee $5,117.72
Const & Regional Mgmt Fee $133,060.72
Total RWA Direct Costs $133,000.72
Overhead $7,366.83
Total Est RWA Authorized Amount $140,427.55

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the ‘Costs Associated with Construction’ section, excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).
Creating/Submitting RWA Work Requests (WR)

- Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.

- Required fields are marked by a red asterisk (*).

- The “Description of Requirements” field should be as detailed as possible:
  - Attach documents to provide more details if necessary.

- A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.
Creating/Submitting RWA Work Requests (WR)

- A unique tracking Work Request Number and the WR status is changed to ‘New’ indicating it is saved for future lookup.

- It is not yet submitted to GSA. The user would have to click the “Submit Request” button to route the WR to the GSA region who will then assign a GSA Project Manager.

- Once the eRETA user clicks “Submit Request”, the WR status changes to ‘Unassigned’...see next slide.
Creating/Submitting RWA Work Requests

- After submitting the request to GSA, the Work Request will have an ‘Unassigned’ status, meaning GSA is in the process of assigning a PM to the project/service.

- Once GSA ‘Assigns’ a GSA PM to the WR, the customer may move on to following tabs. If the GSA PM is already defined, then the customer may move on to following tabs before GSA assigns the WR.
Creating/Submitting RWA Work Requests

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.
- Customer now has access to all customer tabs in RETA (equivalent of page 1 of RWA Form 2957).
- Requirements development and cost estimating should occur between GSA and customer offline.
- Once GSA PM creates estimate in RETA they can link it to your WR for easy viewing in eRETA and/or email it to you.
As the WR becomes an RWA, customers and GSA can update data on the seven data entry tabs:
- Customer data (first 4 tabs)
- GSA data (final 3 tabs)

Customers should begin entering data in eRETA at the same time they would previously have started the 2957 Form or whenever a GSA estimate is received.

Magnifying glass icons provide “lookups” to query codes not memorized.

Star icon allows customers to save “My Favorites”.
• Enter the appropriation(s) funding this RWA including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data (all data is transferred to future billing statements for easy reconciliation).

• Multiple funding sources (e.g. multiple appropriations) can fund an RWA. However the sum of all sources must equal the authorized amount.

• If multiple funding sources provided, only one funding source can be billed at a time. Check the “Line to Bill” column...
Capturing RWA Signatures

- The “Customer Approval” tab is where customers identify who will sign the RWA by selecting “Electronic Signature” and enter the email of the Fund Certifying Official - that’s it!

- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters and verifies all information already entered in RETA/eRETA.

- The “Send to GSA” button must be clicked to move the RWA towards acceptance. If not clicked, GSA will take no action and the RWA not be accepted.
Digital Signature Email and eSignLive

RWA_F1643770_Mobile_AL_003 - eSign this package sent by John Doe

Hi Jane Doe,

Jane Doe has added you as a Signer to the e-SignPackage “RWA_F1643770_Mobile_AL_003”.

Please click the “Sign/Review” button below to apply your digital signature to this RWA - a new tab or window will open.

Two actions are required:
1) Accept the "ESign Disclosures and Consent" document
2) Review the RWA 2957 Form and sign in the appropriate block

Below is a summary of the RWA to be signed.
Customer POC: Ksenia Petrikova, ksenia.petrikova@gsa.gov
GSA POC: Satish Nadipalli, satish.nadipalli.sp@ Encore.com
Building: PB/CT, PROJ. LOCATION TO BE DETERMINED, MOBILE, AL
Description: test
For more information, please contact the appropriate POC listed: F1643770.

Click here to Sign / Review
Amend and Update Existing RWAs

- Customer agencies can submit administrative amendments instantaneously - without having to wait for GSA approval
- Administrative changes include: updates to customer POCs, add Customer Order Number, FPDS codes, and DUNS number
- Other amendments can be initiated in eRETA and sent to GSA for review and acceptance. This includes amendments such as changes to: Billing codes, Funding codes, Scope changes, and/or authorized amount changes (some of these changes will require new signatures)
The “Amendment Summary” tab helps the customer and GSA to easily identify what field(s) have been changed on the amendment request.

This tab is generated on any customer initiated amendment that requires GSA to review it before acceptance (in other words, any non-administrative change).
3. What point in the project lifecycle should I submit a Work Request to GSA?
   - The first moment I identify my agency’s project or service need
   - Only after requirements and cost estimates have been fully vetted with a GSA Project Manager
   - After I have filled out and signed the RWA 2957 Form

3. Does my agency need to have dedicated funding set aside for a project or service before I can submit a work request in eRETA to GSA?
   - Yes, submitting one before funding is secured violates appropriations law
   - No, a Work Request only identifies a potential customer need, it is not a contractual agreement yet
Questions?

- Lots of eRETA info available at www.gsa.gov/ereta
- Lots of RWA info available at www.gsa.gov/rwa
- eRETA System question? eRETA@gsa.gov
- General RWA question? AskRWA@gsa.gov
- Specific question on an RWA project or service?
  - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA
Thank you for joining us today for a discussion on RWAs and RETA / eRETA Application’s new features

Training materials, including PDF User Guides and video recordings of previous training demonstrations, are available at: www.gsa.gov/ereta

Questions?
Don’t miss our regularly scheduled CES session...

**Cost Management Principles**

*Thursday, October 18th 1pm-3pm Eastern*

[Register Now](#)

and treat yourself to a guilt-free **extra helping of eRETA this November**!

**eRETA Review**

*Tuesday, November 13th 1pm-3pm Eastern*

[Register Now](#)

We’re on [YouTube](#)!

[Bookmark and binge watch all your favorite CES sessions](#)

[www.gsa.gov/ces](#)

[ClientEnrichmentSeries@gsa.gov](mailto:ClientEnrichmentSeries@gsa.gov)