



Client Enrichment Series

Welcome to today's presentation on:

Evolving RWA Policies - August 2017

the presentation will start at 2:00 PM Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your questions pane. They 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.





Client Enrichment Series

Hosted by:

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Customer Engagement

Evolving RWA Policies

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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.





Appropriations Law

40 U.S.C. §301: **Property Act**

Provides GSA the authority to acquire and maintain property and provide services for Government use.

40 U.S.C. § 592(b): **Federal Buildings Fund**

PBS's authority to provide reimbursable services in facilities in GSA's portfolio.

31 U.S.C. §1535 (as amended): **Economy Act**

Requires both the requesting and the performing agency to obligate the provided funds within the period of funding availability. GSA uses this for properties in other agencies' portfolios.

31 U.S.C. §1341: **Anti-deficiency Act**

Officials may not authorize expenditures exceeding the amount available for the obligation.





Appropriations Law (contd.)

31 U.S.C. §1552(a): **Period of Availability**

On September 30 of 5th fiscal year after period of availability, account shall be closed and any remaining balance (whether obligated or unobligated) shall be canceled.

31 U.S.C. §1501: **Purpose of Appropriation, and Recording Statute**

Agencies have authority to spend funding for certain purposes and must have documentary evidence to support a valid obligation during the period of availability; and a specific, clear description of work.

31 U.S.C. §1502: **Bona Fide Need**

Funds are available only for expenses properly incurred during period of availability. Agencies may only obligate funds for a need arising in the fiscal year for which the appropriation was made.



Appropriation Types

Annual: Funds are available for obligation by the Client Agency during one specific fiscal year.

Multiple Year: Funds are available for obligation by the Client Agency for a definite period in excess of one fiscal year.

No Year: Funds are not bound by fiscal year limitations, and the Client Agency may obligate them at any time.

An RWA may only be amended for new scope in the fiscal year in which the RWA was accepted by GSA, regardless of fund type. Otherwise, a new RWA will be required.



RWA National Policy Document Updates

Full Funding Requirement: Clarification on the need for “full funding” to cover the entirety of a scope of work at RWA acceptance for nonseverable RWAs. ***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

Formalizes the ***requirement for a GSA Cost Estimate or IGE*** for every RWA. GSA can accept a customer provided estimate as long as a GSA cost estimator or GSA PM acknowledges in writing that it is fair and reasonable.



More RWA National Policy Document Updates

Antecedent Liabilities: Identification and 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.

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.



RWAs & Above Standard Tenant Improvement (TI) Costs

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 and 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.
- **What can customers expect?** GSA is targeting the RWA intake and submission process being conducted within 15 business days from receipt of a fully executable RWA.
- **What is the deadline for receipt of fully executable RWAs?** 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 nonrecurring all 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.





eRETA and Electronic RWA Enhancements

- Recently GSA introduced several new electronic features to the RWA workflow to allow customer agencies and GSA to interact more efficiently.
- New Features include:
 1. Data entry capabilities allowing customers to identify and submit new project or service needs (known as RWA “Work Requests”),
 2. Data entry capabilities allowing customers to enter and submit new and amended RWAs directly to GSA via the eRETA application,
 3. A “Summary of Requested Changes” screen to easily compare old and new values on RWA Amendments,
 4. An integrated digital signature solution allowing customers to sign RWAs from within RETA.
- Features 1-3 require eRETA access, and customers can visit www.gsa.gov/ereta for more info on gaining access. Feature 4 requires only an email address.
- 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)

- Search for real-time RWA info and documentation, as well as create and submit RWAs directly to GSA at www.gsa.gov/ereta.
- Details to request or change access available.

RWA Managers

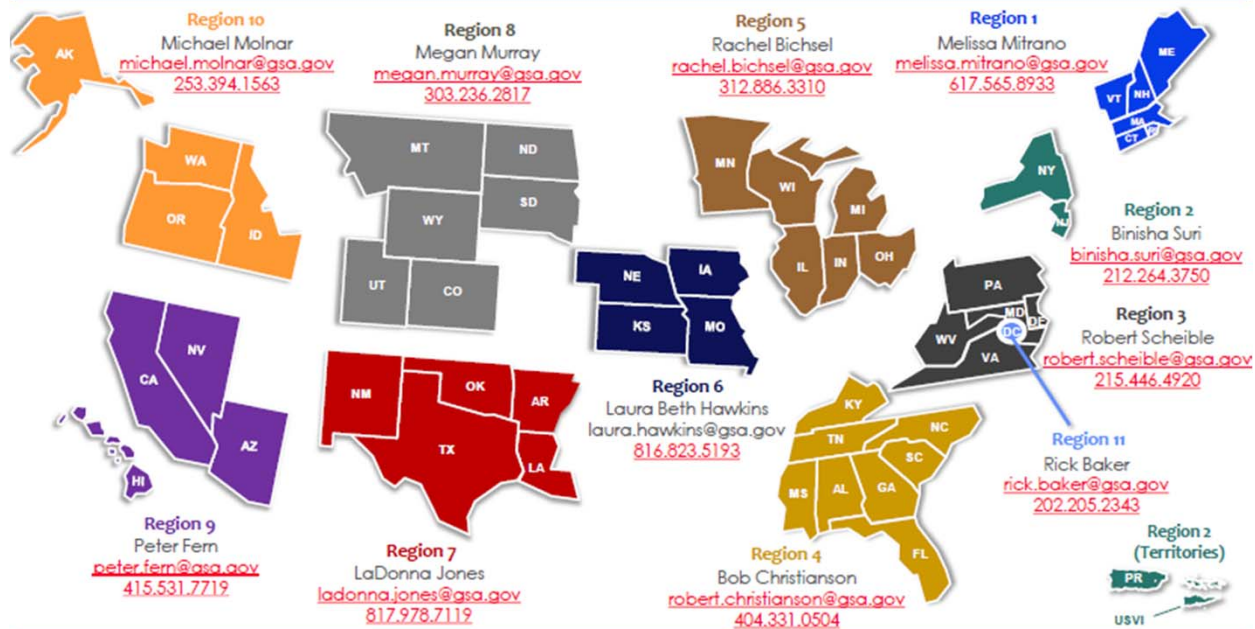
- For region or project specific RWA questions, refer to the RWA Managers Map at <http://gsa.gov/portal/getMediaData?mediaId=128338> - also located at www.gsa.gov/rwa.



August 2017

PBS Office of Project Delivery

GSA PBS Reimbursable Services RWA Managers



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Questions?

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Thank you for joining us today for a discussion on
Evolving RWA Policies - August 2017

- **Future sessions**

See you in the New Fiscal Year! Next Session: October 19th with the Cost Management team! Help shape our 2018 course offerings by giving us your [feedback](#).

www.gsa.gov/ces

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