



PBS Client Enrichment Series – Q & A



Topic: RWA Policy Manual Highlights

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Link to Client Enrichment Series Information: www.gsa.gov/ces

Additional RWA Policy Information:

[RWA National Policy Manual - August 1, 2020](#)

www.gsa.gov/rwa

www.gsa.gov/ereta

1. Question- Can work requests be used for Tenant Improvement (TI) Projects? Or can TI projects not be funded via RWA?

Answer: While RWAs can be used to fund above standard TIs, general TIs are typically paid for in the rent.

2. Question- For projects that exceed 5 years, what are the options?

Answer: If the project will go beyond 5 fiscal years after the funding expiration, funds will need to be replaced after that occurs OR the project must be de-scoped or cancelled.

3. Question- Doesn't it depend if the RWA is severable or non-severable?

Answer: Yes, the previous question referred to a non-severable project.

4. Question- When is the latest an RWA can be signed? For the past decade the annual budget has not been signed by October 1st and we have been operating under Continuing Resolutions (CRs) until the budget is passed. In the past GSA has pressured us to sign but we do not have to sign until the budget or CR is signed by the president, correct?

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Answer: With eRETA, the customer controls when RWAs are sent to GSA for action. So on 10/1, at a minimum a CR should be in place (otherwise the government would be shut down). If the CR allows you to fund the RWA or a partial amount of the RWA (i.e. 25% of utilities instead of 100%) you can either click "Send to GSA" in eRETA when you're ready for GSA to move forward and route for digital signatures OR if the funding isn't available for a specific project because of the CR you can choose to NOT click "Send to GSA" and GSA will take no action on moving the RWA towards acceptance until you DO click "Send to GSA"

5. Question- What is the fee charged for annual overtime utilities invoices?

Answer: If the overtime utility is in GSA owned space where the utility is not separately metered or billed (e.g. recurring RWA), then it would be charged a flat \$500 fee. If it is in GSA leased space where the utility IS separately metered or billed (e.g. non-recurring RWA), then it would be charged according to the stepped fee structure. You can find more details on RWA fees at www.gsa.gov/rwa on the "Policy and Guidance" page.

6. Question- What happens when an RWA has annual funds in FY21 but the project is not completed until FY22?

Answer: FY21 annual funds have an expiration date of obligational authority of 9/30/2021. Then GSA's authority allows us to execute the work for another +5 years (through 9/30/2026). So as the customer, you simply need to obligate the full authorized amount of the RWA by 9/30/2021 and GSA must execute it no later than 9/30/2026. As we bill you along the way, you are merely liquidating that obligation you made back in 2021. Bottom line, completing a project the following year after it was accepted is within the authority granted to GSA and passed on to you as an RWA customer.

7. Question- What happens in the case of a SEVERABLE RWA for Preventative Maintenance when the technician comes to perform the preventative maintenance and it appears the equipment needs minor repair. Do we now have to create a SEPARATE Non-Severable RWA for Repair?

Answer: If repair is required beyond the scope for preventative maintenance, then yes, a new non-severable RWA for this new scope would be required.

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8. Question- So if the severable RWA was accepted for the scope of preventative maintenance and repair of the HVAC system, then we DO NOT need to establish a non-severable RWA?

Answer: Preventative maintenance and repairs of HVAC would ALWAYS be on a severable RWA. After submitting your Work Request, the GSA Project Manager assigned would develop an Overtime Utility Estimate and link it to your Work Request. (Overtime Utility Estimates are always used for severable services, while Summary Cost Estimates are used for non-severable services.)

9. Question- How does the multi year RWA work if you do not know if the funding will be available the following year?

Answer: Multiple year funding does NOT mean the funding is potentially available. It is how the funding is provided to the customer agency. While the most common fund type is annual funds, some agencies receive multiple or no-year funds. Multiple year funds are typically 2-3 year funds, unlike annual funds which require customer obligation in that same year.

10. Question- Can the scope be changed to reduce the project?

Answer: Yes, the scope can be reduced at any time, but once it is reduced then the item/scope can not be added back in later. A new RWA would then be required.

11. Question- Can the de-scoped item or additional scope be submitted as a change order?

Answer: Change orders and new scopes are not the same thing. Changes in scopes alter the intended outcome and purpose of the project. Change orders are often making selections or clarifying selections within the scope of the project. For example still building out space in room 4 on the 7th floor of a building.

12. Question- If the RWA is for a location different from where you are submitting it from, who would be the appropriate RWA specialist? Where it originated or where it is going to be required?

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Answer: The eRETA system will help route to the appropriate region, which would align with where the work is being required/requested.

13. Question- Are Miscellaneous RWAs a thing of the past?

Answer: F-Type RWAs are still available, but if you have an actual project identified, we recommend another RWA Type.

14. Question- Where is the YouTube link located?

Answer: Our [CES playlist](#) can be found on YouTube at <https://www.youtube.com/playlist?list=PLvdwyPgXnxxXtIR2I3cSAtkf9h32UI3r5>