

Client Enrichment Series – Q & A



Topic: RWA Fundamentals

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Additional RWA Fundamentals Related Resources:

[Presentation Video](#) and Passcode: u98.%X&K

[RWA National Policy Manual](#)

AskRWA@gsa.gov - Contact our RWA experts

www.gsa.gov/rwa - The home for all things RWA

Q1. Why does it take GSA longer than the three week estimated timeframe to process the RWA? We submit our paperwork much earlier, and we do not receive the IGE or SCE for months--usually 3 months or more. Why does this take so long?

A. The entire process often takes longer than three weeks. The three weeks references the point from when the client sends the RWA to GSA for Acceptance until it's routed for signature. Sometimes requirements development takes a bit of time as does the IGE. It depends on the complexity of the project.

Q2. What is the significance of the obligational authority date? Is it the deadline by which GSA needs to accept the OA?

A. The significance of obligational authority goes back to bona fide need. The funding used must have obligational authority when the bona fide need occurs. For example, if the RWA is for cleaning services in July of FY22, the funding used must have obligational authority in FY22.

Q3. Does Annual approval expire on 30 Sep and returned to the agency, or is Annual Approval available for the next 4 years?

A. Even though the funding expires, it does not expire for liquidation purposes. It only expires for new obligational purposes. If your agency submits a RWA that is accepted by GSA using an annual funding source, your agency should have obligated the funding on your books upon acceptance. Even after September 30th, that funding is still available for GSA to liquidate and complete the project.

Client Enrichment Series – Q & A

Q4. Regarding Antecedent Liability, can it be funded with funds from another year?

A. If there is no longer any funding available from when the bona fide need occurred, currently available funding (i.e. funding with obligational authority at the time of the amendment) can be used for antecedent liabilities along with a signed statement of further written assurance.

Q5. What does SCE stand for?

A. SCE is for Summary Cost Estimate.

Q6. How can Continuing Resolutions affect Severable RWAs (Overtime Time Utilities)?

A. Under a Continuing Resolution, you will only be able to fund the RWA(s) with the funds that are permitted in the CR. Once another CR or a Budget is passed, you will need to amend the RWA with the new funding.

Q7. For F-type RWAs, how is funding obligated? Let's say I fund it with \$50,000, but realize I will not use the whole amount. Can I remove a portion of the original obligation before the end of the FY? Alternatively, can I add additional funding as the year goes on, if needed?

A. "F" type RWAs are obligated just like any other RWA. Upon acceptance your agency should obligate the full amount on your books. At any time during that year you may request an amendment to that RWA to either increase funding or decrease the funding as the needs arise.

Q8. We could have a new lease action with full TI building out that will not be awarded until the FY after the RWA is received by GSA. So we are good to go as long as the RWA is accepted by GSA prior to the end of the FY it was received?

A. GSA can accept an RWA for initial build out prior to lease award.

Q9. In our agency, no matter how complex the project, it takes months 3 or more to get to the "green box" status.

A. We are sorry for the challenges you are facing in regards to the Accepted status with your RWAs. Getting to the Accepted status requires multiple inputs from both GSA and the Customer Agency, and as was said previously, it depends on the project complexity along with the workflow of the region you are completing the project in. We highly encourage you to stay in touch with your GSA POC/PM during the process to stay up on the status of the project. Also, it is hard for us to comment on specific situations in a general Q&A, so if you feel there are more issues to be addressed, please send them to AskRWA@gsa.gov for further response.

Q10. If you have funds left over on an RWA, can you move the funds to another RWA. If not and you want to use them on the existing RWA, do you change the description?

A. If there is residual funding, we cannot move funds to another for use. Also, if the funding has expired, then we cannot use them on the existing RWA for new scope. Any residual funding at the end of the project is sent back to your agency at financial completion for de-obligation on your books.

Q11. Does GSA assign the RWA number? If so, when?

Client Enrichment Series – Q & A

A. Once the Work Request is sent to GSA for assignment a Work Request Number is generated in eRETA. That is the number that is carried through for the life of the RWA. There are a few exceptions to that with A and B type RWAs which are more rare.

Q12. Is the RWA a request to GSA for money to do a specific project/for a specific service? Or is it just to get GSA to find the contractor and the office submitting the RWA must already have the money available for this project/service?

A. An RWA is an interagency agreement between PBS and a Federal or non-Federal organization (when authorized by statute), under which PBS agrees to provide goods or services and the customer agrees to pay PBS for the cost of these goods or services, as well as for PBS's indirect costs and fees.

Q13. I thought you said if there are unused funds on an RWA, you could use it for other projects. Did I misunderstand?

A. You can if the obligation authority has not expired. In that case you could amend the RWA for new scope or when GSA closes the project and sends you the financial completion letter for de-obligation on your end, you can submit a new RWA using that funding that has just been freed.

Q14. Must the office request and receive money to fund the RWA before the WR is submitted? Even if it is a different FY?

A. No, the funding doesn't need to be available until you send the RWA to GSA for Acceptance. You can enter a Work Request for a future year need. You identify the year needed in eRETA.. If this is a followup on your previous question regarding accepting an RWA prior to lease award for initial buildout- the RWA can be accepted in a prior FY as long as the bona fide need exists in that FY

Q15. What is the difference between Accepted and Obligated?

A. Once the RWA is signed by both our client and GSA, and the Acceptance Letter is sent, the RWA is considered Accepted. After a client receives the Acceptance Letter, the client needs to obligate the funds.

Q16. I'm just confused as to where the money we pay to GSA is originating from?

A. How clients obtain funding for an RWA is an internal process to your agency. Your OCFO's office should be able to assist with this.

Q17. Does the GSA email sent to the certifying official expire?

A. If you are referring to the final stage of the acceptance process when the RWA is sent out for customer signature prior to GSA signature, there is not an "official" deadline other than by September 30th of the FY. However if the RWA is not signed timely, the signature could be pulled back due to changes in project resources, costs, etc.

Q18. Services for funds submitted to GSA in September won't be provided by contractors until next fiscal year, right. Doesn't that mean work is not done in year of funds provided?

A. There is a lot to unpack in this question. Could you please send the question, along with more specifics (if you are talking about severable or non-severable; what kind of services etc.) to askrwa@gsa.gov, we will be happy to provide a specific answer.

Client Enrichment Series – Q & A

Q19. If repair work is completed under a F-type RWA and then during that repair, other issues are discovered and need to be repaired, would that qualify for an amendment to the original RWA, or would it need to be a new RWA?

A. It is hard for us to comment on a specific RWA without knowing the project specifics. Generally, the nature of the repair would need to be the same as the original Scope of the F-type. Otherwise, the repair work could require a new RWA. Please contact your GSA PM/POC on the RWA for specific questions regarding the RWA. If you are unable to contact the PM, please send your question to ereta@gsa.gov, and they can help you locate the POC.

Q20. Does GSA issue "Close Out" Letters for Overtime Utilities RWA?

A. We do not issue close out letters for R type RWAs for severable services but we do for N type RWAs for severable services.

Q21. Can substantial completion occur before the punch list?

A. The punch list is created in preparation to issue substantial completion. That list typically is part of the substantial completion letter that is issued to the contractor. Once substantial completion is issued, the contractor typically has a set time frame to execute the work listed within the punch list.

Q22. Any recommendations for the new FY23 recurring RWAs?

A. We are unable to determine what specific recommendations you are looking for regarding FY23. Please resend your question if you were looking for a specific recommendation for recurring services from our team.

Q23. Is there another session we can take to go over in the system in eRETA?

A. Yes, August 16th. Follow this link [CES website](#) for registration.

Q24. Does the RWA explicitly state Annual v Multiple Year?

A. Yes - RWAs must cite the fund type (Annual, Multiple-Year, or No-Year) which corresponds to the Agency's Treasury Account Symbol (TAS)

Q25. Can you change the use of unused funds? Does the description of the use in eReta change?

A. RWAs may only be amended to include new scope within the original fiscal year in which the RWA was accepted. If the customer would like to change the scope (the description of requirements on the RWA) a formal amendment is required. No matter what fund type or FY: any unused / excess / residual / leftover funds, which are no longer required for the original scope on the RWA as currently accepted, must be returned to the customer.

[Link to CHAT](#) (Lots of people entered questions in the Chat, no matter how many times we asked them not to...)

[Link to the Q&A Report](#)

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[Link to the Session Transcript](#)