



GSA PBS Customer Forum

Hosted by the
Office of Portfolio Management and Customer Engagement
June 25, 2018

***Reimbursable Work Authorizations
New Policy Changes, Process Overview
and eRETA***

Reimbursable Work Authorizations: New Policy Changes, Process Overview, and eRETA

Presented by:

Ashlee Carlson

Reimbursable Services Program Manager

Jeff Franz

Reimbursable Services Program Analyst

PBS Project Delivery Excellence Division

Office of Design & Construction

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 Highlights

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 Highlights

Amendments:

- Required to correct, add to, or delete work, services, or funds from the original accepted RWA.
- Amendments for new scope may only be accepted in the same FY as when the original RWA was accepted.
- Antecedent Liabilities are unforeseen within scope changes that occur after the period of obligational authority has expired, which require an amendment to the RWA.
 - 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 Highlights

Cost Estimates:

Policy clarifies GSA can accept:

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

What about a Summary Cost Estimate (SCE)?

- Summary Cost Estimate (SCE)* is still required for all RWAs and must be supported by an estimate as defined above and in the policy.
- SCEs provide a consistent summary level of the more detailed estimate to support the RWA and include all costs, including any GSA Fees.

*or Overtime Utility Estimate (OUE)

RWA National Policy Document Highlights

Overtime Utilities:

Policy clarifies GSA can accept RWAs for overtime utilities that cross fiscal years.

- Currently, this is an option for overtime utilities in leased space, but there may be opportunities to expand to our owned space inventory in the future.
- Period of service may cross fiscal years, but may not exceed a period of 12 months (for RWAs funded with annual appropriations).
- Excellent way to ensure consistent overtime utility services are maintained during a Continuing Resolution (CR)

RWA National Policy Document Highlights

RWAs for above-standard TI costs in leased space 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.*

National Policy Document Highlights

RWAs for above-standard TI costs in leased space (continued):

- **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 and Submission Process

Where do I send RWAs?

- Customers should 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 is the deadline for receipt of fully executable RWAs for FY18?

- 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 a specific date to be to be considered for acceptance. This date is August 31st for all Property Act RWAs, and July 13th for Economy Act and DoD RWAs.

RETA & eRETA

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

RETA/eRETA are 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.

RETA RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Current Date and Time: Monday, February 13, 2017 9:11:19 AM Print/Save Report

Note Board & User Resources

National RETA Note Board: Welcome to eRETA (updated 1/31/2017 11:35AM ET)

Logged in User Details

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 07054 - DEPARTMENT OF HOME AND SECURITY TRANSPORTATION SECURITY ADMIN
Group(s):	ERETA_DATA_ENTRY

Other Applications & Resources: [RWA Customer Site \(www.gsa.gov/rwa\)](http://www.gsa.gov/rwa)
[RWA Form 2957 \(www.gsa.gov/forms\)](http://www.gsa.gov/forms)
[RWA Billing Details - Vendor & Customer Self Service \(VCSS\)](#) (Separate log-in will be required)
[Treasury Credit Card Site \(www.pay.gov\)](http://www.pay.gov)
[Rent on the Web \(ROW\)](#)

eRETA and Electronic RWA Enhancements

GSA introduced several electronic features to the RWA workflow to allow customer agencies and GSA to interact more efficiently.

Notable 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.

In the future, customers will **ONLY** be able to submit RWAs to GSA electronically via eRETA.

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information

WR/RWA Number: Customer Request Date: Requested By: GSA Data Entry: Estimate Tracking No: [input field]

Status: Customer Signature: GSA Region: [input field]

Input Code: [input field]

* Required Fields

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

* Primary Building State: New Mexico * City: Columbus

Building: NM0083CL Building Name: USBS COLUMBUS PRIMAR

Address: PALOMAS & 2ND ST Zip Code: 88029

Room Number/Specific Location in Facility: [input field]

Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Overtime Utilities: No Requested Service Period: 01/23/2018 to 11/16/2018

This work is related to other RWA(s) Related RWA Number(s): [input field]

* Estimated Amount: \$2,500-\$150,000 Agency RWA Mailbox: Add new...

* Agency POC: denise.a.torres@cbp.dhs.gov GSA PM/POC: (if known) Add new...

Name: Torres, Denise Alice Name: Phone: (949) 843-8389 Phone:

* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA: [input field]

Save Reset Form

Submitting Work Requests to GSA via eRETA

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

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W1713095

Status: New

Input Code: A

Customer Request Date:

Customer Signature:

GSA Region: 07

Requested By:

GSA Data Entry:

Estimate Tracking No:

Read Only View

* Required Fields

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

* Primary Building State: New Mexico

Building: NM0063CL

Address: PALOMAS & 2ND ST

Room Number/Specific Location in Facility:

* Overtime Utilities: No

This work is related to other RWA(s)

* Estimated Amount: \$2,500-\$150,000

* Agency POC: denise.a.torres@cbp.dhs.gov

Name: Torres, Denise Alice
Phone: (949) 843-8389

* City: Columbus

Building Name: USBS COLUMBUS PRIMAR

Zip Code: 88029 -

Request for multiple buildings
(If yes, Address in Desc. of Reqs.)

Requested Service Period: 01/23/2018 to 11/16/2018

Related RWA Number(s):

Agency RWA Mailbox: Add new...

GSA PM/POC: (if known) Add new...

Name:
Phone:

* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Delete Save **Submit Request** Reset Form

Submitting Work Requests to GSA via eRETA

- A tracking “Work Request Number” is generated after the user saves the request.

You are in Read-Only Mode

- CUSTOMER INFORMATION
- BILLING INFORMATION
- ACCOUNTING DETAILS
- CUSTOMER APPROVAL
- PBS INFORMATION
- AUTHORIZING DETAILS
- PBS APPROVAL

WR/RWA Number: W1713095
 Status: Unassigned
 Customer Request Date: 11/02/2017
 Requested By: external.DataEntryUser@gsa.gov
 Customer Signature: GSA Data Entry: Estimate Tracking No:
 GSA Region: 07

Agency Bureau: 07051
 Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION
 Primary Building State: New Mexico City: Columbus
 Building Number: NMD063CL Building Name: USBS COLUMBUS PRIMAR
 Address: PALOMAS & 2ND ST Zip Code: 88029
 Room Number/Specific Location in Facility:
 Overtime Utilities: No
 Request for multiple buildings (If yes, Address in Desc. of Reqs.)
 Requested Service Period: 01/23/2018 to 11/16/2018
 Related RWA Number(s):
 Agency RWA Mailbox:
 GSA PM/POC: (if known)
 Estimated Amount: \$2,500-\$150,000
 Agency POC: denise.a.torres@cbp.dhs.gov
 Name: Torres, Denise Alice
 Phone: (949) 643-6389

Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Submitting Work Requests to GSA via eRETA

- 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.

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov **GSA**

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information Read-Only View

WR/RWA Number: W1713095 Customer Request Date: 11/2/2017 Requested By: external.DataEntryUser@gsa.gov

Status: Assigned Customer Signature: GSA Data Entry: teresa.alcorn@gsa.gov

Input Code: A GSA Region: 07 Estimate Tracking No:

Required Fields

RWA Type: * WR/RWA Number: 1713095

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

* Primary Building State: New Mexico * City: Columbus

Building: NM0063CL Building Name: USBS COLUMBUS PRIMAR

Address: PALOMAS & 2ND ST Zip Code: 88029 -

Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Overtime Utilities: No Requested Service Period: 01/23/2018 to 11/18/2018

This work is related to other RWA(s) Related RWA Number(s):

* Estimated Amount: \$2,500-\$150,000 Agency RWA Mailbox: Add new...

* Agency POC: denise.a.torres@cbp.dhs.gov * GSA PM/POC: (if known) steven.sacco@gsa.gov

Name: Torres, Denise Alice Name: Sacco, Steve

Phone: (649) 643-8389 Phone: (202) 203-9177

* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

[Documentation](#) [Comments](#)

Submitting Work Requests to GSA via eRETA

- 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.

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GS

Agency Accounting Details

WR/RWA Number: W1713095 Status: Assigned Input Code: A [Read-Only View](#)

* Required Fields

Add Agency Accounting Detail Line

Agency Certified Amt \$0.00
 * Agency Fund Year 2018 * Authorized Line Amt \$ 12,000.00
 * Fund Type M: Multi-year Treasury Symbol 07020182020 0632000
 * Expiration Date of Obligational Authority 09/30/2020
11AA-22BB-33CC-44DD-55EE-66FF
 * Agency Accounting Data
 (Limited to 255 Characters)

[Agency Accounting Detail Lines Help](#)

Modified Date	Treasury Symbol	Fund Year	Fund Type	Fund Expiration Date	PDN	PLN	Authorized Line Amt	Agency Accounting Data
No Records Found								

[Documentation](#)
[Comments](#)

Submitting Work Requests to GSA via eRETA

- As the Work Request is vetted and becomes an RWA, customers and GSA can view and update data through the various data entry screens (left pane).
- Customers will be responsible for entering all customer-related data (pg 1 of RWA 2957 Form).
- GSA will be responsible for entering all GSA-specific data (pg 2 of RWA 2957 Form).

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Approval

WR/RWA Number: W1713095 Status: Assigned Input Code: A Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a new signature. * Required Fields

NEW Click here for signature option instructions

Electronic Signature Request
 Manual Signature

Signature of Fund Certifying Official: Not Yet Signed

Fund Certifying Official: nicole.rhodes@cbp.dhs

Name of Signer: Rhodes, Nicole

Certifying Official's Phone: (202) 391-8247 Ext:

Date:

I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.

Upload New

Document Type	Document Name	Upload Date	Delete
No records found			

Save Send to GSA Reset Form

Documentation Comments

Submitting Work Requests to GSA via eRETA

- The new “Customer Approval” screen allows customer agencies to upload manually signed 2957 Forms or opt to sign RWA digitally.
- Digital signatures are captured as the last two items immediately prior to RWA acceptance.
- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters all of their “Page 2” information in RETA.

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.

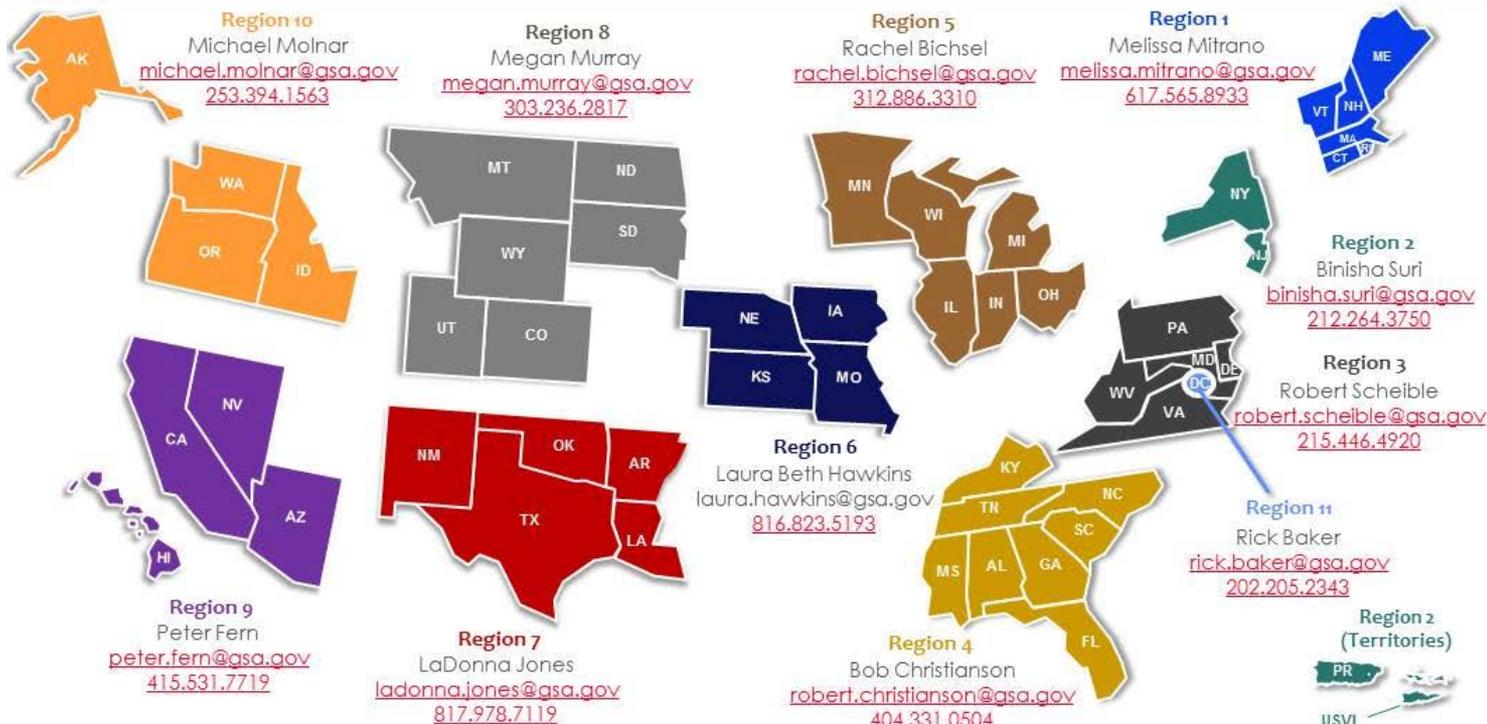
RWA Managers

- 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.

Upcoming Training

- Client Enrichment Series “eRETA Summer Camp” webinar coming July 19th - [Registration Link](#)

GSA PBS Reimbursable Services RWA Managers



Project Delivery Excellence Division
Keith Colella
Director
keith.colella@gsa.gov

Questions?

Reimbursable Work Authorizations: New Policy Changes, Process Overview, and eRETA

Ashlee Carlson

Reimbursable Services National Program Manager

PBS Project Delivery Excellence Division/Office of Design & Construction

ashlee.carlson@gsa.gov

202.253.9810

Jeff Franz

Reimbursable Services Program Analyst

PBS Project Delivery Excellence Division/Office of Design & Construction

jeffrey.franz@gsa.gov

202.826.5037

www.gsa.gov/rwa

AskRWA@gsa.gov