



RWAs For Above Standard Tenant Improvements

Customizing Your Space and Work Environment

Background and Benefits

In federally owned and leased locations, an agency's rent covers the cost of core and shell (a building's structure and common space amenities), and includes an allowance for tenant improvements (TI) to build out a space that meets their needs.

If an agency wishes to further customize their space in a way that exceeds their TI allowance, the additional work must be fully funded via a Reimbursable Work Authorization (RWA). Once accepted by GSA, this RWA acts as the contractual agreement between GSA and a customer agency to fund and deliver the scope of work.

For an RWA to be accepted by PBS, it must meet important minimum criteria such as:

- An established **Bona Fide Need** for the work to be performed
- **Scope of Work** defining objectives and requirements of request
- **Cost Estimate** supporting the scope of work
- **Proper Funding** to fully fund the scope of work
- **Customer Signature**

When Must an Agency Submit and Fund an RWA for Above Standard TI costs?

The timelines and requirements for submitting and funding an RWA for above standard TI differ in owned and leased space. See the chart below for specific examples. You can also find this chart in the [RWA National Policy Document](#) - Table 3.

Project Type:	RWA Accepted As Early As:	RWA Accepted No Later Than:
Repair and Alterations Projects Related to a PBS Prospectus in Federally-Owned Space	Project is identified, scoped, and estimated	Date of Contract Award
Repair and Alterations Projects Not Related to a PBS Prospectus in Federally-Owned Space	Project is identified, scoped, and estimated	Date of Contract Award
New Construction Projects for Federally-Owned Space	Project is identified, scoped, and estimated	Date of Contract Award
PBS Prospectus Projects in New Leased Space	Project is identified, scoped, and estimated	Date of Lease Award
Projects in New Leased Space Not Related to PBS Prospectus	Project is identified, scoped, and estimated	Date of Lease Award
Repair and Alterations Projects in Existing Leased Space (Post Occupancy)	Project is identified, scoped, and estimated	Date of Contract Award



What Happens If There is an Unexpected Cost Increase?

Unexpected cost increases are common in construction projects. These antecedent liabilities can be funded with:

- Funds that were available when the original RWA was accepted
- Currently available funds, if the customer agency signs a Statement of Further Written Assurance that it no longer has funds that were available when the original RWA was accepted
- Any No-Year funds

Example: An RWA for above standard TI in a new lease is accepted in FY18 prior to lease award. Upon buildout of space in FY19, asbestos is discovered in the walls, increasing project costs. This unforeseen, within-scope cost increase must be funded with funds that were available in FY18 or No Year funds. If funds that were available in FY18 or any No Year funds are unavailable, then the customer must sign a Statement of Further Written Assurance that such funds are no longer available, and provide currently available funds.

Does GSA Accept Customer Provided Cost Estimates for RWAs?

Yes. GSA can accept a customer-provided estimate as long as a GSA PM or GSA Cost Estimator acknowledges it in writing as fair and reasonable.

For More Information:

For more information about RWAs and GSA's Reimbursable Services Program, visit www.gsa.gov/rwa. GSA also presents regular updates on the RWA process through the Client Enrichment Series, available at www.gsa.gov/ces.