



U.S. General Services Administration
Public Buildings Service

USER MANUAL

ELECTRONIC OCCUPANCY AGREEMENT (EOA)

AUGUST 10, 2015

TABLE OF CONTENTS

1	INTRODUCTION.....	4
1.1	PURPOSE.....	4
1.2	GENERAL DESCRIPTION.....	4
1.3	GETTING STARTED	5
1.3.1	Logon	<i>Error! Bookmark not defined.</i>
1.3.2	Navigation.....	10
1.4	SEARCH OAS.....	10
1.4.1	Search OA Criteria.....	10
1.4.2	Search OA Results	11
1.4.3	View OA Details.....	12
1.4.4	Rates History	14
1.4.5	Download/Save OA Details as PDF.....	15
1.5	OA DOCUMENTS	15
1.5.1	Financial Summary.....	15
1.5.2	Signed Agreement.....	18
1.5.3	Preview Bill.....	22
1.5.4	Combined Signed Agreement and Financial Summary.....	23
2	OPERATING INSTRUCTIONS.....	26
2.1	MAINTAIN OPERATION.....	26
2.2	TERMINATE AND RESTART OPERATION	26
3	ERROR HANDLING.....	26
4	HELP FACILITIES.....	26

ILLUSTRATIONS

Figure 1: PBS Portal Extranet Logon Page	5
Figure 2: One-time Password Logon.....	6
Figure 3: Logon Validation	6
Figure 4: Logging in	7
Figure 5: Sending One Time Password.....	7
Figure 6: Enter Pin	8
Figure 7: PBS Portal Extranet Landing Page	8
Figure 8: eOA Portal Landing Page.....	9
Figure 9: eOA Home Page Screen.....	9
Figure 10: Top and Left Menu Navigation	10
Figure 11: Search OA Criteria Screen.....	11
Figure 12: OA Search Results Screen	11
Figure 13: OA Details Screen (top)	12
Figure 14: OA Details Screen (middle).....	13
Figure 15: OA Details Screen (bottom)	14
Figure 16: Rates History Pop-Up Screen	15
Figure 17: Financial Summary Criteria	16
Figure 18: Generated Financial Summary.....	17
Figure 19: Signed Agreement Criteria	19
Figure 20: Generated Signed Agreement.....	20
Figure 21: Preview Bill Criteria	22
Figure 22: Generated Preview Bill.....	23
Figure 23: Combined Criteria	24
Figure 24: Generated Combined Signed Agreement and Financial Summary.....	25

1 INTRODUCTION

An Occupancy Agreement (OA) is a record of understanding between a client agency that uses space and the agency that controls the owned or leased space. Electronic Occupancy Agreement Tool (eOA) is a web-based extranet application that enables Agency and Public Building Services (PBS) users to view OAs in read-only mode. The system is accessed through an external PBS Portal. Besides viewing OAs, users have the ability to view documents related to the OA.

The eOA application allows users to search for and view the details of an OA (occupancy agreement). They can also view the details as a PDF. Users can view all OAs for any agency to which the user has access. For example, a USDA employee can view USDA OAs. GSA users with access to OA Tool can view OAs for all agencies.

Users may also view several reports for an OA. Signed Agreement, Preview Billing, Financial Summary, and Combined documents are all available on the web and as a PDF.

1.1 PURPOSE

The purpose of eOA is to provide users from non-GSA agencies access to OAs, so they can verify that rent bills were charged accurately. They can also view rates history and OA documents.

1.2 GENERAL DESCRIPTION

In order to access eOA, users will need to get an account, which allows them to be authenticated and stores the user's list of assigned agency/bureau codes. GSA users will have access to OAs from all agencies.

Users can perform a quick search on a specific OA, or search based on state, status, and agency. Results from the latter search can be sorted and filtered to help find exactly what the user is seeking. The details for an OA can be viewed in the application, and can be generated as a PDF.

Several documents can also be viewed and printed as a PDF: Signed Agreement, Financial Summary, Combined, and Preview Bill documents.

1.3 GETTING STARTED

This section is intended to help familiarize users with the basics of accessing and navigating the system.

- 1) Go to www.gsa.gov/ea and click on the Electronic Occupancy Agreement link. Information about eOA will be displayed. A User ID request form is also available here. Open the request form and follow the directions.
- 2) If approved, a confirmation e-mail will be sent providing a User ID and phone number to call for a temporary password.

1.3.1 LOGON

- 1) After receiving a user ID and password, enter the PBS Portal Extranet by going to <https://extportal.pbs.gsa.gov> and click the green “login” button located at the top center of the intro page.

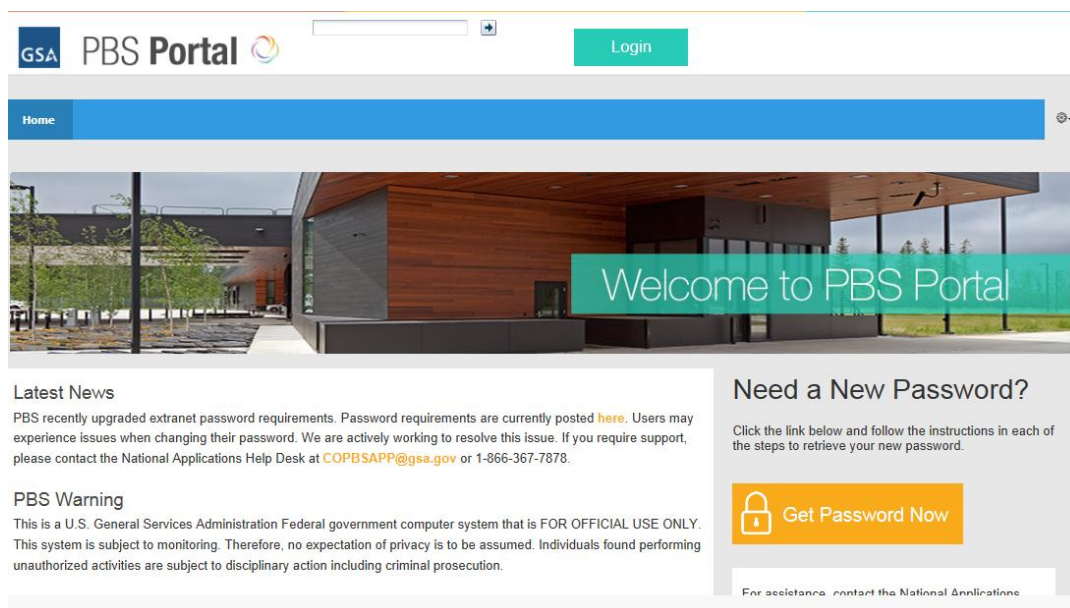


Figure 1: PBS Portal Extranet Logon Page

2) Click to login with One-Time Password

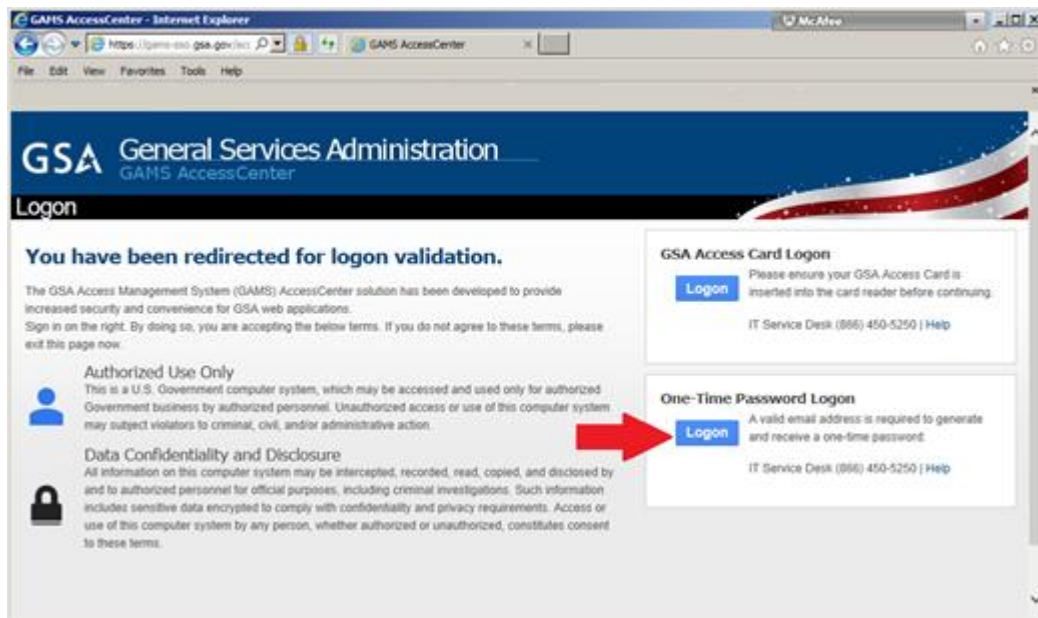


Figure 2: One-time Password Logon

3) Enter username and password, and click Continue

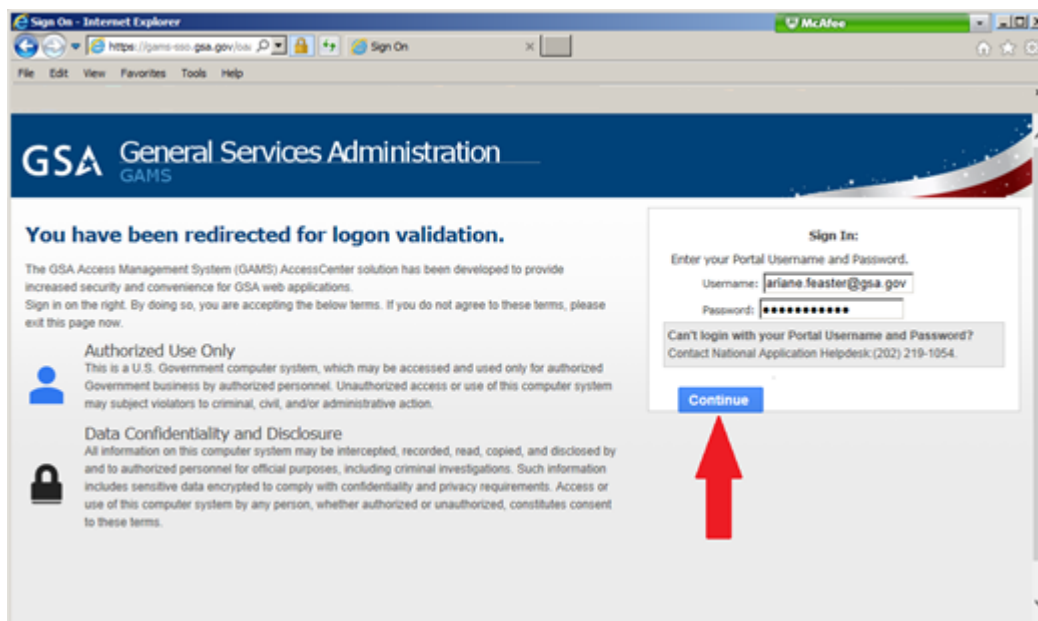


Figure 3: Logon Validation

- 4) After clicking “Continue”, you will get the following two screens

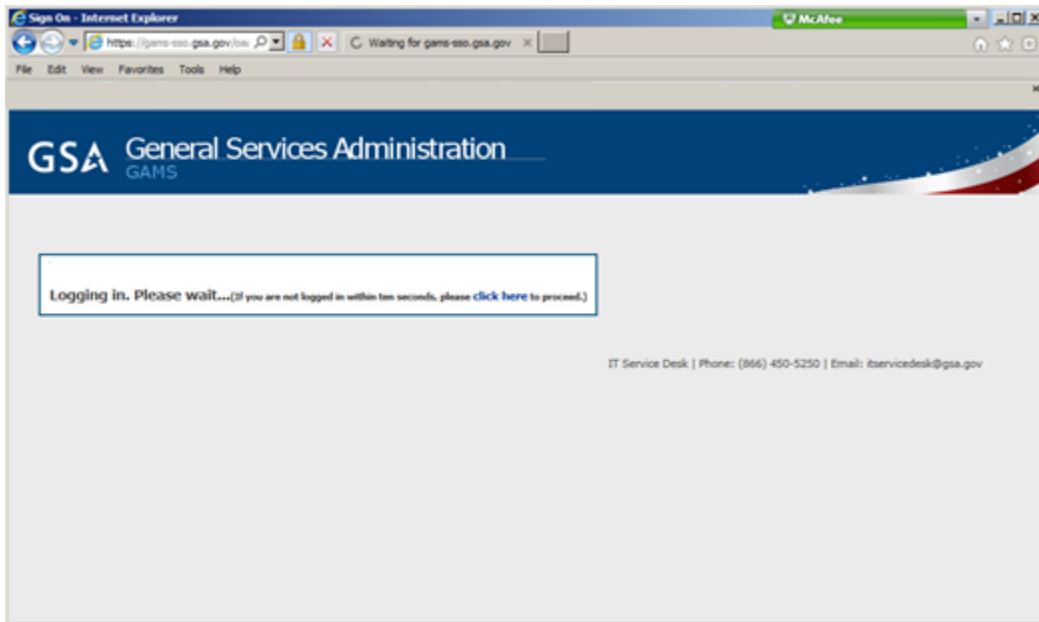


Figure 4: Logging in

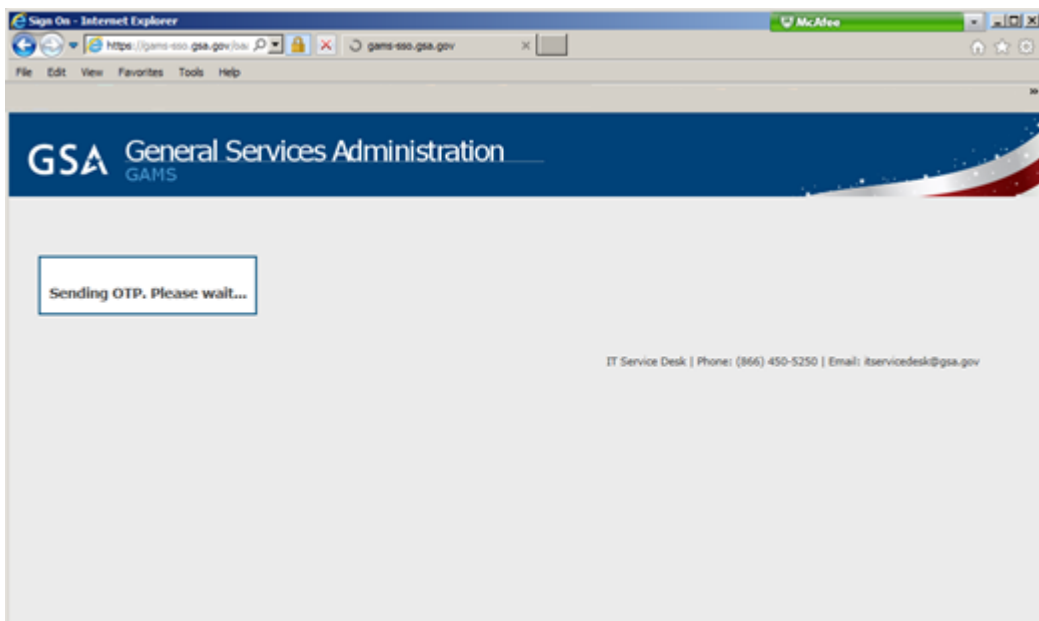


Figure 5: Sending One Time Password

- 5) When you get the third screen (below), check your Agency email for the 5-digit pin, then enter it in the textbox and click “Enter”

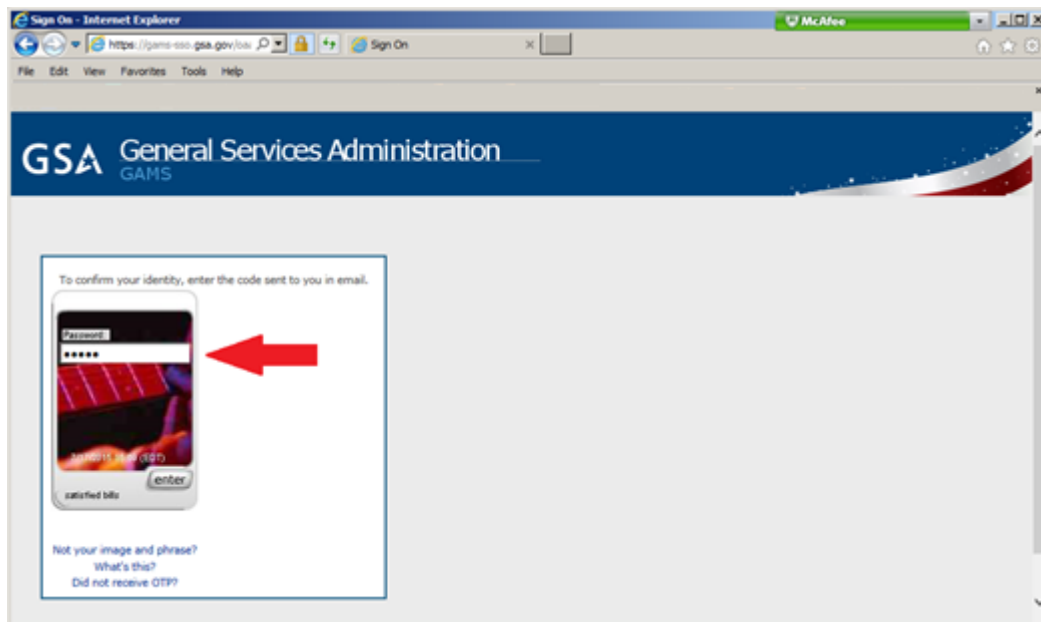



Figure 6: Enter Pin

- 6) You will be taken to the PBS Portal. Select the eOA icon  from the list of Extranet Applications.

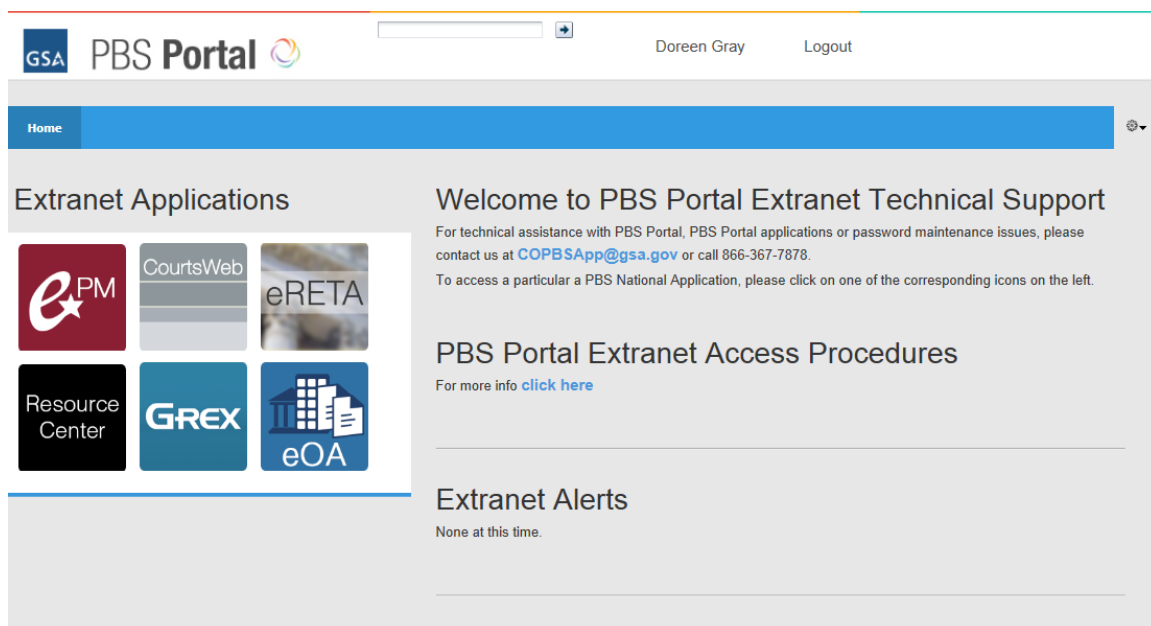


Figure 7: PBS Portal Extranet Landing Page

- 7) Select the eOA icon  to access the eOA application

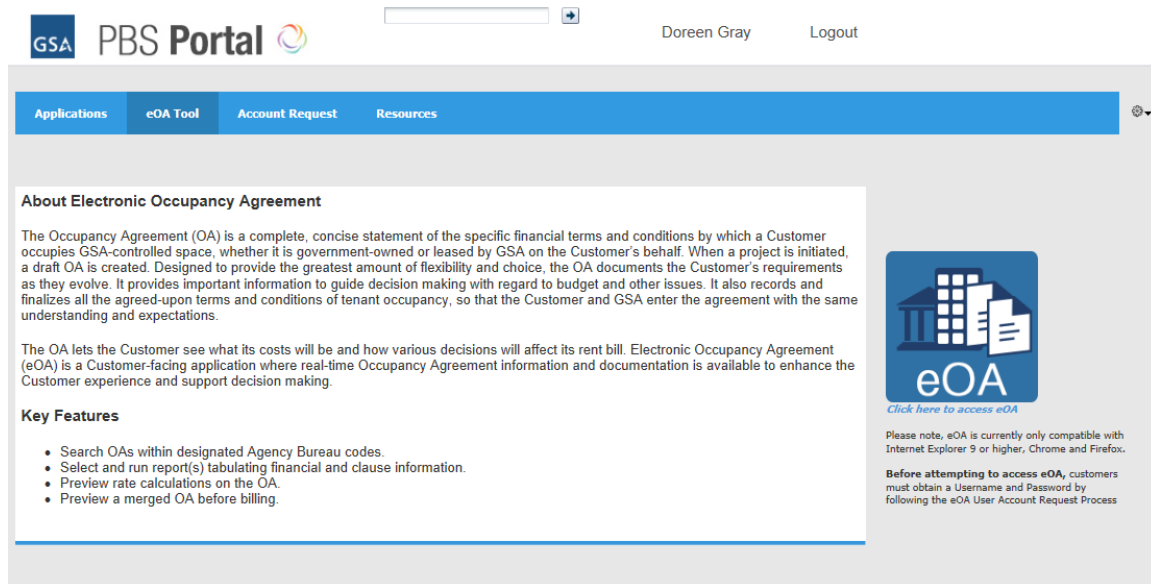


Figure 8: eOA Portal Landing Page

- 8) After the eOA application launches, the eOA Home Page Screen displays the OA search section and left navigation.

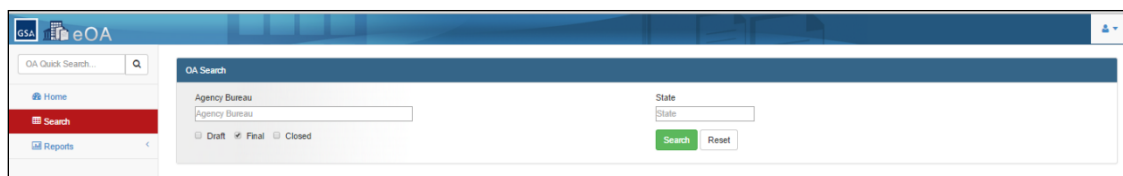


Figure 9: eOA Home Page Screen

The Home page displays the OA search section.

1.3.2 NAVIGATION

The navigation links located on the home page also exist on every other screen in the system and constitute the primary navigation mechanism.

Top Navigation

The top right corner of the home page features the **Help** and **Logout** links. Clicking the **Help** link will bring up an online copy of the User Manual. Clicking the **Logout** link will take the user back to the Portal.

OA Quick Search

Use the Quick Search feature to search for and open a known OA. Begin typing the first few letters of the OA you wish to view. After three letters are entered, the system begins searching for matching OAs that you have access to. Wait for the system to return a list of OAs. At this point, you can select one of them. Note: It's faster to type more characters (instead of just "ADE", type "ADE00"). This reduces the number of results you will see in the drop-down, from which to select an OA.

Once you have selected an OA, click the search (magnifying glass) icon. This will take you to the OA Details screen for the selected OA.

Left Navigation

The items listed on the left side are the following. All these screens are read-only for both Agency and PBS users:

- **Home:** Links to the home page, which in turn opens the Search screen.
- **Search:** Links to the OA Search screen.
- **Reports:** Links to the following four documents:
 - a. Financial Summary
 - b. Signed Agreement
 - c. Preview Bill
 - d. Combined Signed Agreement and Financial Summary

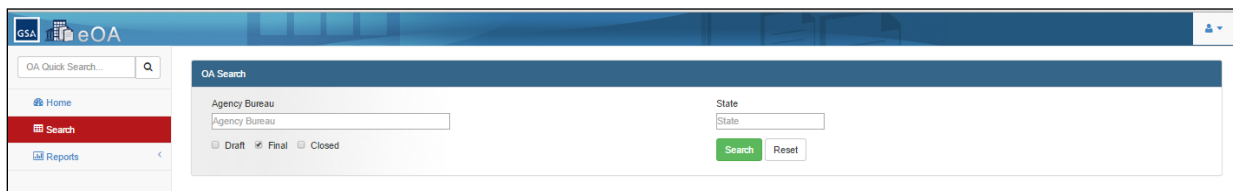


Figure 10: Top and Left Menu Navigation

1.4 SEARCH OAS

The Search engine allows users to search for **Final and Closed** OAs.

1.4.1 SEARCH OA CRITERIA

To search for OAs, follow the directions below:

1. On the left menu bar, click on the **Search or Home** links. A screen containing the search engine will open.

Note: If you are an Agency user with one agency assigned to you, the Agency Bureau field will automatically be populated with your agency name in the Search criteria.

Figure 11: Search OA Criteria Screen

2. Enter valid information into one or more of the search criteria available in the engine. Each of the search criteria fields is optional except for the **Status (Final or Closed)** check-boxes.
3. Click **Search** to submit your search criteria or **Reset** to erase your selections.

1.4.2 SEARCH OA RESULTS

Once a search has been submitted, a screen containing the OA search results listings will appear under the Search criteria. The number of search results found is listed as well as the number of rows displayed per page.

OA Number	Status	OA Type	A/B Code	Location Code	Effective Date	Expiration Date
AMD00008 - V36	Final	Replacement	2804	MD1034	9/19/2014	8/7/2015
AMD00012 - V26	Final	Replacement	3611	MD0055	9/29/2014	4/3/2020
AMD00022 - V29	Final	Replacement	4762	MD0033	9/29/2014	6/1/2022
AMD00023 - V14	Final	Replacement	1314	MD0372	2/4/2014	2/3/2019
AMD00024 - V12	Final	Replacement	6800	MD0372	2/4/2014	2/3/2019
AMD00031 - V56	Final	Replacement	9600	MD0421	2/16/2015	3/30/2018
AMD00032 - V57	Final	Replacement	4500	MD0421	2/16/2015	3/30/2018
AMD00033 - V42	Final	Replacement	6904	MD0421	2/16/2015	3/30/2018
AMD00034 - V43	Final	Replacement	6907	MD0421	2/16/2015	3/30/2018
AMD00035 - V42	Final	Replacement	6912	MD0421	2/16/2015	3/30/2018

Figure 12: OA Search Results Screen

Rates - Current Charges
[Rates History](#)

	Rate (RSF/Space)	Annual Amount	Dates
Bldg. Spec. Amort. Capital - GSA	\$0.117071	\$656.76	10/2014 - 09/2016 (24 months)
Operating Costs	\$8.440000	\$47,347.72	10/2014 - 09/2016 (24 months)
Shell Rent	\$9.500000	\$53,294.24	10/2014 - 09/2016 (24 months)
Structured Parking	\$1,012.260000	\$13,159.38	10/2014 - 09/2015 (12 months)
	RSF/Space	Annual Amount	Dates
JU Rentable Space	420.63	\$9,372.63	10/2014 - 09/2016 (24 months)
JU Structured Parking	0.06	\$65.23	10/2014 - 09/2016 (24 months)
JU Surface Parking	0.00	\$0.00	10/2014 - 09/2016 (24 months)

Escalations

OA Effective Escalation

PBS Fee %

Operating Cost Esc.? Yes
Real Estate Taxes Esc.? No

Surface Parking Esc.? Yes Structured Parking Esc.? Yes

Billing Adjustment

Audit No.	Dates	Last Billed	Type/Reason	RWA Fee	Monthly Total	Grand Total
297056	03/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$203.76	-\$2,241.39
297057	03/2013 - 09/2013	09/2013	Adjustment/ Late Activation	\$0.00	-\$11,591.21	-\$81,138.48
297059	03/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$21,321.19	-\$234,533.04
297058	10/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$11,776.67	-\$47,106.68
297060	12/2013 - 01/2014	01/2014	Adjustment/ Late Activation	\$0.00	-\$3,303.20	-\$6,606.40

Figure 14: OA Details Screen (middle)

Tenant Improvements																																																																
TENANT IMPROVEMENTS <table> <tr> <td>Rate/USF</td> <td>Total</td> </tr> <tr> <td>Gen. Allow: \$34.7193</td> <td>\$143,849.70</td> </tr> <tr> <td>Cust. Allow: \$6.943860</td> <td>\$28,769.94</td> </tr> <tr> <td>Tot. Allow: \$41.663161</td> <td>\$172,619.64</td> </tr> <tr> <td>Gen. Exp: \$0.000000</td> <td>\$0.00</td> </tr> <tr> <td>Cust. Exp: \$0.000000</td> <td>\$0.00</td> </tr> <tr> <td>Tot. Exp: \$0.000000</td> <td>\$0.00</td> </tr> </table>	Rate/USF	Total	Gen. Allow: \$34.7193	\$143,849.70	Cust. Allow: \$6.943860	\$28,769.94	Tot. Allow: \$41.663161	\$172,619.64	Gen. Exp: \$0.000000	\$0.00	Cust. Exp: \$0.000000	\$0.00	Tot. Exp: \$0.000000	\$0.00	TENANT IMPROVEMENTS <table> <tr> <td>Cust. Tier:</td> <td>2</td> </tr> <tr> <td>Local Const. Index:</td> <td>0.99</td> </tr> <tr> <td>Amort. Term:</td> <td>60</td> </tr> <tr> <td>Amort. Start Date:</td> <td>10/01/2014</td> </tr> <tr> <td>Unamort. Bal:</td> <td>\$0.00</td> </tr> <tr> <td>Amort. Int Rate (%):</td> <td>2.885%</td> </tr> <tr> <td>RWA Direct Cost:</td> <td>\$0.00</td> </tr> <tr> <td>Total RWA Cost Including Fees:</td> <td>\$0.00</td> </tr> </table>	Cust. Tier:	2	Local Const. Index:	0.99	Amort. Term:	60	Amort. Start Date:	10/01/2014	Unamort. Bal:	\$0.00	Amort. Int Rate (%):	2.885%	RWA Direct Cost:	\$0.00	Total RWA Cost Including Fees:	\$0.00	TI PAYMENT METHODS <table> <tr> <td>TI Total Expended Over Term:</td> <td>\$0.00</td> </tr> <tr> <td>TI Lump Sum (Buy Down):</td> <td>\$0.00</td> </tr> <tr> <td>TI Expended Minus Buy Down:</td> <td>\$0.00</td> </tr> <tr> <td>Exceeds Allowance (Lump Sum Required):</td> <td>\$0.00</td> </tr> <tr> <td>TI to be Amortized:</td> <td>\$0.00</td> </tr> </table>	TI Total Expended Over Term:	\$0.00	TI Lump Sum (Buy Down):	\$0.00	TI Expended Minus Buy Down:	\$0.00	Exceeds Allowance (Lump Sum Required):	\$0.00	TI to be Amortized:	\$0.00																						
Rate/USF	Total																																																															
Gen. Allow: \$34.7193	\$143,849.70																																																															
Cust. Allow: \$6.943860	\$28,769.94																																																															
Tot. Allow: \$41.663161	\$172,619.64																																																															
Gen. Exp: \$0.000000	\$0.00																																																															
Cust. Exp: \$0.000000	\$0.00																																																															
Tot. Exp: \$0.000000	\$0.00																																																															
Cust. Tier:	2																																																															
Local Const. Index:	0.99																																																															
Amort. Term:	60																																																															
Amort. Start Date:	10/01/2014																																																															
Unamort. Bal:	\$0.00																																																															
Amort. Int Rate (%):	2.885%																																																															
RWA Direct Cost:	\$0.00																																																															
Total RWA Cost Including Fees:	\$0.00																																																															
TI Total Expended Over Term:	\$0.00																																																															
TI Lump Sum (Buy Down):	\$0.00																																																															
TI Expended Minus Buy Down:	\$0.00																																																															
Exceeds Allowance (Lump Sum Required):	\$0.00																																																															
TI to be Amortized:	\$0.00																																																															
Miscellaneous <table> <tr> <td>IGTE Order #:</td> <td>Field Office: UPSTATE SERVICE CENTER</td> <td>Buyer BPN:</td> <td>Buyer TAS:</td> <td>Seller BPN:</td> <td>Seller TAS:</td> </tr> </table>			IGTE Order #:	Field Office: UPSTATE SERVICE CENTER	Buyer BPN:	Buyer TAS:	Seller BPN:	Seller TAS:																																																								
IGTE Order #:	Field Office: UPSTATE SERVICE CENTER	Buyer BPN:	Buyer TAS:	Seller BPN:	Seller TAS:																																																											
Forced Move <table> <tr> <td> RENT DIFFERENTIAL <table> <tr> <td>Usable Square Feet:</td> <td>15,351.00</td> </tr> <tr> <td>Old Rate (\$/RSF):</td> <td>\$19.010000</td> </tr> <tr> <td>R/U Factor Old Space:</td> <td>1.432339863</td> </tr> <tr> <td>New Rate (\$/RSF):</td> <td>\$16.750000</td> </tr> <tr> <td>R/U Factor New Space:</td> <td>1.167350000</td> </tr> <tr> <td>Rate Differential (\$/RSF):</td> <td>\$-5.358832</td> </tr> <tr> <td>Rate Differential Term (Months):</td> <td></td> </tr> <tr> <td>Total Amount (Rent Diff Term):</td> <td>\$0.00</td> </tr> </table> </td> <td> UNDEPRECIATED LUMP SUM <table> <tr> <td>Original Lump Sum Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Original Term (months):</td> <td>60</td> </tr> <tr> <td>Remaining Term (months):</td> <td>8</td> </tr> <tr> <td>Undepreciated Lump Sum:</td> <td>\$0.00</td> </tr> </table> </td> <td> UNAMORTIZED BALANCE <table> <tr> <td>Original TI Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Original Interest Rate:</td> <td>0.000%</td> </tr> <tr> <td>Original Term (months):</td> <td></td> </tr> <tr> <td>Remaining Term (months):</td> <td></td> </tr> <tr> <td>Unamortized Balance:</td> <td>\$0.00</td> </tr> </table> </td> </tr> <tr> <td> FORCED MOVE COST <table> <tr> <td>Physical Move:</td> <td>\$24,272.19</td> </tr> <tr> <td>Telecom Cost:</td> <td>\$0.00</td> </tr> <tr> <td>Systems Furniture:</td> <td></td> </tr> <tr> <td>Special Equipment:</td> <td>\$0.00</td> </tr> </table> </td> <td> TOTAL FORCED MOVE COST <table> <tr> <td>Pay Through Rent:</td> <td>\$0.00</td> </tr> <tr> <td>Pay to Displaced Agency:</td> <td>\$24,272.19</td> </tr> <tr> <td>Total Cost:</td> <td>\$24,272.19</td> </tr> </table> </td> <td> RENT ON DISPLACED AGENCY'S SPACE <table> <tr> <td>Rentable Square Feet:</td> <td>17,920.00</td> </tr> <tr> <td>Current Rate (\$/RSF):</td> <td>\$16.750000</td> </tr> <tr> <td>Term of Renovation:</td> <td></td> </tr> <tr> <td>Total Amount (Displaced Agency Space):</td> <td>\$0.00</td> </tr> </table> </td> </tr> </table>			RENT DIFFERENTIAL <table> <tr> <td>Usable Square Feet:</td> <td>15,351.00</td> </tr> <tr> <td>Old Rate (\$/RSF):</td> <td>\$19.010000</td> </tr> <tr> <td>R/U Factor Old Space:</td> <td>1.432339863</td> </tr> <tr> <td>New Rate (\$/RSF):</td> <td>\$16.750000</td> </tr> <tr> <td>R/U Factor New Space:</td> <td>1.167350000</td> </tr> <tr> <td>Rate Differential (\$/RSF):</td> <td>\$-5.358832</td> </tr> <tr> <td>Rate Differential Term (Months):</td> <td></td> </tr> <tr> <td>Total Amount (Rent Diff Term):</td> <td>\$0.00</td> </tr> </table>	Usable Square Feet:	15,351.00	Old Rate (\$/RSF):	\$19.010000	R/U Factor Old Space:	1.432339863	New Rate (\$/RSF):	\$16.750000	R/U Factor New Space:	1.167350000	Rate Differential (\$/RSF):	\$-5.358832	Rate Differential Term (Months):		Total Amount (Rent Diff Term):	\$0.00	UNDEPRECIATED LUMP SUM <table> <tr> <td>Original Lump Sum Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Original Term (months):</td> <td>60</td> </tr> <tr> <td>Remaining Term (months):</td> <td>8</td> </tr> <tr> <td>Undepreciated Lump Sum:</td> <td>\$0.00</td> </tr> </table>	Original Lump Sum Amount:	\$0.00	Original Term (months):	60	Remaining Term (months):	8	Undepreciated Lump Sum:	\$0.00	UNAMORTIZED BALANCE <table> <tr> <td>Original TI Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Original Interest Rate:</td> <td>0.000%</td> </tr> <tr> <td>Original Term (months):</td> <td></td> </tr> <tr> <td>Remaining Term (months):</td> <td></td> </tr> <tr> <td>Unamortized Balance:</td> <td>\$0.00</td> </tr> </table>	Original TI Amount:	\$0.00	Original Interest Rate:	0.000%	Original Term (months):		Remaining Term (months):		Unamortized Balance:	\$0.00	FORCED MOVE COST <table> <tr> <td>Physical Move:</td> <td>\$24,272.19</td> </tr> <tr> <td>Telecom Cost:</td> <td>\$0.00</td> </tr> <tr> <td>Systems Furniture:</td> <td></td> </tr> <tr> <td>Special Equipment:</td> <td>\$0.00</td> </tr> </table>	Physical Move:	\$24,272.19	Telecom Cost:	\$0.00	Systems Furniture:		Special Equipment:	\$0.00	TOTAL FORCED MOVE COST <table> <tr> <td>Pay Through Rent:</td> <td>\$0.00</td> </tr> <tr> <td>Pay to Displaced Agency:</td> <td>\$24,272.19</td> </tr> <tr> <td>Total Cost:</td> <td>\$24,272.19</td> </tr> </table>	Pay Through Rent:	\$0.00	Pay to Displaced Agency:	\$24,272.19	Total Cost:	\$24,272.19	RENT ON DISPLACED AGENCY'S SPACE <table> <tr> <td>Rentable Square Feet:</td> <td>17,920.00</td> </tr> <tr> <td>Current Rate (\$/RSF):</td> <td>\$16.750000</td> </tr> <tr> <td>Term of Renovation:</td> <td></td> </tr> <tr> <td>Total Amount (Displaced Agency Space):</td> <td>\$0.00</td> </tr> </table>	Rentable Square Feet:	17,920.00	Current Rate (\$/RSF):	\$16.750000	Term of Renovation:		Total Amount (Displaced Agency Space):	\$0.00
RENT DIFFERENTIAL <table> <tr> <td>Usable Square Feet:</td> <td>15,351.00</td> </tr> <tr> <td>Old Rate (\$/RSF):</td> <td>\$19.010000</td> </tr> <tr> <td>R/U Factor Old Space:</td> <td>1.432339863</td> </tr> <tr> <td>New Rate (\$/RSF):</td> <td>\$16.750000</td> </tr> <tr> <td>R/U Factor New Space:</td> <td>1.167350000</td> </tr> <tr> <td>Rate Differential (\$/RSF):</td> <td>\$-5.358832</td> </tr> <tr> <td>Rate Differential Term (Months):</td> <td></td> </tr> <tr> <td>Total Amount (Rent Diff Term):</td> <td>\$0.00</td> </tr> </table>	Usable Square Feet:	15,351.00	Old Rate (\$/RSF):	\$19.010000	R/U Factor Old Space:	1.432339863	New Rate (\$/RSF):	\$16.750000	R/U Factor New Space:	1.167350000	Rate Differential (\$/RSF):	\$-5.358832	Rate Differential Term (Months):		Total Amount (Rent Diff Term):	\$0.00	UNDEPRECIATED LUMP SUM <table> <tr> <td>Original Lump Sum Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Original Term (months):</td> <td>60</td> </tr> <tr> <td>Remaining Term (months):</td> <td>8</td> </tr> <tr> <td>Undepreciated Lump Sum:</td> <td>\$0.00</td> </tr> </table>	Original Lump Sum Amount:	\$0.00	Original Term (months):	60	Remaining Term (months):	8	Undepreciated Lump Sum:	\$0.00	UNAMORTIZED BALANCE <table> <tr> <td>Original TI Amount:</td> <td>\$0.00</td> </tr> <tr> <td>Original Interest Rate:</td> <td>0.000%</td> </tr> <tr> <td>Original Term (months):</td> <td></td> </tr> <tr> <td>Remaining Term (months):</td> <td></td> </tr> <tr> <td>Unamortized Balance:</td> <td>\$0.00</td> </tr> </table>	Original TI Amount:	\$0.00	Original Interest Rate:	0.000%	Original Term (months):		Remaining Term (months):		Unamortized Balance:	\$0.00																												
Usable Square Feet:	15,351.00																																																															
Old Rate (\$/RSF):	\$19.010000																																																															
R/U Factor Old Space:	1.432339863																																																															
New Rate (\$/RSF):	\$16.750000																																																															
R/U Factor New Space:	1.167350000																																																															
Rate Differential (\$/RSF):	\$-5.358832																																																															
Rate Differential Term (Months):																																																																
Total Amount (Rent Diff Term):	\$0.00																																																															
Original Lump Sum Amount:	\$0.00																																																															
Original Term (months):	60																																																															
Remaining Term (months):	8																																																															
Undepreciated Lump Sum:	\$0.00																																																															
Original TI Amount:	\$0.00																																																															
Original Interest Rate:	0.000%																																																															
Original Term (months):																																																																
Remaining Term (months):																																																																
Unamortized Balance:	\$0.00																																																															
FORCED MOVE COST <table> <tr> <td>Physical Move:</td> <td>\$24,272.19</td> </tr> <tr> <td>Telecom Cost:</td> <td>\$0.00</td> </tr> <tr> <td>Systems Furniture:</td> <td></td> </tr> <tr> <td>Special Equipment:</td> <td>\$0.00</td> </tr> </table>	Physical Move:	\$24,272.19	Telecom Cost:	\$0.00	Systems Furniture:		Special Equipment:	\$0.00	TOTAL FORCED MOVE COST <table> <tr> <td>Pay Through Rent:</td> <td>\$0.00</td> </tr> <tr> <td>Pay to Displaced Agency:</td> <td>\$24,272.19</td> </tr> <tr> <td>Total Cost:</td> <td>\$24,272.19</td> </tr> </table>	Pay Through Rent:	\$0.00	Pay to Displaced Agency:	\$24,272.19	Total Cost:	\$24,272.19	RENT ON DISPLACED AGENCY'S SPACE <table> <tr> <td>Rentable Square Feet:</td> <td>17,920.00</td> </tr> <tr> <td>Current Rate (\$/RSF):</td> <td>\$16.750000</td> </tr> <tr> <td>Term of Renovation:</td> <td></td> </tr> <tr> <td>Total Amount (Displaced Agency Space):</td> <td>\$0.00</td> </tr> </table>	Rentable Square Feet:	17,920.00	Current Rate (\$/RSF):	\$16.750000	Term of Renovation:		Total Amount (Displaced Agency Space):	\$0.00																																								
Physical Move:	\$24,272.19																																																															
Telecom Cost:	\$0.00																																																															
Systems Furniture:																																																																
Special Equipment:	\$0.00																																																															
Pay Through Rent:	\$0.00																																																															
Pay to Displaced Agency:	\$24,272.19																																																															
Total Cost:	\$24,272.19																																																															
Rentable Square Feet:	17,920.00																																																															
Current Rate (\$/RSF):	\$16.750000																																																															
Term of Renovation:																																																																
Total Amount (Displaced Agency Space):	\$0.00																																																															

Figure 15: OA Details Screen (bottom)

1.4.4 RATES HISTORY

The Rates History screen contains all billed charges on an OA, in addition to the current and future billed charges. To view the Rates History, perform the following steps:

On the OA Details screen, click on the **Rates History**. A pop-up screen will open where all the OA rates (including Joint Use rates) are listed:

Rates History			
	Rate (RSF/Space)	Annual Amount	Dates
Bldg. Spec. Amort. Capital - GSA	\$0.040443	\$23.42	10/2010 - 09/2011 (12 months)
Operating Costs	\$8.918688	\$5,163.82	04/2005 - 04/2006 (13 months)
Operating Costs	\$9.052468	\$5,241.38	05/2006 - 01/2007 (8 months)
Operating Costs	\$5.750000	\$3,329.25	04/2007 - 03/2008 (12 months)
Operating Costs	\$5.888000	\$3,409.15	04/2008 - 03/2009 (12 months)
Operating Costs	\$6.035200	\$3,494.38	04/2009 - 03/2010 (12 months)
Operating Costs	\$6.186980	\$3,581.74	04/2010 - 03/2011 (12 months)
Operating Costs	\$6.272685	\$3,631.88	04/2011 - 03/2012 (12 months)
Operating Costs	\$7.570000	\$4,567.06	04/2012 - 03/2013 (12 months)
Operating Costs	\$7.696690	\$4,644.70	04/2013 - 03/2014 (12 months)
Operating Costs	\$7.821869	\$4,719.01	04/2014 - 03/2015 (12 months)
Other Contract Service	\$0.000000	\$0.00	04/2005 - 03/2012 (84 months)
Shell Rent	\$26.439996	\$15,308.76	04/2005 - 01/2007 (22 months)
Shell Rent	\$18.330000	\$10,613.07	04/2007 - 03/2012 (60 months)
Shell Rent	\$22.060000	\$13,309.02	04/2012 - 03/2017 (60 months)
	RSF/Space	Annual Amount	Dates
JU Space	23.92	\$774.93	04/1992 - 09/2006 (174 months)
JU Space	23.92	\$775.40	10/2006 - 07/2007 (10 months)
JU Space	23.92	\$775.40	08/2007 - 09/2007 (2 months)
JU Space	23.92	\$680.93	10/2007 - 09/2008 (12 months)
JU Space	23.98	\$704.01	10/2008 - 09/2009 (12 months)
JU Space	29.94	\$1,029.04	10/2009 - 09/2010 (12 months)
JU Space	29.94	\$1,226.85	10/2010 - 03/2012 (18 months)
JU Space	31.56	\$1,092.46	04/2012 - 09/2012 (6 months)
JU Space	31.56	\$1,114.78	10/2012 - 09/2013 (12 months)
JU Space	31.56	\$1,112.40	10/2013 - 09/2014 (12 months)
JU Space	31.86	\$1,209.92	10/2014 - 03/2017 (30 months)
JU Structured Parking Spaces	0.00	\$0.00	04/1992 - 09/2006 (174 months)

Figure 16: Rates History Pop-Up Screen

To close the Rates History, click on the X sign at the top-right corner.

1.4.5 DOWNLOAD/SAVE OA DETAILS AS PDF

To download/save the OA Details, click on the **PDF** icon. This will download the OA Details to your local machine. Note: this feature currently works in Chrome and IE10 or higher.

1.5 OA DOCUMENTS

eOA provides four OA documents. These documents display financial data from OAs. In addition, they are available in PDF Format.

1.5.1 FINANCIAL SUMMARY

The Financial Summary Report (FSR) displays financial details of the Occupancy Agreement (space and rates paid). An FSR is generated for a specified time period or entire OA Term. Each page of the report contains data for the sequential fiscal year or OA year or part of a FY or OA year. eOA features a search section to generate **Financial Summary** documents. This functionality is accessible from the Left Menu navigation.


1.5.1.1 FINANCIAL SUMMARY CRITERIA

1. From the Left Menu Bar, click **Reports**, and then click **Financial Summary**. The **Financial Summary Document Criteria** section will open as a pop-window within the left-menu.

Figure 17: Financial Summary Criteria

2. Enter valid information into one or more of the search criteria fields.

Note: When you enter the OA, system auto-populates the Effective and Expiration Dates from the selected OA version.

3. Click **Generate** to generate the document or **Reset** to erase your criteria selection.
4. Screen with HTML version of the document displays. To download a PDF version of the document, click on the  icon.

1.5.1.2 GENERATE FINANCIAL SUMMARY

If the search criteria you entered were valid, the system will generate the Financial Summary Document.

Financial Summary Report				
			Page:	1 of 2
ANY08544	Final	Version: 24	Date Last Modified:	29-Sep-2014
2011	INTERNAL REVENUE SERVICE			
	NY02812Z		Fiscal Year Update	
OA Start Date:	29-Sep-2014		Fiscal Year:	2015
OA End Date:	30-Sep-2016	Period:	29-Sep-2014 to	30-Sep-2015
		Charge Basis	Annual Charge	Annual Rate
1.	Shell Rental Rate			
	a. General	5,610	\$53,294.24	\$9.500000000
3.	Operating Costs ##	5,610	\$47,347.72	\$8.440000000
A.	Market Rent SubTotal	5,610	\$100,641.96	\$17.940000000
7.	Security Services			
	c. Building Specific Amortized Capital	6,031	\$706.00	\$0.117071000
9.	Parking			
	a. Structured (number of spaces) ####	13	\$13,159.38	\$1,012.260000000
B.	Agency Rent SubTotal	5,610	\$13,865.38	\$2.471583016
12.	Pro-Rata Joint Use Charges			
	a. Building Amenities	421	\$9,372.63	\$22.282148636
	b. Structured Parking	0	\$65.23	\$1,012.243757856
C.	Joint Use SubTotal		\$9,437.86	
D.	Total Annual Rent (A+B+C)	5,610	\$123,945.21	
E.	Adjustments SubTotal		\$0.00	
F.	Total Rent Bill(D+E)		\$123,945.21	
G.	Total Antenna Bill		\$0.00	
H.	Total Reimbursable Services Bill		\$0.00	
I.	Total PBS Bill (F+G+H)		\$123,945.21	
J.	LUMP SUM ITEMS			
	h. Physical Move Costs		\$24,272.19	
		Customization Tier	2	
##	Operating Cost Escalation Applies	Amortization Terms (in months)	60	
		PBS Fee is	0%	
###	Structured Parking Escalation Applies			
Note: ANSI Rentable of 5,610 is 4,143 Assigned Usable Space PLUS 1,467 Common Space. R/U Factor is 1.353999344				
			Page:	2 of 2
ANY08544	Final	Version: 24	Date Last Modified:	29-Sep-2014
2011	INTERNAL REVENUE SERVICE			
	NY02812Z		Fiscal Year Update	
OA Start Date:	29-Sep-2014		Fiscal Year:	2016
OA End Date:	30-Sep-2016	Period:	01-Oct-2015 to	30-Sep-2016

Figure 18: Generated Financial Summary

Report Header Information

In the header of the report, among other information, the following data is displayed:

- The Occupancy Agreement number and the OA Version number
- The Agency/Bureau Name
- The Lease Number
- The Period of the Report
- Supplemental Reason
- Agency Tracking Number

Detail Information

If different square footage or parking amounts exist within the period of the FSR, data for the applicable space/parking period is displayed on separate pages.

Financial Summary displays rates per rentable square foot. All rates are annualized. When different rates exist in the same financial year, the report will show the total annual amount for each year.

When a line item amount equals zero (Ø), the item is not printed on the report with an exception of Surface Parking, Structured Parking, and PBS Fees.

When the Surface and/or Structured Parking annual amount is zero and a number of parking spaces exist, the line is printed showing the number of parking spaces.

When the SQFT on an OA is zero, PBS Fee is still displayed and calculated by aggregating parking and space item annual amounts.

When escalations apply, Financial Summary displays a notation “*** Escalation Applies” for the line item in the footer of the report.

A note is displayed at the bottom of each page of the report with information about the square footage and R/U Factor, except for a version that does not have any square footage.

When a Free Space clause from the Optional Clauses section is added to the OA version, a note is displayed including the values entered of the clause variables, at the bottom of each page of the report.

Real Estate Tax Increase displays as lump sum amount and as a Billing Adjustment for the appropriate fiscal year and OA Year. If Shell Rent Rates expires prior to the expiration of OA and is not replaced with another Shell Rent Rate, Financial Summary Report will generate until the time it is replaced by another rate or insert TBD if there are no Shell Rent Rates. Financial Summary Report will perform Progressive Merge and will create Progressive OAs.

1.5.2 SIGNED AGREEMENT

The Signed Agreement report displays the agreement between GSA and the client agency. It is generated to provide a signed copy of the Occupancy Agreement in the form of a report. When applicable, this report displays statements for Lump Sum Payment and Escalations. A signed agreement may have multiple signatures. eOA features a search section to generate **Signed Agreement** documents. This functionality is accessible from the Left Menu navigation.


1.5.2.1 SIGNED AGREEMENT CRITERIA

1. From the Left Menu Bar, click **Reports**, and then click **Signed Agreement**. The **Signed Agreement Document Criteria** section will open as a pop-window within the left-menu.

Figure 19: Signed Agreement Criteria

2. Enter valid information into one or more of the search criteria fields.

Note: When you enter the OA, system auto-populates the Effective and Expiration Dates from the selected OA version.

3. Click **Generate** to generate the document or **Reset** to erase your criteria selection.
4. Screen with HTML version of the document displays. To download a PDF version of the document, click on the  icon.

1.5.2.2 GENERATE SIGNED AGREEMENT

If the search criteria you entered were valid, the system will generate the Signed Agreement document.

Signed Agreement Report				
OCCUPANCY AGREEMENT Between INTERNAL REVENUE SERVICE (2011) And GENERAL SERVICES ADMINISTRATION				
ANY08544	Final	Version:	24	Date Last Modified: 29-Sep-2014
NY0261ZZ				Fiscal Year Update
INTERNAL REVENUE SERVICE (Code 2011) will occupy 4,143.22 usable (5,609.92 rentable) square feet of space and 13 structured parking spaces and 0 surface parking spaces at JAMES M HANLEY FB (NY0261) located at 100 SOUTH CLINTON ST., SYRACUSE, NY, for a period of 24 months commencing on or about 09/29/2014. The agency share of Joint Use Spaces is 420.63 rentable square feet. The agency share of Joint Use Structured Parking Spaces is 0.06 parking spaces. INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost and parking escalations. INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any. Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.				
Mandatory Clauses Promoting Efficient Spending Promoting Efficient Spending to Support Agency Operations In accordance with the Presidential Memorandum "Disposing of Unneeded Federal Real Estate" issued on June 10, 2010 and Office of Management and Budget Memorandum "Promoting Efficient Spending to Support Agency Operations" issued on May 11, 2012, Executive agencies shall not increase the size of their overall civilian real estate inventory and increases in an agency's total square footage must be offset by reductions elsewhere. INTERNAL REVENUE SERVICE is aware of Section 3 - Real Property of the OMB memo. Federal Specific Mandatory Clauses Alterations by Tenant Agency The tenant agency agrees that it will undertake no alterations to the real property governed by this OA without prior approval from PBS. Building Services Building services to be provided are outlined in the PBS Real Property Customer Guide. Additional or upgraded services beyond those identified are provided by PBS on a reimbursable basis. Charges for certain recurring reimbursable services may be billed on the PBS Bill. Recurring charges for overtime utilities, enhanced custodial services, mechanical O&M HVAC, mechanical O&M Other and additional guard services are eligible for billing on the PBS Bill provided the tenant agency has been designated as a "participating agency". The charges must be initiated by the tenant agency and renewed annually. The recurring RVA processing fee will be assessed against each service billed. Federal Construction In the case of Federal construction, the parties agree that PBS is responsible for providing the funds necessary to acquire land (if appropriate), design and construct the building shell, and fund the tenant agency's tenant improvement allowance. The tenant agency is responsible for any tenant improvement costs in excess of the tenant improvement allowance. The parties further agree that savings or cost over-runs on the acquisition of land or the design and construction of building shell will not result in increases or decreases in the tenant allowance amount, except in the case of prospectus level projects, where bids for the construction of the shell are over the approved budget. In this case, it is permissible to lower the tenant allowance in order to increase the shell budget, but only with approval of the tenant agency. The tenant agency can appeal to the PBS asset manager in cases in which the agency's assigned tenant improvement allowance is inadequate to provide basic functionality for the space. Federal Rent Charges Federal rental charges will consist of a shell rent plus amortized tenant improvements, if applicable. There may be additional charges for operating expenses, security, joint use, parking, and other space items such as antennas. Regardless of the OA term, the shell rate or "as is" rate is set for periods up to but not beyond five (5) years. For OAs with terms beyond 5 years, the shell or "as is" rent will be re-appraised every 5 years. In the case of buildings priced on a "Return on Investment" approach, the rent attributable to the original shell improvements will remain level for the duration of the OA. If additional capitalized shell replacements or improvements are made, the Shell Rent rate will be adjusted every 5 years to reflect the additional investment. Charges for operating expenses, joint use space, parking, antennas and security may be adjusted on an annual basis. Financial Terms While this occupancy agreement (OA) addresses financial terms that cover multiple fiscal years, the parties agree that: The tenant agency may relinquish space upon four (4) months' notice at any point after the first twelve (12) months of occupancy. Thus, after the first twelve (12) months of occupancy, the tenant agency's financial obligation can be reduced to four (4) months of Rent, plus the unamortized balance of any tenant improvements financed through PBS, plus any rent concession not yet earned. Any free Rent or other concession given at the beginning of the occupancy term must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS.				

Figure 20: Generated Signed Agreement

The Signed Agreement header displays the following information:

- OA Number
- OA Version Number
- Date Last Modified
- OA Status
- Location Code
- Lease Number
- Supplemental reason code (and/or description)

Fields displayed include: Space Occupied, number of Structured and number of Surface Parking Spaces, Space Location, Lump Sum Payment, Operating Cost, Real Estate Tax Escalations, and Structured and Surface Parking Escalations.

Any clauses that apply to the occupancy agreement are listed in this report. The report order is as follows:

1. Standard Clause
2. GSA clauses (Federal/Lease/Postal)

For Federal Buildings

The following clauses are added to the OAs with the following Occupancy Rights: 1 (Federally Owned), 5 (Purchase Contract), 4 (Permit), 7 (Other/Special) or 8 (Portfolio Lease).

Federal Specific Mandatory Clauses

1. Financial Terms
2. Federal Construction
3. Building Services
4. Federal Rent Charges
5. Obligation to Pay Rent
6. Tenant Agency Move

7. Occupancy Agreement Iterations
8. PBS Services
9. Alterations by Tenant Agency
10. Payment by Tenant Improvements
11. Move Cost Responsibilities
12. Replacement Responsibilities

For Leased buildings

The clauses below are mandatory for Occupancy Rights 2 (Leased) or 3 (Nominal/Rent Free – Leased).

Leased Specific Mandatory Clauses

1. Financial terms
2. Tenant Agency Appeal
3. Building Services
4. Lease Contract Rent
5. Obligation to Pay Rent
6. Tenant Agency Move
7. Occupancy Agreement Iterations
8. PBS Services
9. Alterations by Tenant Agency
10. Payment by Tenant Improvements
11. Move Cost Responsibilities
12. Replacement Responsibilities

For Postal Office Buildings

The clauses specified below are mandatory for all Occupancy Agreements for Occupancy Right 6 (Postal).

Postal Building Specific Mandatory Clauses

1. Financial terms
2. Tenant Agency Appeal
3. Building Services
4. Lease Contract Rent
5. Obligation to Pay Rent
6. Tenant Agency Move
7. Occupancy Agreement Iterations
8. PBS Services
9. Alterations by Tenant Agency
10. Payment by Tenant Improvements
11. Move Cost Responsibilities
12. Replacement Responsibilities

3. PBS

Miscellaneous Clauses

1. Non-Cancelable Space
2. Non-Cancelable Space with Occupancy Right 2 or 3
3. Space Item of Antenna if selected/entered
4. Tenant Improvement Cost
5. Tenant Improvement Lump Sum Cost

4. Optional Clauses for All OAs

The following clauses may be added to all OA's

- New Construction or Building Modernization ROI Pricing
 - Convert Existing Property to ROI Pricing
5. Agency/Bureau
 6. Regional Clauses
 7. Ad Hoc Clauses

1.5.3 PREVIEW BILL

The OA Preview Bill report displays financial details of the Occupancy Agreement (space and rates paid) for a specified month. eOA features a search section to generate **Preview Bill** documents. This functionality is accessible from the Left Menu navigation.

1.5.3.1 PREVIEW BILL CRITERIA

1. From the Left Menu Bar, click **Reports**, and then click **Preview Bill**. The **Preview Bill Report Criteria** section will open as a pop-window within the left-menu.

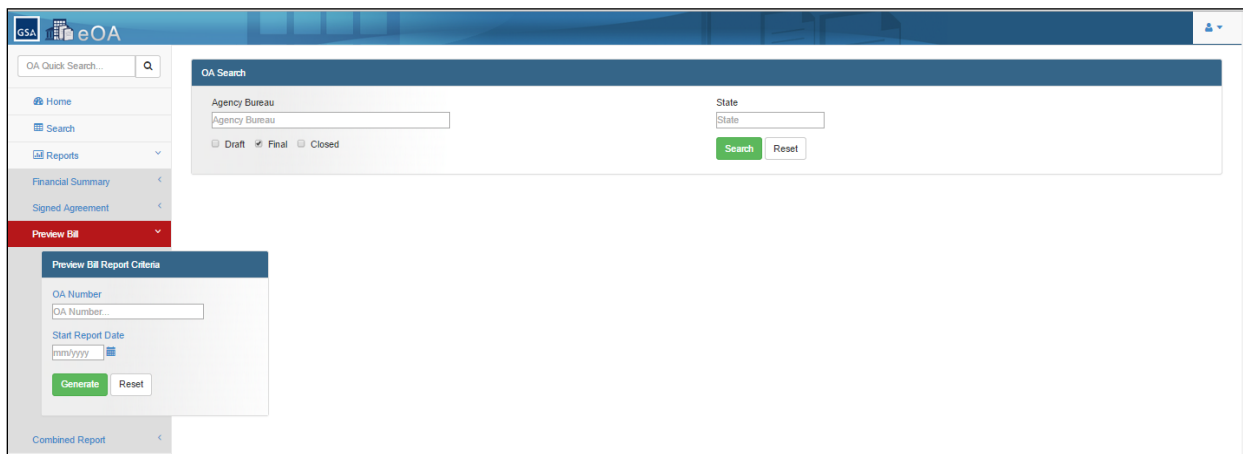

The screenshot shows the eOA web application interface. On the left is a navigation menu with options: Home, Search, Reports, Financial Summary, Signed Agreement, and Preview Bill (which is highlighted in red). A pop-up window titled 'Preview Bill Report Criteria' is open over the 'Preview Bill' menu item. This pop-up contains a form with fields for 'OA Number' and 'Start Report Date' (with a calendar icon). Below these fields are 'Generate' and 'Reset' buttons. In the background, the main application area shows an 'OA Search' section with fields for 'Agency Bureau', 'State', and radio buttons for 'Draft', 'Final', and 'Closed'. It also has 'Search' and 'Reset' buttons.

Figure 21: Preview Bill Criteria

2. Enter valid information into one or more of the search criteria fields.
3. Click **Generate** to generate the document or **Reset** to erase your criteria selection.
4. Screen with HTML version of the document displays. To download a PDF version of the document, click on the  icon.

1.5.3.2 GENERATE PREVIEW BILL

If the search criteria you entered were valid, the system will generate the Preview Bill document.

Preview Bill Report

ANY08544	Final	Version: 24	Page: 1
2011	INTERNAL REVENUE SERVICE		Date Last Modified: 29-Sep-2014
	NY0281ZZ		Fiscal Year Update
OA Start Date: 29-Sep-2014			Fiscal Year: 2015
OA End Date: 30-Sep-2016		Period: 01-Apr-2015 to 30-Apr-2015	
	Charge Basis	Monthly Charge	Annual Rate
1. Shell Rental Rate			
a. General	5,610	\$4,441.19	\$9,500,000,000
3. Operating Costs	5,610	\$3,945.64	\$8,440,000,000
A. Market Rent SubTotal	5,610	\$8,386.83	\$17,939,999,144
7. Security Services			
c. Building Specific Amortized Capital	6,031	\$58.83	\$0,117,071,000
9. Parking			
a. Structured (number of spaces)	13	\$1,096.62	\$1,012,260,000,000
B. Agency Rent SubTotal	5,610	\$1,155.45	\$2,471,583,019
12. Pro-Rata Joint Use Charges			
a. Building Amenities	421	\$781.05	\$22,282,146,36
b. Structured Parking	0	\$5.44	\$1,012,243,757,856
C. Joint Use SubTotal		\$786.49	
D. Total Monthly Rent (A+B+C)	5,610	\$10,328.77	
14. Billing Adjustments & Corrections			
a. Current Year			
03/2015 Late Activation		\$10,328.77	
E. Adjustments SubTotal		\$10,328.77	
F. Total Rent Bill(D+E)		\$20,657.53	
G. Total Antenna Bill		\$0.00	
H. Total Reimbursable Services Bill		\$0.00	
I. Total PBS Bill (F+G+H)		\$20,657.53	
J. LUMP SUM ITEMS			
Customization Tier			2
Amortization Terms (in months)			60
PBS Fee is			0%
Note: ANSI Rentable of 5,610 is 4,143 Assigned Usable Space PLUS 1,467 Common Space. R/U Factor is 1.353999344			

Figure 22: Generated Preview Bill

Cost items that were escalated in Financial Summary Report will not be escalated in the OA Preview Bill report. The OA Preview Bill report will display the back billing amount for each month in the Billing Adjustment section.

The back billing amount includes the following rates from the rates screen:

- PBS fees
- Rent Component
- Rent Component for other space
- Billing Adjustment
- JU rates

In addition:

- When a Free Space clause from the Optional Clauses section is added to the OA version, a note is displayed including the values entered of the clause variables, at the bottom of each page of the report.
- A note is displayed at the bottom of each page of the report with information about the square footage and R/U Factor, except for a version that does not have any square footage.

1.5.4 COMBINED SIGNED AGREEMENT AND FINANCIAL SUMMARY

This report is a combination of the Signed Agreement and the Financial Summary reports and is frequently referred to as the Combined Report. A user may view this report in Adobe Acrobat format (PDF).

The Combined Report can be generated for one OA or all OAs, for a specific Agency or Location Code. eOA features a search section to generate **Combined Signed Agreement and Financial Summary documents**. This functionality is accessible from the Left Menu navigation.

1.5.4.1 COMBINED SIGNED AGREEMENT AND FINANCIAL SUMMARY

1. From the Left Menu Bar, click **Reports**, and then click **Combined Report**. The **Signed Agreement and Financial Summary Report Criteria** section will open as a pop-window within the left-menu.

The screenshot displays the eOA web application interface. On the left, a vertical menu bar contains the following items: Home, Search, Reports (expanded), Financial Summary, Signed Agreement, Preview Bill, and Combined Report (highlighted in red). The 'Combined Report' pop-up window is open, showing a form titled 'Combined Signed Agreement and Financial Summary Report Criteria'. This form includes fields for 'OA Number', 'Date Range' (with date pickers), and a 'Please select display option' section with radio buttons for 'Fiscal Year' (selected) and 'OA Year'. At the bottom of the pop-up are 'Generate' and 'Reset' buttons. In the background, the main application area shows an 'OA Search' section with fields for 'Agency Bureau', 'State', and a status filter (Draft, Final, Closed), along with 'Search' and 'Reset' buttons.

Figure 23: Combined Criteria

2. Enter valid information into one or more of the search criteria fields.
3. Click **Generate** to generate the document or **Reset** to erase your criteria selection.
4. The PDF version of the document will display.

1

Signed Agreement and Financial Summary

OCCUPANCY AGREEMENT

Between

INTERNAL REVENUE SERVICE (2011)

And

GENERAL SERVICES ADMINISTRATION

ANY08544 Final Version: 24 Date Last Modified: 29-Sep-2014

NY0281ZZ Fiscal Year Update

INTERNAL REVENUE SERVICE (Code 2011) will occupy 4,143.22 usable (5,609.92 rentable) square feet of space and 13 structured parking spaces and 0 surface parking spaces at JAMES M HANLEY FB (NY0281) located at 100 SOUTH CLINTON ST., SYRACUSE, NY, for a period of 24 months commencing on or about 09/29/2014.

The agency share of Joint Use Spaces is 420.63 rentable square feet. The agency share of Joint Use Structured Parking Spaces is 0.06 parking spaces.

INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost and parking escalations.

INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any.

Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.

Mandatory Clauses

Promoting Efficient Spending

Promoting Efficient Spending to Support Agency Operations

Figure 24: Generated Combined Signed Agreement and Financial Summary

2 OPERATING INSTRUCTIONS

2.1 MAINTAIN OPERATION

Since eOA is a web application, users do not need to install any software. The only maintenance activities required for eOA are:

1. to keep an active extranet Portal account, and
2. participate in the user role recertification that occurs yearly.

2.2 TERMINATE AND RESTART OPERATION

Users access eOA via the extranet Portal. Occasionally, you may get an application error. While this may cause the current task you are working on to abort, you should be able to navigate to another page in the system without shutting the application down.

Occasionally, system problems occur which may require you to shut down your current browser window (clicking on the X in the top right corner of your browser window) and re-launch it from the eOA icon on the Portal. Even less frequently, you may have to close all browsers you have open and log into the Portal once again.

3 ERROR HANDLING

eOA displays error messages on the screen to indicate what validations failed or conditions were not met in order to process the user action.

4 HELP FACILITIES

COPBSApp@gsa.gov

Local Number: (202) 219-1054

National Number: 866-367-7878