Welcome to today's presentation:

Put PBS At Your Fingertips With Our Customer Dashboard

September 18, 2019

The presentation will start at 2 pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your Chat pane. Our team will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.

Client Enrichment Series Speakers

Presented by:

Alexis Cragle

National Customer Analyst/Dashboard Project Manager

and

Jessica Best

National Program Manager, Customer Business Analytics

Customer Programs Division
PBS Office of Portfolio Management and Customer Engagement

Hosted by:

James Fotopoulos

Regional Account Manager
PBS Heartland Region (Region 6)

Agenda

- Overview, History & Benefits

- Dashboard Access & Landing Page/Navigation

- Modules: My Projects, My RWAs, My Occupancies, My Rent

- Reporting & Exporting

- Resources

Dashboard Relevancy

- PBS' Customer Dashboard gives PBS customers anytime access to a current, operational view of PBS data

- Summary views to view project status, RWAs, occupancies and rent billing

- Drill-down views to see individual project, RWA, OA and rent billing details

- Raw data exports

Dashboard Benefits

- Reduced manual burden

- Single, consistent, pre-defined data set & reporting for 24/7 access

- Constant access to project information

- MAX.gov registration for additional security

PBS Customer Dashboard Development and Launch

Development Timeline

FY17 – Customer Interviews
            Framework of customer challenges

FY18 – Prototype and Build
            Iterative design with feedback loops

Q4 FY18/Q1 FY19 – Launch 1 and Pilot
            By 10/30, 8 customers and GSA had access

Q2 FY19 – Launch 2
            By 3/31, 11 customers had access

Q3 FY19 – Launch 3
            By 6/30, 45 remaining customers had access

Dashboard Access and Navigation

External Access to the Customer Dashboard

1st Step: Register your .gov/.mil email address with MAX.gov
- Obtain an OMB Max account at: https://max.omb.gov/

2nd Step: Log into the D2D Portal using your MAX.gov credentials:
https://d2d.gsa.gov/
> You MUST log into the D2D portal at least ***once*** before moving to Step 3.

Access point is through Data to Decisions (D2D) web portal https://d2d.gsa.gov

After 90 days of inactivity you will need to register again with OMB MAX.

External Access to the Customer Dashboard con't

3rd Step: Agency approver email or cc'ed on email to PBS.Dashboard@gsa.gov with requestor's:

1. Full Name
2. Federal agency and bureau name
3. Government email address used to create the MAX.gov account in Step 1
4. State that individual has registered his/her .gov/.mil email address with MAX.gov
5. State whether he/she is a federal government employee or a contractor

*** If you don't know your agency approver, email the mailbox. The team will forward to your agency approver on your behalf. ***

PBS.Dashboard@gsa.gov
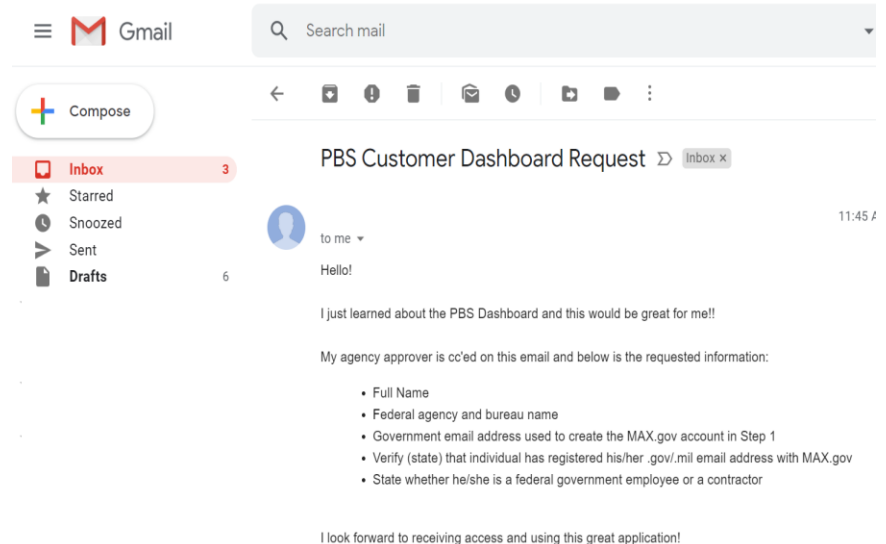
Customer Dashboard Experience

Data Available

Customer only sees own agency/bureau data

4 Dashboard Modules, Filters & Exports

All available

My Projects

My RWAs

My Occupancies

My Rent

Dashboard Entry

PBS Customer Dashboard

Remove Bookmark | Remove from myReports

PBS Customer
Dashboard

TIP! Copy and paste URL in D2D for direct access:

https://D2D.gsa.gov/report/pbs-customer-dashboard

Dashboard Main Screen

Welcome and Guidance | My Projects | My RWAs | My Occupancies | My Rent

GSA PBS Customer Dashboard

The dashboard provides 24/7 access to project and occupancy information for federal agencies with space managed by the Public Buildings Service (PBS) of the U.S. General Services Administration (GSA). Here you'll find a current operational view of GSA-managed occupancies, Reimbursable Work Authorizations (RWAs), and projects of all types, with the most recent status and financial information available. All data in this dashboard can be exported via CSV using the download feature in the footer of the view.

My Projects →
- View your agency's current projects with GSA
- Compare project counts by type, funding amount, size, and current project lifecycle phase.
- Find details of individual projects

My RWAs →
- View your agency's open Reimbursable Work Authorizations (RWAs), types A,B,F, N and R.
- Observe obligation amounts and remaining balances
- See which RWAs are substantially complete but not closed
- Review trends in RWA acceptance
- View details of individual RWAs

My Occupancies →
- View your agency's current, final Occupancy Agreements with GSA
- Identify upcoming occupancy planning activities
- Explore the details of individual OAs

My Rent →
- View your agency's annual or monthly rent bills by bureau, building, city, state, or individual OA.
- Compare your agency's rent bills by month, or by calendar or fiscal year.
- Examine yearly trends in square feet and rent, from FY14 to current fiscal year.

Dashboard User Guidance

PBS Customer Dashboard User Guidance and Resources
Official PBS Customer Dashboard Site - www.gsa.gov/pbscustomerdashboard
This site includes such resources as:
- Description and Definition of content on the Dashboard
- How to Access the Dashboard
- User Guide containing a Quick Start Guide, Data Dictionary, Navigation and Filter help and descriptions of information and reports available in the Dashboard
- How to Videos (via YouTube) on General Navigation, Downloading Data, Filters Tips and Tricks, and Interactive Maps and Diagrams

Links to Resources Related to Dashboard Data

- RWA Entry and Tracking Application (eRETA) http://www.gsa.gov/ereta
- National RWA website http://www.gsa.gov/rwa
- Inventory of GSA Owned and Leased Properties https://www.gsa.gov/tools/buildings-real-estate-etools/inventory-of-owned-and-leased-properties
- Redacted Public Lease Documents https://www.gsa.gov/real-estate/real-estate-services/leasing-policy-procedures/lease-documents
- GSA.gov Leasing Website https://www.gsa.gov/leasing
- GSA PBS Design and Construction website https://www.gsa.gov/real-estate/design-construction/design-and-construction-delivery-process
- Electronic Occupancy Agreement (eOA) https://www.gsa.gov/tools/buildings-real-estate-etools/electronic-occupancy-agreement-eoa
- Occupancy Planning and Requirements Management Process: GSA PBS Customer Forum 2017 https://www.gsa.gov/cdnstatic/Customer_Forum-_Planning_and_Requirements_Management_01.25.2017.pdf
- Pricing Desk Guide https://www.gsa.gov/cdnstatic/Pricing_Desk_Guide_4th_Ed._2014.6.5_LPOE_update_FINAL.pdf

Contact Us

Please send comments, questions and suggestions to pbs.dashboard@gsa.gov. We look forward to enhancing the tool based on your feedback.

Undo → Redo |← Revert ⟳ Refresh ⏸ Pause   ⧉ Share ⬇ Download ⛶ Full Screen

Landing Page - Content Navigation (left side)

| Welcome and Guidance | My Projects | My RWAs | My Occupancies | My Rent |

GSA PBS Customer Dashboard

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Landing Page - Resource Navigation (right side)

Dashboard User Guidance

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- Redacted Public Lease Documents https://www.gsa.gov/real-estate/real-estate-services/leasing-policy-procedures/lease-documents
- GSA.gov Leasing Website https://www.gsa.gov/leasing
- GSA PBS Design and Construction website https://www.gsa.gov/real-estate/design-construction/design-and-construction-delivery-process
- Electronic Occupancy Agreement (eOA) https://www.gsa.gov/tools/buildings-real-estate-etools/electronic-occupancy-agreement-eoa
- Occupancy Planning and Requirements Management Process: GSA PBS Customer Forum 2017 https://www.gsa.gov/cdnstatic/Customer_Forum-_Planning_and_Requirements_Management_01.25.2017.pdf
- Pricing Desk Guide https://www.gsa.gov/cdnstatic/Pricing_Desk_Guide_4th_Ed__2014.6.5_LPOE_update_FINAL.pdf

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Let's Dig In

General Dashboard Tab Layout

Each tab has similar layout

Filters
Agency, Bureau, City, state, federal/leased, size options, date options

Summary
Breakdown of all general information provided in each tab into useful overviews

Statistics
A map, table, or chart visualization

Details
Search by number and review key characteristics of the individual records (Project, RWA, OA, Rent Bill)

Dashboard Module - My Projects

Filters
Agency, bureau, location information, federal/lease, lifecycle phase, project type, funding type, date options, square footage, and funding

Projects - National Summary
Breakdown of all project types by count, along with a Project List of relevant information

Project Statistics
A map visualization showing project location and lifecycle phase

Project Details
Includes the project details. Search by Project Name or Project Identifier (ePM ID, Lease #, RWA/PCN #)

Common PBS Project Lifecycle Phases and Definitions

Operations — Identification — Initiation — Planning — Execution — Closeout

My Projects - Project Filters

My Projects - National Summary

Projects - National Summary

Projects Summary

Project Type	
Repair and Alteration	8
Space Consolidation Project	1
Non-Space Projects	1
B Type RWA - Projects related to PBS Prospectus Projects	6
F Type RWA - Small Misc Projects and Services	3
Lease Reduction	1
Lease to Federal (L2F)/Leased Cost Avoidance Plan (LCAP)	4
N Type RWA - Projects Related to Build-out of Space and/or Services	7
New/Replacing Lease	19

Project List

Project #	RWA/PCN	Lease #	OA #	Bureau	Project Name	Project Type	Primary Funding Type	Current Phase	Sub-Phase	Date Awarded (Lease, Construction, or Design/Build Contract)	RWA Funding	Total Funding (All Sources)	Total Obligations
B5008081	B5008081	-	-	Customer Bureau	OHCincinnati - JOHN WELD PECK - Procure and install IT	B Type RWA - Projects related to PBS Prospectu...	Reimbursable Work Author...	Execution	-	-	$1,363,102	$1,363,102	$162,094
B5008845	B5008845	-	-	Customer Bureau	MIDetroit - Federal Building - Alterations, Wiring, Demo, and Co...	B Type RWA - Projects related to PBS Prospectu...	Reimbursable Work Author...	Execution	-	-	$4,290,027	$4,290,027	$4,214,004
B5008874	B5008874	-	-	Customer Bureau	OHCincinnati - JOHN WELD PECK - Move Services and Furniture Deco...	B Type RWA - Projects related to PBS Prospectu...	Reimbursable Work Author...	Execution	-	-	$498,783	$498,783	$457,143
B5009048	B5009048	-	-	Customer Bureau	OHCincinnati - JOHN WELD PECK - Furniture Procurement - 21917	B Type RWA - Projects related to PBS Prospectu...	Reimbursable Work Author...	Execution	-	-	$419,038	$419,038	$296,177
F1246216	F1246216	LIL00371	-	Customer Bureau	ILDowners Grove - THE ESPLANADE - IRS Schiller Park misc trash, han...	F Type RWA - Small Misc Projects and Services	Reimbursable Work Author...	Execution	-	-	$3,000	$3,000	$1,500
F1846755	F1846755	-	-	Customer Bureau	MIDetroit - Federal Building - Miscellaneous Elevator Repair	F Type RWA - Small Misc Projects and Services	Reimbursable Work Author...	Execution	-	-	$1,000	$1,000	$990
F1902592	F1902592	-	-	Customer Bureau	ILChicago - JOHN C. KLUCZYNSKI ...	F Type RWA - Small Misc...	Reimbursable ...	Execution	-	-	$5,000	$5,000	$1,046

My Projects - Projects by Location
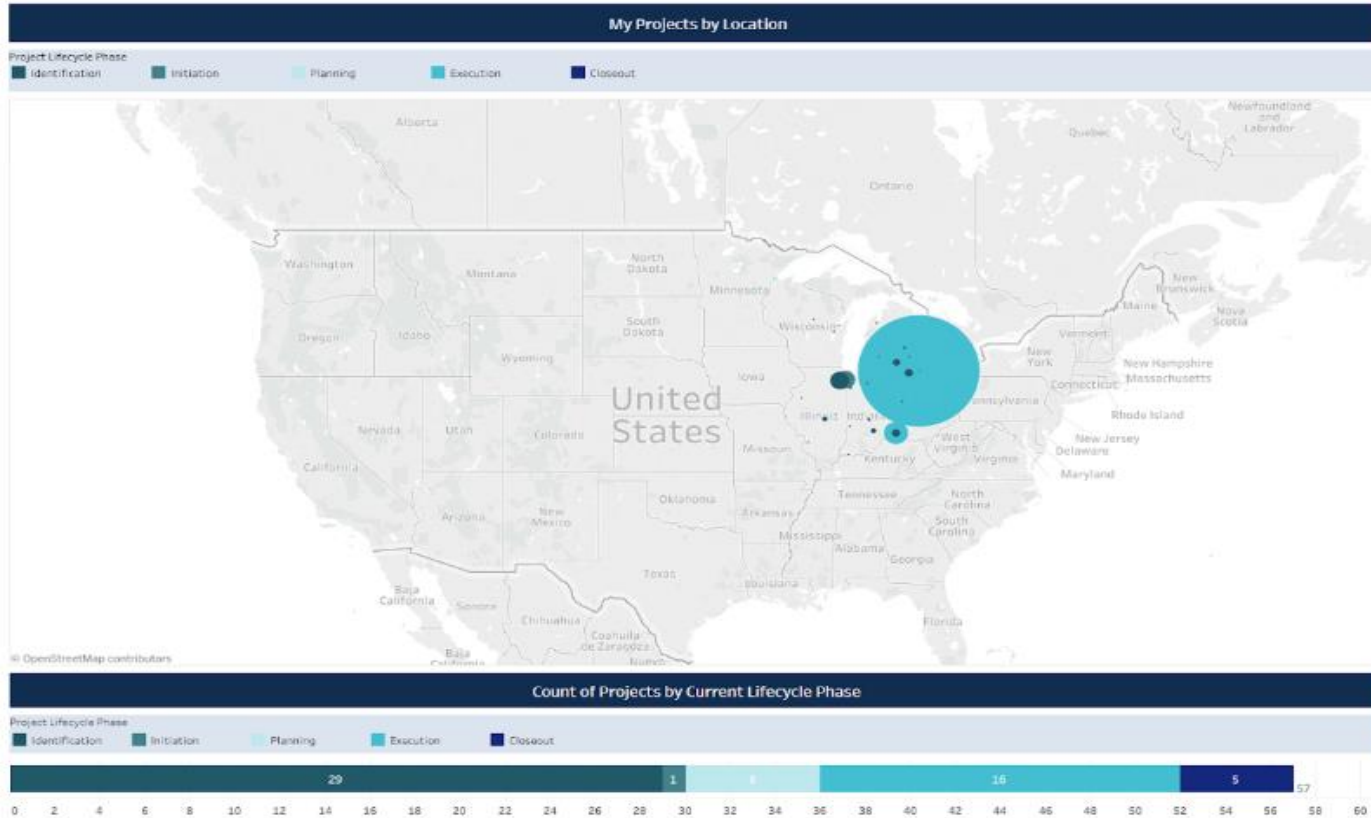
My Projects - Location and Lifecycle Phase

My Projects - Project Details

Project Details

Project Name

IN - TERRE HAUTE - 4IN0150 - Succeeding

OR

Project Identifier

4IN0150

IDENTIFIERS

Project Type	Primary Funding Type	Bureau (Project Tenant)
Succeeding Lease	Rental of Space (BAS3)	Customer Bureau

Project Description

Succeeding Lease effective 7/1/2021

LOCATION

Building Number, Name	Address	City	State
IN1778ZZ: PROFESSIONAL PLAZA	801 WABASH, TERRE HAUTE, IN 47807-7320	TERRE HAUTE	IN

GSA-Leased or GSA-Owned	GSA Region	Current USF	Current RSF	Requested USF	Requested RSF
GSA-Leased	S	3,429	3,970	3,429	3,970

STATUS

Project Lifecycle Phase	Status Notes
Identification	28-AUG-18: No Requirements - 8.28.18

My Projects - Project Details con't

TEAM	Project Manager			Project Sponsor	Contracting Officer	Customer POC
	-			-	Robert Jones Jr	Customer POC Name

	Leasing Specialist	Leasing Supervisor				
	Robert Jones Jr	Kimberly Gill				

OCCUPANCY AGREEMENT(S)	OA #	OA Tenant		OA Status	OA Expiration Date	OA Current USF	OA Current RSF
	AIN00153	IRS		Final	12/31/2015	3,429	3,970

LEASE INFO	Lease #	Lease Action		Estimated Annual Rent		
	LIN18416	Succeeding Lease		$114,415		

EXISITING/PRIOR LEASES	Existing/Prior Lease #	Termination Date	
	LIN16685	-	

Project Financials

My Projects - Project Details, Schedule

Project Schedule

Schedule Last Updated: 12/20/2018   Project Schedule Type: Lease Action

Project Lifecycle Phase	Sub-Phase	Milestone	Planned	Actual
Identification	-	Customer Request	-	4/2/2015
		Draft Client Project Agreement Sent	-	-
Planning	-	Signed Client Project Agreement Received	-	-
		Requirements Finalized	-	-
		Acquisition Plan Finalized	-	-
		Initial Financial Assessment with Signed Customer Draft OA	-	-
Execution	Lease Procurement	Transmittal of Solicitation Package	-	-
		Receipt of Initial Offers	-	-
		Signed OA Document for Award	-	-
		Lease Award	6/30/2020	-
		RWA Funds Received/Certified	-	-
	Design	Design Intent Drawings Complete	-	-
		Customer review and acceptance of Construction Drawings	-	-
	Post-Award Activities	TI Costs Approved and NTP Provided	-	-
	Construction	Space Accepted/Lease Effective	7/1/2021	-

Any chart or graph in this dashboard can be exported. Note that the My Projects Export selection at the top is the optimal export for this page, since it contains hidden fields to create the full My Projects data set when exported. Click anywhere within the chart or graph you'd like to export, select the 'Download' footer button, and 'Crosstab' for a .CSV file. Selected filters will apply to the export.

Page Last Updated: 8/12/2019 3:36:29 PM
This data comes from ePM, REXUS, G-REX, RETA and FMIS.

← Revert   ⟳ Refresh   ❚❚ Pause   ⋘ Sh

Dashboard Module - My RWAs

Filters
GSA Region, Owned/Leased, State, RWA Type, Service Type, State, City, Building, Acceptance Date, Amount

RWAs - National Summary
Dollars and counts by RWA Type and summary table of OAs that are complete but not closed (counts, types, dollars)

RWA Statistics
Table showing RWAs accepted by fiscal quarter and type (count and dollars)

RWA Details
Individual RWA details including location, funding, description of project, dates

RWA Type Definitions

A: Standalone project split-funded by PBS and customer (example: Construction and/or design services in federal space)

B: Project related to PBS prospectus level project that is split funded by PBS and customer (example: Tenant-funded work associated with a PBS prospectus project)

F: Small, miscellaneous, routine project or service, which cannot exceed $25,000 per transaction and $250,000 total (example: changing door knobs or key locks)

N: Standalone project or service funded completely by customer (examples: space changes, overtime utilities in leased space)

R: Recurring services or overtime utilities in owned space

My RWAs - Filters and National Summary

My RWAs

Click here to generate the RWAs Standard Report, then hover over this icon to download.

Agency [GSA Customer ▾] Reset All Filters ↻

Filters

Bureau	GSA Region	GSA-Leased or GSA-Owned	RWA Type	Service Type	State	City
(All) ▾	(All) ▾	(All) ▾	(All) ▾	(All) ▾	(All) ▾	(All) ▾

Building Number	Building Name	RWA Acceptance Date	Authorized Amount
(All) ▾	(All) ▾	9/29/2008 ──────── 8/15/2019	$550 ──────── $40,070,263

Selected Filters: Bureau: All; GSA Region: All; State: All; City: All

RWAs - National Summary

My Agency's Open RWAs

RWA Type	# of RWAs	Authorized Amount	Obligated	Remaining Balance	Billed to RWA
A	3	$1,228,778	$1,136,053	$92,725	$824,739
B	3	$56,156,955	$55,541,002	$615,953	$54,637,755
F	4	$160,000	$51,458	$108,542	$33,110
N	258	$78,409,836	$55,587,676	$22,822,160	$33,096,364
R	38	$7,912,361	$1,227,201	$6,685,161	$6,222,670
Total	306	$143,867,930	$113,543,388	$30,324,542	$94,814,637

*This chart includes all RWAs that are open, including those that are substantially complete, but not financially closed.

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R: Recurring services or overtime utilities in owned space

My RWAs - RWA List

								RWA List			

RWA Number	RWA Type	Building Name	Project Description	RWA Acceptance Date	Fund Expiration Date	Fund Year	Fund Type	Substanti al Complet ≡ ion Date	Authorized Amount	Obligations	Remaining Balance
A5008968	A	E.GREEN - W.WYATT FB	Funds to build out tenant space at EGWW 1220 SW 3rd Ave, Portland, OR 97204 to meet agency requirements These bui..	7/3/2018		2018	No-Year		$404,541	$316,541	$88,000
A5009653	A	SAN FRANCISCO FEDERAL BLDG	Design and construction services in accordance with the SOW, Agency specific requirements and design intent draw..	3/6/2019	9/30/2026	2019	Multi-Year		$418,860	$414,365	$4,495
A5009666	A	FEDERAL BUILDING	Design and construction services in accordance with the SOW, Agency Specific Requirements and Design Intent Dra..	2/28/2019	9/30/2026	2019	Multi-Year		$405,377	$405,147	$230
B0546807	B	HERBERT C. HOOVER B	Request for DOC to pull back $800,000 from RWA Amendment $45. Due to the First Quarter limited funding u..	9/29/2008		2011	No-Year		$40,070,263	$39,950,465	$119,798
B5006892	B	HERBERT C. HOOVER BL	This RWA is funding for the completed Phase 4 tenant improvements design documents issued for construction o..	6/24/2016		2016	No-Year		$16,078,305	$15,590,537	$487,768
B5009792	B	Federal Building	To reimburse GSA for design services already spend on newly canceled ITA office project in Detroit	5/23/2019	9/30/2025	2019	Multi-Year		$8,387	$0	$8,387
F1848928	F	4600 Silver Hill - South	Blanked Reimbursable Work Authorization (RWA) for Miscellaneous services provided by GSA at 4600 SHR	10/17/2018	9/30/2019	2019	Multi-Year		$30,000	$8,866	$21,134
F1859933	F	4600 Silver Hill - North	Amendment to RWA F185993/19-008-XX, to increase funds from $75,000.00 to $115,000.00, an increase of $40,000. B..	11/5/2018	9/30/2019	2019	No-Year		$115,000	$42,591	$72,409
F1906925	F	CARLYLE PLACE	As needed Services- CPL OTHVAC (FM# 2019-00223)	7/2/2019	9/30/2019	2019	No-Year		$3,000	$0	$3,000
F1917503	F	CARLYLE PLACE	As needed Repair- CPL HVAC Repairs (FM# 2019-00222)	7/12/2019	9/30/2019	2019	No-Year		$12,000	$0	$12,000
N0111960	N	GLENN M ANDERSON FED BLDG	New HVAC/AC unit in server room.	5/29/2019	9/30/2024	2019	Annual		$55,405	$48,736	$6,669
N0119577	N	Sterling Circle	This RWA for $63,957.57 provides cubicle reconfiguration,	5/6/2019	9/30/2027	2019	Multi-Year		$63,958	$57,310	$6,648

My RWAs - Sub Comp but Open and List

RWAs that are Substantially Complete, but not Financially Closed

Fiscal Year Complete	RWA Type	Count of RWAs	Authorized Amount	Obligations	Remaining Balance
2014	N	1	$11,523	$10,582	$942
2016	N	1	$242,000	$186,216	$55,784
2017	N	2	$614,049	$407,119	$206,930
Totals		4	$867,572	$603,916	$263,656

The list below this table shows the individual RWAs that make up the total. You can also filter by Year by clicking on the individual year, and the list will update to reflect only that years information.

Select 'Count of RWAs' in the chart above in order to populate this chart.

RWA Number	Actual Completion Date	Project Description	Service Type	AB Code	City	State $_z^A$	Authorized Amount	Remaining Balance
N0706825	6/30/2014	(ACSD) Please provide supplikes for Men's Restroom Deodorizers for one (1) year from July 1, 2013 to June 3..	Severable	1304	SUITLAND	MD	$11,523	$942
N1218820	10/27/2015	(ACSD) Amendment to RWA 10-474-xx, GSA number N1218820, to increase the cost from $150,000.00 to $2..	Non-Severable	1304	SUITLAND	MD	$242,000	$55,784
N1370959	9/7/2017	This RWA amendment accounts for all project costs associated with the cancellation of the Stoke project. A ..	Non-Severable	1314	Cleveland	OH	$610,534	$205,444
N1689200	9/30/2017	FY17 OTU, 24/7.	Severable	1316	Irving	TX	$3,515	$1,486
Totals							$867,572	$263,656

My RWAs - Statistics

RWA Statistics
This RWA Acceptance data is updated annually

RWA Acceptance by Fiscal Year Quarter: Total Authorized Amount

Fiscal Year of Acceptance/ Start Date	Quarter of Acceptance/ Start Date	RWA Type				
		A	B	F	N	R
2016	FY 2016 Q1		$371,547	$3,092,801	$15,872,165	$12,104,706
	FY 2016 Q2			$812,709	$25,486,448	$2,483,209
	FY 2016 Q3	$81,802	$456,342	$547,644	$49,095,478	$296,964
	FY 2016 Q4	$820,960	$23,473,516	$144,736	$130,780,432	$318,651
2017	FY 2017 Q1	$341,900		$3,555,435	$17,143,526	$12,253,931
	FY 2017 Q2		$6,092,641	$699,530	$28,981,753	$2,437,580
	FY 2017 Q3	$1,564,284	$8,767,796	$229,422	$26,036,848	$451,185
	FY 2017 Q4	$2,846,080	$9,489,064	$88,776	$227,303,875	$181,404
2018	FY 2018 Q1			$2,294,316	$19,285,335	$11,914,246
	FY 2018 Q2		$1,388,940	$673,457	$19,700,386	$483,759
	FY 2018 Q3		$10,887	$182,774	$58,156,920	$515,587
	FY 2018 Q4	$3,756,615	$1,550,897	$131,728	$151,788,821	$209,371

RWA Acceptance by Fiscal Year Quarter: Total Count

Fiscal Year of Acceptance/ Start Date	Quarter of Acceptance/ Start Date	RWA Type				
		A	B	F	N	R
2016	FY 2016 Q1		1	90	229	130
	FY 2016 Q2			45	180	45
	FY 2016 Q3	1	1	26	255	14
	FY 2016 Q4	3	7	12	502	43
2017	FY 2017 Q1	2		104	232	162
	FY 2017 Q2		2	24	234	40
	FY 2017 Q3	2	5	13	222	15
	FY 2017 Q4	4	8	6	596	19
2018	FY 2018 Q1			53	253	167
	FY 2018 Q2		3	31	233	12
	FY 2018 Q3		1	15	198	4
	FY 2018 Q4	6	5	10	512	14

Unlike other RWA data on the dashboard, this is a section that is only updated annually. This shows the RWAs accepted by fiscal year and quarter - focusing on the fact that a great deal of RWAs are still accepted during the 4th quarter of each year

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My RWAs - RWA Details

RWA Details   RWA Number   [A3485198   ▼]

IDENTIFIERS

RWA Type	REXUS Project ID	Service Type	GSA-Leased or GSA-Owned	Bureau	Customer Order #
A	Null	Non-Severable	Null	GSA Customer Bureau	USV 46 6003

Project Description

PROGRAM/PROJECT MANAGEMEN

> You can review current RWA information at the individual RWA level, including basic location, financial, and funding information.

LOCATION

Building Number	Building Name	City	State	GSA Region	Lease #
AX0000AX	COMMISSIONER, PBS	ARLINGTON	VA	0	.

GSA POC

PM Name	PM Email	PM Phone Number
Ricahrd Diefenbeck	ricahrd.diefenbeck@gsa.gov	(302)-604-4374 .

CUSTOMER POC

Customer Name	Customer Email	Customer Phone Number
Customer POC email and Phone Number		.

FINANCIALS

Authorized Amount	Obligations	Remaining Balance	% Obligated	Billed Amount
$4,400,000	$4,399,848	$152	100%	$4,399,848.35 .

FUNDING

Agency Accounting Data		Agency Location Code	Treasury Account Symbol	Billed Office Account Code (BOAC)
Customer Acct Info	) VI 3020000000 300500000000000000000CE OE 25 00 000000	Customer ALC	Customer Acct Symbol	Customer BOAC .

DATES

Acceptance/Start Date	Substantial Completion Date	Substantial Completion Letter Date
9/20/2004	11/30/2014	2/23/2015 .

Page Last Updated: 8/15/2019 9:19:53 PM
This data comes from RETA and REXUS. See the Customer Dashboard User Guide for the full data dictionary.

Dashboard Module - My Occupancies

Filters
GSA Region, Owned/Leased, State, City, Building, Non Cancelable, FY Expiration, OA Effective Date, OA Expiration Date, Size of OA

Occupancies - National Summary
General overview of portfolio (sq ft, counts, parking) by leased/owned. Also has OA expiration table by GSA Region and Fiscal year

Occupancies - Statistics
A map visualization of all Final OA and breaks out between leased/ owned

Occupancy Agreement Details
At the OA level, specific occupancy info including location, size, dates, GSA POCs, planning milestone due dates

Occupancies- National Summary

Portfolio Summary								
	OA USF	OA RSF	Count of Personnel	% of Space	OA Count	Number of Buildings	Non-Cancelable OA	Non-Cancel OA
GSA-Leased	163,750,597	182,278,108	584,466	52.49%	10,095	6,780	2,229	52,928
GSA-Owned	122,287,341	164,963,406	402,167	47.51%	10,375	1,521	491	7,892
Total All Building Types	286,037,938	347,241,514	986,633	100.00%	20,470	8,301	2,720	60,821

	OAs by FY Expiration							
	2019		2020		2021		2022	
GSA Region	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA RSF
1	27	196,651	140	907,509	185	1,246,910	86	1,177,597
2	90	632,314	216	3,550,431	196	2,224,035	121	1,345,421
3	41	819,704	201	3,481,806	162	4,845,590	94	1,372,791
4	120	1,136,526	314	3,265,702	504	4,054,976	400	4,164,558
5	170	1,664,118	450	4,643,511	429	4,449,253	231	1,774,969
6	11	33,297	148	2,447,411	95	1,049,186	100	2,949,352
7	53	591,615	189	2,187,763	246	3,109,939	243	2,436,458
8	42	350,886	218	1,535,265	168	1,390,142	144	1,639,764

Occupancies- National Summary

Portfolio Summary

	OA USF	OA RSF	Count of Personnel	% of Space	OA Count	Number of Buildings	Non-Cancelable OA	Non-Cancelable OA RSF	ROI OA	ROI OA RSF	Structured Parking	Surface Parking	Total Parking
GSA-Leased	2,954,090	3,278,065	14,036	43.44%	153	135	22	627,938	0	0	975	4,533	5,508
GSA-Owned	3,273,487	4,267,801	12,963	56.56%	143	78	4	373,391	3	0	579	1,805	2,384
Total All Building Types	6,227,577	7,545,866	26,999	100.00%	296	213	26	1,001,329	3	0	1,554	6,338	7,892

OAs by FY Expiration

GSA Region	2019		2020		2021		2022		2023		2024		Out Years	
	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA RSF	OA Count	OA R
1	0	0	2	11,579	3	44,526	1	5,900	1	5,850	0	0	12	194
2	3	3,582	0	0	3	281,606	0	0	0	0	0	0	3	64
3	0	0	2	23,896	4	373,391	1	0	0	0	0	0	21	466
4	3	38,383	5	24,793	5	19,230	6	232,930	7	36,134	0	0	16	205
5	2	5,771	4	72,843	7	65,239	3	4,585	1	0	0	0	22	642
6	1	2,018	3	23,120	5	180,262	2	11,381	0	0	0	0	23	541
7	1	9,600	1	2,773	4	263,452	4	61,120	2	14,814	1	5,815	18	525
8	1	9,132	1	2,800	5	26,193	2	17,670	0	0	0	0	11	243
9	2	13,044	5	12,826	3	7,746	3	47,239	9	221,956	0	0	11	271
10	1	0	6	118,392	3	10,585	2	1,869	1	71,786	0	0	11	155
11	1	3,438	1	618,179	8	536,681	1	60,000	0	0	1	91,525	5	538
Total for Fiscal Year	15	84,968	30	911,202	50	1,808,910	25	442,69	21	350,540	2	97,340	153	3,850

My Occupancies - OA List

OA Number	Bureau	GSA Region	Date Termination Rights Begin	Lease #	Building #	Building Name	OA Effective Date	OA Expiration Date	OA Current Version	Total Parking	Count of Personnel	USF	RSF
ACT00019	Customer Bureau # and Name	1			CT0061	ROBERT N GIAIMO FB	5/1/2005	4/30/2030	50	10	17	5,781	8,287
ACT00599	Customer Bureau # and Name	1			CT0053	AA RIBICOFF FB&CTHS	10/25/1997	9/30/2028	78	25	31	21,151	29,385
ACT00679	Customer Bureau # and Name	1			CT0059	BRIEN MCMAHON USCH&FB	2/5/1999	2/28/2029	66	2	2	735	1,021
ACT01281	Customer Bureau # and Name	1			CT0061	ROBERT N GIAIMO FB	5/1/2005	4/30/2030	73	2	6	1,693	2,427
ACT01581	Customer Bureau # and Name	1			CT0053	AA RIBICOFF FB&CTHS	2/1/2008	1/31/2028	62	2	78	31,459	43,706
ACT01621	Customer Bureau # and Name	1	7/15/2016	LCT04410	CT3395	AIR EXCHANGE BUILDING	7/15/2005	12/31/2019	39	5	193	11,825	13,600
ACT01742	Customer Bureau # and Name	1			CT0061	ROBERT N GIAIMO FB	2/1/2006	1/31/2021	41	2	1	294	422
ACT01890	Customer Bureau # and Name	1	1/15/2029	LCT04524	CT3402	CJ FORT TRUMBULL	1/16/2009	1/15/2029	21	164	245	47,200	49,741

This list, based upon the filters at the top, is what is available for download - there are many additional data points in the download vs. this display.
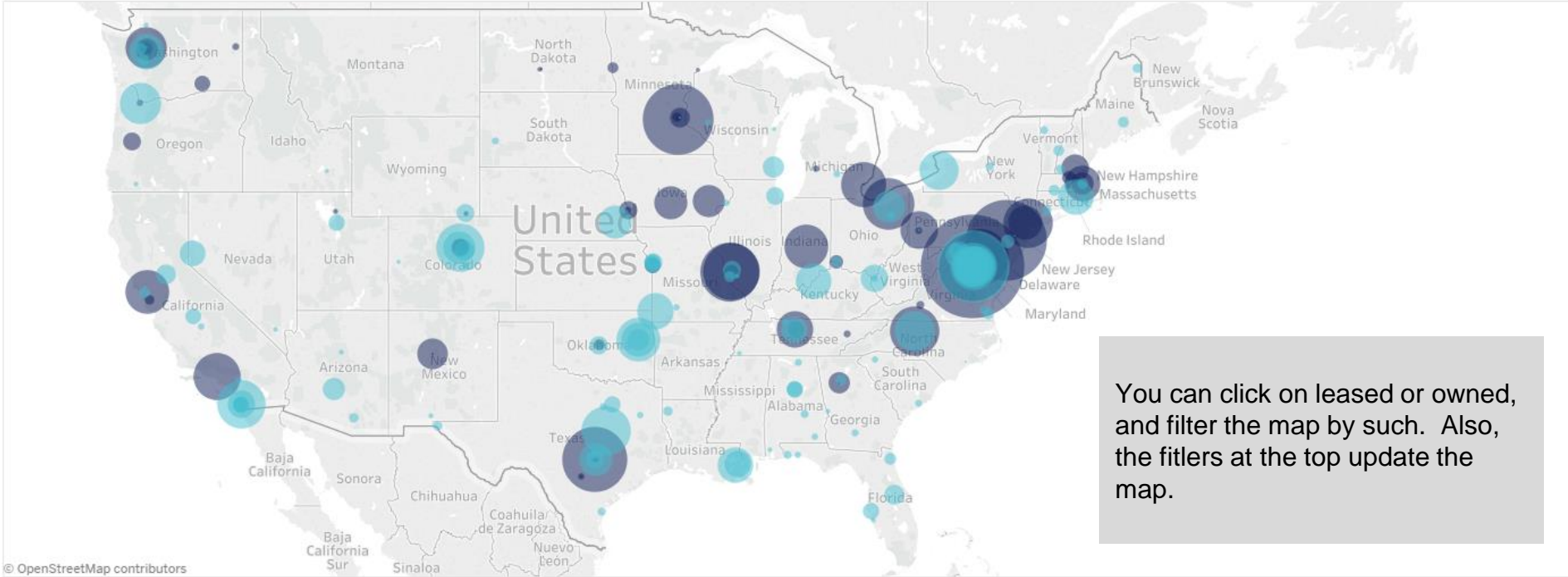
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My Occupancies - The Map!

You can click on leased or owned, and filter the map by such. Also, the fitlers at the top update the map.

My Occupancies - OA Planning Milestones

Occupancy Planning Milestones due in 12 Months									

OA Number	OA Expiration Date	Initial Engagement (36 Months to Expiration)	Strategic Requirements Finalized (30 Months to Expiration)	Technical Requirements Finalized (24 Months to Expiration)	City	Bureau	GSA Region	GSA-Leased or GSA-Owned	OA RSF
AAK00948	1/31/2022	1/31/2019	7/31/2019	1/31/2020	TOK	Customer Bureau # and Name	10	GSA-Owned	3,500
AAK01108	4/30/2023	4/30/2020	10/31/2020	4/30/2021	ANCHORAGE	Customer Bureau # and Name	10	GSA-Leased	22,676
AAK01141	4/30/2023	4/30/2020	10/31/2020	4/30/2021	ANCHORAGE	Customer Bureau # and Name	10	GSA-Leased	11,729
AAK02193	4/30/2023	4/30/2020	10/31/2020	4/30/2021	ANCHORAGE	Customer Bureau # and Name	10	GSA-Leased	6,857
AAK04191	1/15/2023	1/15/2020	7/15/2020	1/15/2021	JUNEAU	Customer Bureau # and Name	10	GSA-Leased	5,753
AAK04226	9/30/2021	9/30/2018	3/31/2019	9/30/2019	HAINES	Customer Bureau # and Name	10	GSA-Owned	300
AAK04236	12/31/2022	12/31/2019	6/30/2020	12/31/2020	CORDOVA	Customer Bureau # and Name	10	GSA-Leased	1,064
						7054 - DHS TRANSPORTATION SECURITY			

My Occupancies - OA Details

Occupancy Agreement Details

OA Number: ACA11135

IDENTIFIERS	OA Current Version	OA Effective Date	OA Expiration Date	FY Expiration	Non-Cancelable	ROI Priced?	Bureau		Agency Tracking Number
	4	2/2/2016	2/1/2026	2026	No	No	Customer Bureau # and Name		

LOCATION	Building Name			Building #	GSA Region	
	METROLINK BUSINESS PARK			CA7670	9	
	Address		City	State		
	5160 Richton St		MONTCLAIR	CA		

GSA POC	Responsible Government Associate	Alternate Billing Contact
	brandy.ocker@gsa.gov	

SIZE	OA USF	OA RSF	R/U Factor	Count of Personnel	Surface Parking	Structured Parking	Total Parking
	44,098	46,767	1.060524	9	76	0	76

LEASE INFO	Lease #	Lease Effective Date	Lease Expiration Date		
	LCA03240	2/2/2016	2/1/2026		
	Termination Rights?	Date Termination Rights Begin	Days to Terminate All Space	Days to Terminate Partial Space	
	Yes	2/2/2021	90	90	

OCCUPANCY AGREEMENT LIFECYCLE	Project Lifecycle Phase	Milestone	Milestone Target Date
	Identification	Initial Engagement to Discuss CPA	2/1/2023
	Initiation	Strategic Requirements Finalized, CPA signed	8/1/2023
	Planning	Technical Requirements Finalized	2/1/2024

Dashboard Module - My Rent

Filters
GSA Region, Owned/Leased, State, City,
Building, OA

Rent - National Summary
Defaults to current FY Billed Rent by month and
rent component; options to change to prior years

Rent Comparison Tool
Allows user to compare rent by fiscal year or
month at the rent component level

Rent Statistics
Bar charts showing billed rsf and billed rent
dollars by fiscal year, and leased/owned

Occupancy Agreement Details
At the OA level, specific occupancy info including
location, GSA POCs

GSA My Rent

Agency   (All)

Filters

Bureau   GSA Region   GSA-Leased
(All)   ▼   (All)   ▼   (All)

Building Name   Building Ad
(All)   ▼   (All)

Rent- National Summary

Fiscal Year [2019 ▼]   *Note: This filter only applies to the Billed Rent chart*

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Rentable Square Feet	13,476,928	13,578,856	13,425,508	13,377,283	13,422,254	13,533,867	13,441,986	13,451,263	13,499,033	
Usable Square Feet	11,437,225	11,492,286	11,388,310	11,344,433	11,386,976	11,495,933	11,408,619	11,419,329	11,463,922	
Parking Spaces (Structured + Surface)	22,494	22,410	22,310	22,271	22,257	22,424	22,479	22,578	22,665	
Parking Spaces (Structured)	2,097	2,097	1,997	2,132	2,135	2,150	2,150	2,140	2,140	
Parking Spaces (Surface)	20,397	20,313	20,313	20,139	20,122	20,274	20,329	20,438	20,525	
1. Shell Rental Rate	$15,416,071	$15,410,227	$15,402,913	$15,313,391	$15,353,037	$15,473,134	$15,462,440	$15,490,556	$15,503,096	$138,824,865
2. Amortized Tenant Improvement Used/General	$901,917	$894,266	$894,934	$894,886	$891,429	$869,607	$874,805	$870,193	$868,435	$7,960,472
3. Operating Costs	$5,541,827	$5,539,900	$5,538,969	$5,510,589	$5,531,887	$5,554,667	$5,552,235	$5,554,340	$5,592,079	$49,916,493
4. Real Estate Taxes	$616,795	$616,271	$616,271	$615,427	$617,210	$619,568	$615,174	$613,617	$613,617	$5,543,948
5. Amortized Tenant Improvement Used/Customization	$207,002	$206,117	$206,117	$206,117	$205,662	$205,802	$207,197	$208,175	$208,428	$1,860,617
6. GSA-Installed Building Improvements	$1,264	$1,264	$1,264							$3,791
7. Building Specific Amortized Capital	$84,394	$83,940	$83,940	$83,927	$83,787	$83,840	$83,920	$82,851	$83,001	$753,601
9. Parking (9.a + 9.b)	$193,458	$193,458	$193,458	$193,458	$193,458	$193,578	$193,841	$193,718	$193,775	$1,742,203
9.a Structured Parking	$155,126	$155,126	$155,126	$155,126	$155,126	$155,126	$155,406	$155,406	$155,406	$1,396,974
9.b Surface Parking	$38,332	$38,332	$38,332	$38,332	$38,332	$38,452	$38,435	$38,313	$38,370	$345,230
10. Rent Charges for Other Space	$15,776	$15,776	$17,589	$17,589	$17,589	$17,589	$19,690	$19,690	$19,690	$160,978
11. PBS Fee	$977,867	$976,738	$976,258	$967,978	$970,854	$979,136	$978,418	$980,451	$985,131	$8,792,831
12. Pro Rata Joint Use Charges	$349,414	$348,873	$348,873	$348,873	$345,060	$348,370	$348,370	$345,947	$346,718	$3,130,497
Total Monthly Rent	$24,305,785	$24,286,830	$24,280,585	$24,152,236	$24,209,973	$24,345,291	$24,336,088	$24,359,538	$24,413,969	$218,690,295
14. Billing Adjustments & Corrections	($99,692)	$665,481	($19,975)	$22,663	$274,143	$613,236	$173,565	($74,837)	$164,824	$1,719,408
15. Antenna	$8,054	$8,054	$8,054	$8,054	$8,054	$8,054	$8,054	$8,054	$7,892	$72,325
16. Reimbursable Services	$0	$0	$9,858	$3,253	$3,253	$3,253	$3,253	$3,253	$3,253	$29,375
Total PBS Bill	$24,214,147	$24,960,365	$24,278,522	$24,186,206	$24,495,423	$24,969,834	$24,520,960	$24,296,008	$24,589,938	$220,511,402

Rent Comparison Tool

To Use the Rent Comparison Tool

Step 1: Choose to compare rent by Fiscal Year or Month

Compare Rent By

| Fiscal Year ▼ |

Step 2: Choose Filters & Comparison Points

Bureau		OA #	
(All) ▼		(All) ▼	

Fiscal Year Filters   **Month Filters**

Note: Filters below will only be active for the rent comparison that is chosen (i.e. if Month is chosen, only the Month filters will be active)

Select Fiscal Year #1	Select Fiscal Year #2		Select Date #1	Select Date #2
(All) ▼	(All) ▼		(All) ▼	(All) ▼

Note: These filters are a combination of Calendar Month and Fiscal Year. Example: Oct2017 is Calendar Date October 2016

|	FY Total	FY Total
Rentable Square Feet	15,373,689	15,373,689
Usable Square Feet	13,095,947	13,095,947
Parking Spaces (Structured + Surface)	25,414	731,835
Parking Spaces (Structured)	2,445	2,445
Parking Spaces (Surface)	22,987	22,987
1. Shell Rental Rate	$525,870,911	$525,870,911
2. Amortized Tenant Improvement Used/General	$31,264,259	$31,264,259
3. Operating Costs	$185,693,236	$185,693,236
4. Real Estate Taxes	$21,346,067	$21,346,067
5. Amortized Tenant Improvement Used/Customization	$6,780,934	$6,780,934
6. GSA-Installed Building Improvements	$22,748	$22,748
7. Building Specific Amortized Capital	$2,577,516	$2,577,516

Billed RSF

| | | GSA-Leased | GSA-Owned |

2017 — 13,871,294
2018 — 13,509,142
2019 — 13,499,033
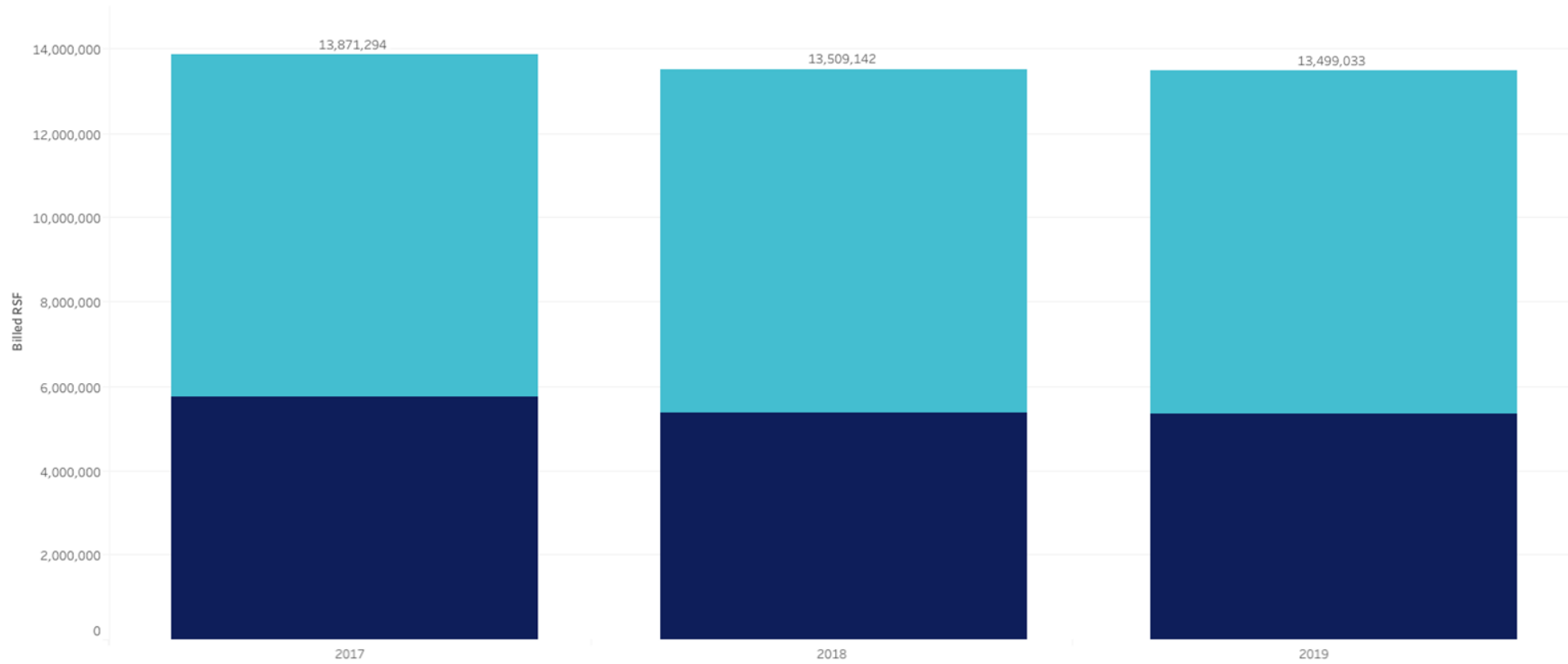
Rentable Square Feet

	2017	2018	2019
GSA-Leased	8,108,766	8,128,206	8,139,823
GSA-Owned	5,762,528	5,380,936	5,359,209
Total	13,871,294	13,509,142	13,499,033

Total Billed Rent

Legend: ■ GSA-Leased ■ GSA-Owned

Chart values:
- 2017: $294,691,699
- 2018: $292,763,427
- 2019: $220,511,402
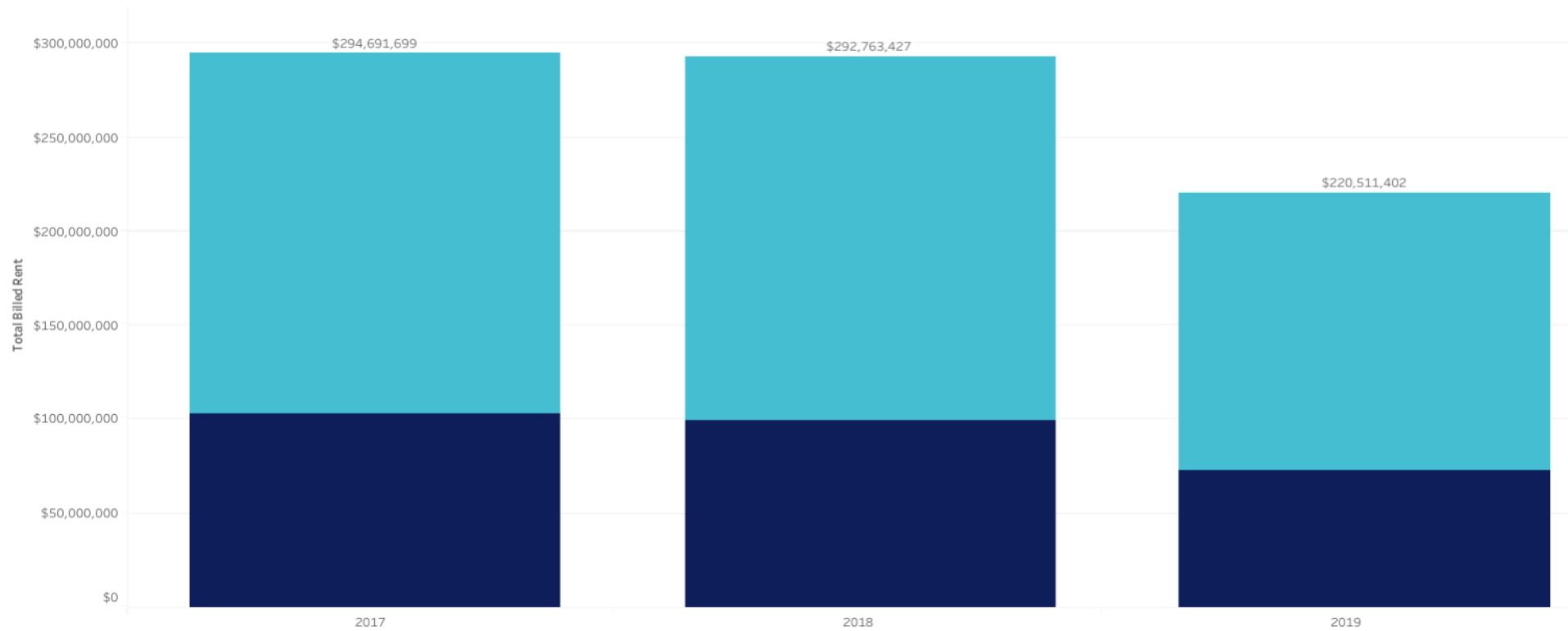
Total Billed Rent

	2017	2018	2019
GSA-Leased	$191,576,367	$193,035,373	$147,006,146
GSA-Owned	$103,115,332	$99,728,054	$73,505,256
Total	$294,691,699	$292,763,427	$220,511,402

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Occupancy Agreement Details

OA # [ACA11107 ▼]

IDENTIFIERS	OA #	Agency		Bureau			
	ACA11107	Customer Bureau # and Name					

LOCATION	Building Name		Building #	GSA-Leased or GSA-Owned	GSA Region
	GSA BLDG 1		CA090100	GSA-Owned	09
	Building Address		City	State	
	345 MIDDLEFIELD RD		MENLO PARK	CA	

POCs	GSA POC Name	GSA POC Email	Alt. Billing Contact Name	Alt. Billing Contact Email
	Inger Whitfield	inger.whitfield@gsa.gov		

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Reporting and Exporting

Step 1: Click here to generate report.

Step 2: Click download icon at bottom of webpage.

Step 3: select "Crosstab" to get a CSV Excel file and then Download.

Step 4: Use your data as needed!

Click here to generate the OAs Standard Report, then hover over this icon to download.

Share | Download | Full Screen

Download

Select your file format.

| Image |
| Data |
| Crosstab |
| PDF |
| Tableau Workbook |
| Cancel |

Top Right of each tab - *nothing happens visually when you click the "Click Here"*

Bottom Right - should not need to scroll. This will generate a Pop Up Menu

Download Crosstab

The crosstab has been generated.

Cancel | Download

Demo

Resources for the Customer Dashboard

External PBS Customer Dashboard page
www.gsa.gov/PBSCustomer Dashboard

User Guide
- How to Find & Access the Dashboard
- Quick Start Guide
- Data Dictionary

YouTube Videos
1) How to Apply Filters, Filtering Tips and Tricks
2) How to Export, Download Data
3) How to Interact with Maps, Charts and Diagrams
4) How to Navigate Dashboard Sections and Footer Buttons

PBS Customer Dashboard How-To Videos

4 videos • 98 views • Last updated on Aug 27, 2018
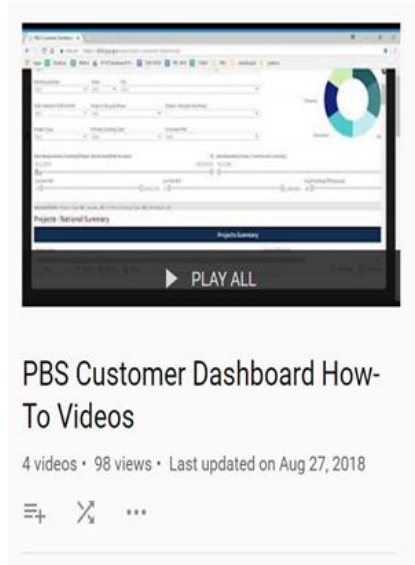
1 PBS Customer Dashboard: How To Apply Filters. Filtering Tips & Tricks
2:16 GSA (General Services Administration)

2 PBS Customer Dashboard: How To Export, Download Data
1:22 GSA (General Services Administration)

3 PBS Customer Dashboard: How To Interact with Maps, Charts and Diagrams
2:34 GSA (General Services Administration)

4 PBS Customer Dashboard: How To Navigate Dashboard Sections and Footer Buttons
2:26 GSA (General Services Administration)

PBS.Dashboard@gsa.gov

Thank you for joining us today for

Put PBS At Your Fingertips With Our Customer Dashboard

Questions?

PBS Customer Dashboard - Encore Session
Wednesday, December 11th, 2019 2pm-3pm Eastern
Register Now

GSA

Join us for our upcoming CES sessions!

eRETA Overview (Basics)

Tuesday, October 8th 2019 1-3pm Eastern *Register Now*

Real Property Disposal Process and FASTA Legislation

Thursday, October 17th 2019 2-3pm Eastern *Register Now*

In eRETA, How Do I...? (Advanced)

Thursday, October 24th 2019 1-2:30pm Eastern *Register Now*

Watch us on ▶ YouTube

Bookmark and binge watch all your favorite CES sessions!

www.gsa.gov/ces

clientenrichmentseries@gsa.gov