



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Outgoing Transition - Move Contract for One Potomac Yard

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Jonah Wainwright (b) (6)  
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Wed, Jun 16, 2021 at 7:10 AM

Yes, approved.

Thanks,  
Jonah

On Wed, Jun 16, 2021 at 9:14 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:  
Jonah --- do you approved of this cost for the move contract?

On Tue, Jun 15, 2021 at 1:53 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:  
Jonah and Beau ---

We have received the proposal for the move contract for the Outgoing Transition Offices located in Arlington. The total cost is \$3263.00. This cost will be split 50/50 between the Outgoing VP and Outgoing POTUS.

Please approve the amount of \$1631.50 each for this contract.

Thank you, Kathy

--  
Kathleen K. Geisler  
Director  
Outgoing Transition  
(b) (6) (desk)  
(b) (6) (cell)

--  
Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(b) (6) (desk)  
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Re: Network and Cabling Decommissioning

Jonah Wainwright (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: William Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Mon, Jun 7, 2021 at 9:34 AM

This is approved.

Thanks,
Jonah

On Fri, Jun 4, 2021 at 5:42 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

We received an updated quote on the cabling and network which is slightly higher. The revised quote is \$2368.20. The cost will be split 50/50 between the Outgoing VP and Outgoing President's Correspondence Office. The 50/50 cost is \$1172.10. Once you approve we will award the contract. Net100 is getting booked and they want a 30 day window for scheduling. I'd appreciate your concurrence as soon as possible.

Thank you, Kathy

On Thu, Jun 3, 2021 at 10:52 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau ---

As we prepare for closing out the Outgoing Transition space at One Potomac Yard. This is one of the first contracts that we will be awarding. This is for the decommissioning the network and cabling. The quote is for \$(b) (4). The cost will be split 50/50 between the Outgoing VP and Outgoing President's Correspondence Office. The 50/50 cost is \$(b) (4).

Please approve this amount.

Thank you, Kathy

--
Kathleen K. Geisler
Director
Outgoing Transition
(b) (6) (desk)
(b) (6) (cell)

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(b) (6) (desk)
(b) (6) (cell)



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Move of the Multi-Functioning Printer

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Jonah Wainwright (b) (6)

Mon, Jun 7, 2021 at 9:35 AM

To: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Cc: William Harrison (b) (6) Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;, Cheryl Williams - WPMABH &lt;cheryl.d.williams@gsa.gov&gt;, Erik Simmons - IDT &lt;erik.simmons@gsa.gov&gt;, Anne Marie Davis - IDTBD &lt;annemarie.davis@gsa.gov&gt;, Sherry Payne - IDTBC &lt;sherry.payne@gsa.gov&gt;

This is approved.

Thanks,  
Jonah

On Mon, Jun 7, 2021 at 12:13 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah and Beau --- the quote for the move of the multi-functioning printers is \$567.00. This will be a 50/50 split of \$283.50.

Please approve this estimate.

Thank you, Kathy

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate

(b) (6) (desk)  
(b) (6) (cell)



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

## Use of Building Engineer for Cabling

Jonah Wainwright (b) (6) Thu, Jul 15, 2021 at 10:56 AM  
 To: Beau Harrison (b) (6)  
 Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>

Approved.

On Thu, Jul 15, 2021 at 1:23 PM Beau Harrison (b) (6) wrote:

Approved – thank you!

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**From:** Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
**Date:** Thursday, July 15, 2021 at 11:42 AM  
**To:** Jonah Wainwright (b) (6), Beau Harrison (b) (6)  
**Cc:** Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Erik Simmons - IDT <erik.simmons@gsa.gov>  
**Subject:** Use of Building Engineer for Cabling

Jonah and Beau ---

We were able to get the (b) (4) for the cost of the building engineer opening closets etc down to \$720. This cost will be a 50/50 split between the Outgoing Vice President and Outgoing POTUS.

The split would be \$360 each. Please approve this expense.

(b) (4)

Total = \$720

Thank you, Kathy

--  
Kathleen K. Geisler  
Director

Program Execution Division

Office of Portfolio Management and Real Estate

(b) (6) (desk)

(b) (6) (cell)



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**Please Submit Final Payroll Memo for 7/17 - 7/21 - DUE ASAP**

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**Kaitlyn Schneider - QMDDD** <kaitlyn.schneider@gsa.gov>

Wed, Jul 21, 2021 at 12:56 PM

To: Jonah Wainwright (b) (6)

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Thank you so much!

**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

On Wed, Jul 21, 2021 at 12:56 PM Jonah Wainwright (b) (6) wrote:

Attached is the final payroll memo.

Best,

Jonah Wainwright

On Wed, Jul 21, 2021 at 2:28 PM Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt; wrote:

Good afternoon Jonah,

Can you please submit a final memo to reflect the final 3 work days in the transition period.

Thank you,

Kaitlyn

**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

7/21/2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	7/18/ 2021	7/19/ 2021	7/20/ 2021	7/21/ 2021
	Sun	Mon	Tue	Wed
Marc Short		(b) (6)	(b) (6)	
Gregory Jacob		(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	
Jonah Wainwright		(b) (6)	(b) (6)	
Devin O'Malley		(b) (6)	(b) (6)	

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## 7/4 - 7/17 Payroll Memo Due

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Jonah Wainwright (b) (6)  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Fri, Jul 16, 2021 at 7:18 AM

Good morning Kaitlyn,

Attached is the payroll memo. Please let me know if any edits are needed.

Thanks,  
Jonah Wainwright

On Thu, Jul 15, 2021 at 5:48 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good evening Jonah,

Please submit no later than COB Monday.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w/ (b) (6)

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**Payroll Memo 7.4to7.17.pdf**  
249K



7/16/2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Please note that (b) (6) separated from the Former Vice President Outgoing Transition Team effective 7/11/2021.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	7/4/ 2021	7/5/ 2021	7/6/ 2021	7/7/ 2021	7/8/ 2021	7/9/ 2021	7/10/ 2021	7/11/ 2021	7/12/ 2021	7/13/ 2021	7/14/ 2021	7/15/ 2021	7/16/ 2021	7/17/ 2021
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
Gregory Jacob		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
Jonah Wainwright		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
Devin O'Malley		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

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## Reimbursement for packing supplies

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Jonah Wainwright (b) (6)

Thu, Jul 15, 2021 at 12:21 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>


Good afternoon,

Please see the attached reimbursement request for packing supplies. Please let me know if more information is needed.

Thanks

Jonah Wainwright

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 (b) (6) Reimbursement 3.pdf  
136K

July 15, 2021

The Office of the Former Vice President Transition Team is requesting direct payment to a transition team employee, (b) (6) The Electronic Transfer form for the employee has previously been provided.

This request is for direct payment for previously incurred expenses for specialty office supplies. All items included are for the purpose of winding down the office of the Outgoing Vice President. These items include shipping tape and bubble wrap for moving our items out of the office space.

As a designee of the Outgoing Vice President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Former Vice President Transition Team, I authorize this direct payment. We request GSA provide the amount of allowable direct payment for our records.

Thanks,

(b) (6)

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(703) 836-9485

SALE 1976797 17 001 31912  
0741 07/15/21 03:03

QTY	SKU	PRICE
1	SCOTCH SHIP TAPE W *	
	051131656659	6.49
	Instant Savings <-0.60>	
1	3/16 BUBBLE ROLL L	
	718103380294	22.99
SUBTOTAL		29.48
Standard Tax 6.000%		1.77
TOTAL		\$31.25

US DEBIT USD\$31.25  
Card No.: (b) (6)  
Chip Read  
Auth No.: 000140  
AID.: A0000000980840  
Verified By PIN

TOTAL ITEMS 2

\*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

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THANK YOU FOR SHOPPING AT STAPLES!





Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Reimbursement Request

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Jonah Wainwright (b) (6)  
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Wed, Jul 7, 2021 at 2:25 PM

Attached is an updated memo with requested language.

Thanks,  
Jonah Wainwright

On Tue, Jul 6, 2021 at 12:03 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah — thank you for the revised letter. I wanted to see if you would mind including language in the memo like “purpose of winding down the office of the outgoing Vice President” or something that certifies the purpose is related to the transition?

Thank you, Kathy

Sent from my iPhone

On Jun 24, 2021, at 11:13 AM, Jonah Wainwright (b) (6) wrote:

Good morning Kathy,

Attached is my response to your request. Please let me know if more information is needed. I am happy to provide more information.

Thank you,

Jonah Wainwright

On Wed, Jun 23, 2021 at 3:36 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah --- our legal counsel has requested additional information on the reimbursement request. I've attached a spreadsheet that I hope makes it easier for you to add in a very brief note on the purpose of the purchase for winding down the Outgoing VP office. If you can fill it in and return to me, I will have my counsel review and then we can process those approved reimbursements against the Transition funds.

Thank you, Kathy

On Mon, Jun 21, 2021 at 11:23 AM Jonah Wainwright (b) (6) wrote:

Good morning,

Please see the attached reimbursement request for specialty office supplies. Please let me know if you have any questions.

Thanks,  
Jonah Wainwright

--

Kathleen K. Geisler  
Director

Program Execution Division  
Office of Portfolio Management and Real Estate

(b) (6) (desk)  
(b) (6) (cell)

<Reimbursement for (b) (6) 6.21.2021 Response.xlsx>



(b) (6) Reimbursement 2C.pdf  
218K



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

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**Reimbursement for (b) (6)**

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**Kathy Geisler - WPXP** <kathleen.geisler@gsa.gov>  
To: Jonah Wainwright (b) (6)  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Wed, Jul 14, 2021 at 11:44 AM

Jonah --- Please see the attached letter approving the reimbursement to (b) (6). Please let us know if you have any questions.

Thank you, Kathy

--  
Kathleen K. Geisler  
Director  
Outgoing Transition  
(b) (6) (desk)  
(b) (6) (cell)

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**2 attachments**

(b) (6) Reimbursment 2C.pdf  
218K

(b) (6) Reimbursement 7-14-21.pdf  
3120K

July 7, 2021

The Office of the Former Vice President Transition Team is requesting direct payment to a transition team employee, (b) (6). The Electronic Transfer form for the employee has previously been provided.

This request is for direct payment for previously incurred expenses for specialty office supplies. All items included are for the purpose of winding down the office of the Outgoing Vice President. These items include White Cardstock purchased at Michaels that were used in official correspondence, First Class Stamps bought at USPS to mail items during the period that our Stamps.com account was not functioning properly, Mailing supplies bought at Staples used in official correspondence, and shipping supplies from FEDEX and UPS for official correspondence and shipping sensitive information.

As a designee of the Outgoing Vice President for approving spending against the Presidential Transition Appropriation in the Memorandum of Understanding between GSA and the Office of the Former Vice President Transition Team, I authorize this direct payment. We request GSA provide the amount of allowable direct payment for our records.

Thanks,

(b) (6)





U.S. General Services Administration

July 14, 2021

Mr. Jonah Wainwright  
2777 Crystal Drive  
Arlington, VA 2202

Dear Mr. Wainwright,

The General Services Administration (GSA) has reviewed the request for direct payment to a transition team employee for previously incurred expenses for specialty office supplies. GSA has reviewed the receipts associated with the purchase.

Based on this evaluation, GSA has determined that the allowable amount of the direct payment for this activity is \$196.77. Documentation supporting this calculation is attached.

I have verified that you are a designee of the Outgoing Vice President's Transition Team for the purpose of authorizing spending against the Presidential Transition Appropriation. As the GSA approving official for this activity, I will approve GSA's direct payment to (b) (6) in this amount for processing.

Thank you,

Kathy Geisler  
Director  
Outgoing Transition

REIMBURSEMENT REQUEST FOR OUTGOING VP - JUNE 21, 2021

VENDOR	PURCHASE DATE	AMOUNT	DESCRIPTION	TRANSITION PURPOSE
Michaels	2.11.2021	\$ 10.59	White Cardstock (6X6)	Material used for official correspondence
	3.25.2021	\$ 8.88	White Cardstock (8.5 X 11)	Material used for official correspondence
	5.2.2021	\$ 9.52	White Cardstock (8.5 X 11)	Material used for official correspondence
USPS	4.1.2021	\$ 44.00	First Class Stamps	We went over a month without stamps from our Stamps.com account and needed to mail items
	4.22.2021	\$ 24.00	Postage, Envelopes, Mailers	We went over a month without stamps and items from our Stamps.com account and needed to mail items
	5.26.2021	\$ 17.96	Postage, Envelopes, Mailers	We went over a month without stamps and items from our Stamps.com account and needed to mail items
Staples	3.22.2021	\$ 22.64	Envelopes, Tape	Envelopes to mail items. Tape for boxes to move items
	5.2.2021	\$ 20.12	Envelopes, Labels	Items used for official correspondence.
FEDEX	5.4.2021	\$ 29.55	Standard Overnight Mail	We had to send a time sensitive document and FEDEX was the quickest option.
UPS	5.25.2021	\$ 9.51	Envelopes	Envelopes to mail items via our UPS account.
	<b>TOTAL</b>	<b>\$ 196.77</b>		



Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

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**Employee Departure - (b) (6)**

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**Jonah Wainwright (b) (6)**  
To: kathleen.geisler@gsa.gov, kaitlyn.schneider@gsa.gov

Fri, Jul 9, 2021 at 6:41 AM

Good morning,

(b) (6) will be departing the Office of the Former Vice President effective Sunday 7/11. I have attached a memo reflecting this. Please let me know if you have any questions.

Thanks,  
Jonah Wainwright

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 (b) (6) **Departure.pdf**  
217K

July 9, 2021

To whom it may concern,

The Former Vice President Outgoing Transition Team requests that GSA alter the status of employee listed below.

Please note that (b) (6) has separated from the Outgoing Transition Team effective Sunday, 7/11/2021.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation.

Thank you,

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**6/20 - 7/3 Payroll Memo Due**

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Jonah Wainwright (b) (6)  
To: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>  
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Fri, Jul 2, 2021 at 12:45 PM

Attached is the updated memo

On Fri, Jul 2, 2021 at 9:41 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Jonah,

Sorry for the double email. There is an error in your memo with dates. The pay period starts on Sunday 6/20 and ends on 7/3. June has 30 days.

Can you please revise?

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: (b) (6)

On Fri, Jul 2, 2021 at 12:37 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Thank you, Jonah!

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: (b) (6)

On Fri, Jul 2, 2021 at 12:04 PM Jonah Wainwright (b) (6) wrote:

Good afternoon,

Attached is the payroll memo.

Thank you,

Jonah Wainwright

On Thu, Jul 1, 2021 at 11:06 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good afternoon Jonah,

Please submit as soon as possible with Monday being a holiday.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: (b) (6)

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**Payroll Memo 6.21to7.3.pdf**  
36K

July 2, 2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

	6/20/21	6/21/21	6/22/21	6/23/21	6/24/21	6/25/21	6/26/21	6/27/21	6/28/21	6/29/21	6/30/21	7/1/21	7/2/21	7/3/21
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Gregory Jacob		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Jonah Wainwright														
Devin O'Malley														
(b) (6)														

(b) (6)

Jonah Wainwright  
Office Manager  
Office of the Former Vice President

July 2, 2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

	6/21 /21	6/22 /21	6/23 /21	6/24 /21	6/25 /21	6/26 /21	6/27 /21	6/28 /21	6/29 /21	6/30 /21	6/31 /21	7/1 /21	7/2 /21	7/3 /21
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Gregory Jacob		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Jonah Wainwright		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Devin O'Malley		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		

(b) (6)

Jonah Wainwright  
Office Manager  
Office of the Former Vice President



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**6/6 - 6/19 Payroll Memo Due**

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**Kathy Geisler - WPXP** <kathleen.geisler@gsa.gov>

Mon, Jun 21, 2021 at 10:33 AM

To: Jonah Wainwright (b) (6)

Cc: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

Thank you. It will be noted as a holiday on their payroll.

On Mon, Jun 21, 2021 at 1:32 PM Jonah Wainwright (b) (6) wrote:

To my knowledge the staff took the holiday on Friday.

Thanks,  
Jonah

On Mon, Jun 21, 2021 at 1:23 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Jonah --- since Friday, June 18, was designated as a Federal holiday, we need to know if anyone worked that day or took the holiday. Please let me know as soon as possible so payroll adjustments can be made.

Thank you, Kathy

On Mon, Jun 21, 2021 at 10:22 AM Jonah Wainwright (b) (6) wrote:

Good morning,

Attached is the payroll memo for the requested pay period.

Thanks,  
Jonah Wainwright

On Thu, Jun 17, 2021 at 6:51 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote:

Good evening Jonah,

Please submit no later than COB Monday.

Thank you,  
Kaitlyn

**Kaitlyn Schneider**  
U.S. General Services Administration  
w: (b) (6)

--  
Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(b) (6) (desk)  
(b) (6) (cell)

--  
Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(b) (6) (desk)  
(b) (6) (cell)





6/21/2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	6/6/ 2021	6/7/ 2021	6/8/ 2021	6/9/ 2021	6/10/ 2021	6/11/ 2021	6/12/ 2021	6/13/ 2021	6/14/ 2021	6/15/ 2021	6/17/ 2021	6/18/ 2021	6/19/ 2021	6/20/ 2021
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Gregory Jacob		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Jonah Wainwright		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Devin O'Malley		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)				(b) (6)	(b) (6)	(b) (6)	(b) (6)		

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**5/23 - 6/5 Payroll Memo Due**

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**Kaitlyn Schneider - QMDDD** <kaitlyn.schneider@gsa.gov>

Mon, Jun 7, 2021 at 10:36 AM

To: Jonah Wainwright (b) (6)

Cc: Kathy Geisler - WPXP &lt;kathleen.geisler@gsa.gov&gt;

Thank you!

**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

On Mon, Jun 7, 2021 at 9:40 AM Jonah Wainwright (b) (6) wrote:

Good afternoon,

Attached is the payroll memo.

Thanks,  
Jonah

On Thu, Jun 3, 2021 at 6:51 PM Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt; wrote:

Good evening Jonah,

Please submit no later than COB Monday.

Thank you,  
Kaitlyn**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

6/7/2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	5/23/ 2021	5/24/ 2021	5/25/ 2021	5/26/ 2021	5/27/ 2021	5/28/ 2021	5/29/ 2021	5/30/ 2021	5/31/ 2021	6/1/ 2021	6/2/ 2021	6/3/ 2021	6/4/ 2021	6/5/ 2021
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
Gregory Jacob		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	
Jonah Wainwright														
Devin O'Malley														
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)	

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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**5/9 - 5/22 Payroll Memo Due**

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**Kathy Geisler - WPXP** <kathleen.geisler@gsa.gov>

Fri, May 21, 2021 at 7:52 AM

To: Jonah Wainwright (b) (6)

Cc: Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

Jonah --- I missed you yesterday. Desiree said you (b) (6) (b) (6). Thank you, Kathy

On Fri, May 21, 2021 at 10:37 AM Jonah Wainwright (b) (6) wrote:

Good morning Kaitlyn,

Attached is the memo for payroll.

Thanks,  
Jonah

On Thu, May 20, 2021 at 4:51 PM Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt; wrote:

Good afternoon Jonah,

Please submit no later than COB Monday.

Thank you,  
Kaitlyn**Kaitlyn Schneider**

U.S. General Services Administration

w: (b) (6)

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Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate  
(b) (6) (desk)  
(b) (6) (cell)

5/21/2021

To Whom It May Concern,

The Former Vice President Outgoing Transition Team requests that GSA pay the employees listed below at the previously established rate of pay for the days identified below.

Please note that (b) (6) has joined from the Outgoing Transition Team effective Monday, 5/10/2021.

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of the days for which the employees below should be paid.

Name	5/9/ 2021	5/10/ 2021	5/11/ 2021	5/12/ 2021	5/13/ 2021	5/14/ 2021	5/15/ 2021	5/16/ 2021	5/17/ 2021	5/18/ 2021	5/19/ 2021	5/20/ 2021	5/21/ 2021	5/22/ 2021
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Marc Short		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Gregory Jacob		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		
Jonah Wainwright														
Devin O'Malley														
(b) (6)		(b) (6)	(b) (6)	(b) (6)	(b) (6)	(b) (6)			(b) (6)	(b) (6)	(b) (6)	(b) (6)		

(b) (6)

Jonah Wainwright

Office Manager

Office of the Former Vice President



Kaitlyn Schneider - QMDDD &lt;kaitlyn.schneider@gsa.gov&gt;

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## Final OA for One Potomac Yard

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Jonah Wainwright (b) (6)  
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>  
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Wed, Jul 21, 2021 at 9:18 AM

Good afternoon,

The signed contract is attached.

This will be my email going forward.

Thanks,  
Jonah Wainwright

On Wed, Jul 21, 2021 at 9:28 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:  
Jonah -- this is the final OA for One Potomac Yard. Your original OA ended on February 28 because the lease expired. They finally signed the lease extension and this OA will take you through July. This is for our records.

Please sign and return today, if possible or if you are in the office this afternoon I can pick it up after you sign.

Also, in case we have outstanding issues can we continue to reach you on this email address as you transition off the Outgoing Transition for the Vice President.

Thank you, Kathy

--

Kathleen K. Geisler  
Director  
Program Execution Division  
Office of Portfolio Management and Real Estate

(b) (6) (desk)  
(b) (6) (cell)

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523K

**Signed Agreement and Financial Summary**

**OCCUPANCY AGREEMENT  
Between  
GSA TRANS OUT V PRES (4729)  
And  
GENERAL SERVICES ADMINISTRATION**

AVA09129	Draft	Version:	7	Date Last Modified:	21-Jul-2021
VA0907ZZ		LVA01718		Late Replacement	

GSA TRANS OUT V PRES (Code 4729) will occupy 2,520.50 usable ( 3,012.69 rentable) square feet of space and 9 structured parking spaces and 0 surface parking spaces at ONE POTOMAC YARD (VA0907) located at 2777 Crystal Dr, ARLINGTON, VA, for a period of 7 months commencing on or about 01/20/2021.

GSA TRANS OUT V PRES (Code 4729) 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.

GSA TRANS OUT V PRES (Code 4729) 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**

**Reduce the Footprint**

The Office of Management and Budget Memorandum, "Promoting Efficient Spending to Support Agency Operations" issued on May 11, 2012 and Management Procedures Memorandum issued on March 25, 2015, have established a Reduce the Footprint policy for executive agencies. GSA TRANS OUT V PRES is responsible for making sure their space request is consistent with any applicable square foot reduction targets and can contact TotalWorkplace@gsa.gov for help developing agency-wide space design standards that optimize their space usage.

**Federal Specific Mandatory Clauses**

**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.

### **Building Services**

Building services to be provided are outlined in the PBS Pricing Desk 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 RWA processing fee will be assessed against each service billed.

### **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. In 2017, GSA transitions to 10-year rates for occupancies in buildings where new appraisals are available. OAs will be transitioned to a 10-year rate as the current shell rate terms expire. The shell or "as is" rent will be reset every 10 years. For OAs in a building without a new 10-year appraisal, the shell rate or as is rate will continue to be set for periods up to but not beyond 5 years. These OAs will transition to the new 10-year rate no later than FY22 as their current rate terms expire. 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.

### **Obligation to Pay Rent**

The Tenant agency's obligation to pay rent for the space governed by this OA commences when both of the following occur: the space is substantially complete and operationally functional. Occupancy and rent start will be coordinated with the Tenant.

1. The space is ready for occupancy of personal property, typically the substantial completion date. Substantial completion is signaled by PBS's acceptance of the space as substantially complete in accordance with the general construction contract documents. "Substantially complete" and "substantial completion" mean that the work, the common and other areas of the building, and all other things necessary for the Government's access to the premises and occupancy, possession, use and enjoyment thereof, as provided in the general construction contract, have been completed or obtained, excepting only such minor matters as do not interfere with or materially diminish such access, occupancy, possession, use or enjoyment

. PBS will offer to an authorized representative of the Tenant the opportunity to participate in a walk-through of the space prior to final acceptance of the space as substantially complete by PBS. The authorized representative of the Tenant will make himself or herself available so as to not delay the walk-through of the space. The authorized representatives of PBS and the Tenant will itemize any defects and omissions (D&Os, or "punch list") of the construction project that will need to be corrected prior to final contract payment. Provided that the D&Os are minor matters not materially diminishing use of the space, the authorized representative of PBS, acting on behalf of the Government and its Tenant, will determine substantial completion.

2. The space is operationally functional. Operationally functional means that the building systems included in the general construction contract must function and GSA-provided building-specific safety and security features must be operational. Related space that is necessary for a Tenant to function due to workflow adjacencies must be complete before rent commences

For large projects that entail phased occupancy of the Tenant's space, rent will commence on the individual

blocks of space when they are substantially complete and operationally functional. The blocks will be added to the Agency Space Assignment (ASA) incrementally. In the case of phased occupancy with separate ASAs (example, different Agency/Bureau codes), the rent start date for each ASA will occur when the space associated with it is substantially complete and operationally functional.

If there is a substantial punch list for the space that would interfere with the Tenant's full access, occupancy, possession, use and enjoyment of the space, and the Tenant chooses to move in anyway, GSA will negotiate a rent discount with the Tenant while the punch list work is being completed. If after hours work is required, GSA will ensure that adequate security is provided while the contractor is in the Tenant's space.

Once the above 'substantially complete' and 'operationally functional' requirements have been met, rent will commence. GSA does not provide tenant agencies a grace period prior to rent commencement to accomplish the physical move into the space or to allow for the installation of personal property such as phones, furniture, computers, etc. However, rent should not start until those personal property items that have been included in the General Services Administration's general construction contract, such as telephone and data systems or audio/video systems, are operational unless the Tenant chooses to move into the space pursuant to the preceding paragraph.

#### **Tenant Agency Move**

In the event the space covered by this OA involves a tenant agency move, once a design and construction schedule has been established it must be incorporated into this OA. Once part of this OA, the schedule becomes binding upon the tenant agency as well as upon PBS. Delay in project completion caused by either a) tenant agency failure to meet the review and approval times provided in the construction schedule, or b) tenant changes to project scope, will be borne by the tenant agency. As a consequence of tenant-caused delay, PBS may decline to postpone the scheduled substantial completion date (thereby advancing Rent commencement for the space) by the duration of the tenant-caused delay, on a day-to-day basis; this may result in rent charges at two locations simultaneously for the tenant. Additional direct expenses caused through tenant-caused delay or changes in project scope are chargeable against the tenant allowance; in the event the tenant allowance has been exhausted, the tenant must pay the lump sum cost by RWA. In summary, the tenant is responsible for the delay claim of the affected contractor and for rent that GSA budgeted to start on the date included in the Occupancy Agreement. If partial occupancy of the building is not possible due to one agency change, that agency is liable for the other tenant's rent who are unable to occupy their space on the date contained in their Occupancy Agreement. The rent start date should be adjusted for delay of occupancy caused by PBS failing to deliver the real property on time. The rent start date should not be adjusted for delay of occupancy caused by a GSA contractor failing to install personal property on time with one exception. For those personal property items that have been included in the general construction contract, such as telephone and data systems, or audio/video systems, and the systems are not ready, the rent start date should be adjusted. Delayed furniture delivery and installation, which is not part of the general construction contract, is not reason for delaying the rent start date. In its role as building owner, PBS may also be the cause of delay. Expenses associated with PBS-caused delay incurred by the tenant, for such things as additional storage for furniture, re-procurement expense, or additional consulting fees, will be credited against the tenant's rent obligation to PBS for the new space. In the case of excusable delay (e.g., force majeure or any other delay the cause of which is beyond the reasonable control of either PBS or the tenant agency), neither PBS nor the tenant agency may pursue the other for the consequences of the delay.

#### **Occupancy Agreement Iterations**

The parties hereby agree that iterations of OAs prepared before completion of a building design, and before final security/joint use charges are provided, contain preliminary financial terms only. Financial terms in preliminary OAs are estimates for budgeting purposes, and are updated through additional OA versions as business terms evolve throughout the space acquisition. Accordingly, execution by the tenant agency on

preliminary OAs constitutes that agency's commitment to the project, and is required prior to PBS awarding any contract for: design, construction/alterations, and/or a lease. Until site purchase or contract award to a design architect, the tenant agency has the right to cancel the proposed project without financial obligation.

#### **PBS Services**

The services that PBS provides may be found in the fifth edition of the Pricing Desk Guide. Unless PBS provides otherwise in writing, the cost of these services is included in PBS's rents and fees. Any services beyond those identified in the Pricing Desk Guide are provided by PBS for an additional charge.

#### **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.

#### **Payment of Tenant Improvements**

The tenant agency must pay for tenant improvements in excess of the allowance by RWA. The tenant agency also has the right to pay lump sum for tenant improvements below the allowance threshold. The ability to make lump sum payments below the allowance threshold is only available at assignment inception, and only for the customization component of the allowance in new space. In backfill or relet space, if the tenant can accept existing tenant improvements "as is" or with modifications, the tenant can elect to waive all or part of the general allowance. Further, once the tenant allowance is set, if the agency then wishes to make a lump sum payment for improvements which are charged against the allowance, PBS cannot accept payments below the allowance threshold by RWA.

#### **Move Cost Responsibilities**

At the end of this OA term, if the tenant cannot remain in the space covered by this OA, the tenant is responsible for funding the physical move to new space. In the event PBS displaces or allows another user to displace the tenant before the expiration of the OA term, PBS must fund, or require the new user to fund, the tenant's physical move, and relocation of the tenant's telecommunications equipment. PBS must also reimburse, or require the new user to reimburse, the tenant for the undepreciated value of any lump sum payments the tenant made toward tenant improvements and the Rent differential at the new location until the displaced agency has time to budget. The Rent differential is calculated on all elements of Rent except the amortized tenant improvement cost. In the event of a PBS disposal of a building or an approved prospectus project requiring the agency relocation from this space before the expiration of the OA term, PBS will fund tenant agency move costs unless PBS has provided 3 years' written notice of the action. In the event PBS provides 3 years' written notice, the agency is responsible for funding the physical move to new space.

#### **Replacement Responsibilities**

The parties agree that PBS is amortizing through a specific charge in Rent the portion of the tenant improvement allowance the tenant elects to use. The tenant has funding responsibility for replacement, renewal or alteration of tenant improvements. PBS is responsible for replacement and renewal of all building shell elements.

#### **Financial Terms**

While this Occupancy Agreement (OA) addresses financial terms that cover multiple fiscal years, the parties agree that unless otherwise specified: The tenant agency may relinquish space upon four (4) months notice. Thus, at any future time, 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. The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations. Any free Rent or other concession given at the beginning of the occupancy term (for

all occupancy types) must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS.

The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations.

The tenant's future years obligation to pay Rent is subject to the availability of funds, but the tenant agrees to make a good faith effort to meet its obligations as they arise.

### **Environmental and Safety Standards and Regulations**

The tenant agency will comply with all applicable Federal, State, and local environmental, health & safety laws and regulations, such as but not limited to those issued by the U.S. Environmental Protection Agency (EPA) under Title 40 of the Code of Federal Regulations (CFR); the U.S. Occupational Safety and Health Administration (OSHA) under Title 29 of the CFR; the Federal Management Regulation sections that relate to safety and environmental management (41 CFR part 102-80, subpart B); and all applicable laws and regulations set by State and local regulatory agencies.

### **OA Renewal**

In the event of a continued occupancy after expiration with no additional space and with no additional tenant improvements provided, the tenant agency will be financially responsible for an extension of this agreement at the market rates in place at the time of the expiration. The rates and term of the extension will be set according to the policy at the time of the extension. The tenant agency rights to relinquish space as specified in this OA remain in effect.

### **Other Mandatory Clauses**

#### **Security Services**

Beginning in FY 2005, payment for FPS provided Basic and Building Specific Operating Security will be made to the Federal Protective Service (FPS), Department of Homeland Security (DHS) and will be separate from rental payments to GSA (OMB Object Class 23.1). Charges for FPS provided security are determined by, and may be obtained from, FPS.

#### **GSA Mandatory Clauses**

##### **Space Utilization for GSA Occupancy**

Tenant agency personnel in this space include n/a federal employees and n/a contractors. The utilization rate for this space will be n/a USF/person. For instructions on how to count personnel, please refer to the GSA directive OAS P 7005.1 Internal Space Allocation, Design, and Management Policy

#### **Regional Mandatory Clauses**

##### **Building Service Hours**

Core hours of building service hours will be from 7:00 AM to 6:00 PM Monday through Friday with the exception of Federal Holidays. Services requested and provided outside of core hours are considered overtime and will be reimbursed to PBS by Reimbursable Work Authorization (RWA).

#### **Optional Clauses**

##### **Ad Hoc Clauses**

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### **Purpose of OA**

**Error Correction** -- Issued to credit the agency for paying \$44/RSF when they should have paid \$39/RSF. System generated billing adjustments will refund the agency.

I agree to the initial terms with the understanding modifications will be made over time.

Approved <b>(b) (6)</b>	Approved KATHLEEN GEISLER <small>Digitally signed by KATHLEEN GEISLER Date: 2021.07.21 09:20:16 -04'00'</small>
Agency Representative <i>- OFUP</i>	GSA Representative
Title <i>office manager</i>	Title Director Outgoing Transition
Date <i>7/21/21</i>	Date July 21, 2021

TRANSITION- OUTGOING VICE PRESIDENT  
 AVA09129  
 4729

Draft  
 GSA TRANS OUT V PRES  
 VA0907ZZ  
 20-Jan-2021  
 15-Aug-2021

Version: 7  
 LVA01718

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 Date Last Modified: 21-Jul-2021  
 Late Replacement  
 Fiscal Year: 2021 Partial  
 Period: 20-Jan-2021 to 28-Feb-2021

OA Start Date:  
 OA End Date:

**Charge Basis    Monthly Charge    Annual Rate**

1.	Shell Rental Rate #			
	a. General	3,013	\$7,646.24	\$30.456143000
3.	Operating Costs ##	3,013	\$2,694.61	\$10.733054000
4.	Real Estate Taxes	3,013	\$713.97	\$2.843857000
<b>A.</b>	<b>Market Rent SubTotal</b>	<b>3,013</b>	<b>\$11,054.83</b>	<b>\$44.033054000</b>
9.	Parking			
	a. Structured (number of spaces) #####	9		
11.	PBS Fee	3,013	\$773.84	\$3.082313746
<b>B.</b>	<b>Agency Rent SubTotal</b>	<b>3,013</b>	<b>\$773.84</b>	<b>\$3.082313746</b>
<b>C.</b>	<b>Joint Use SubTotal</b>		<b>\$0.00</b>	
<b>D.</b>	<b>Total Annual Rent (A+B+C)</b>	<b>3,013</b>	<b>\$11,828.67</b>	
<b>E.</b>	<b>Adjustments SubTotal</b>		<b>\$0.00</b>	
<b>F.</b>	<b>Total Rent Bill(D+E)</b>		<b>\$11,828.67</b>	
<b>G.</b>	<b>Total Antenna Bill</b>		<b>\$0.00</b>	
<b>H.</b>	<b>Total Reimbursable Services Bill</b>		<b>\$0.00</b>	
<b>I.</b>	<b>Total PBS Bill (F+G+H)</b>		<b>\$11,828.67</b>	
<b>J.</b>	<b>LUMP SUM ITEMS</b>			
#	Parking is included in Shell Rental	Customization Tier		2
##	Operating Cost Escalation Applies	Amortization Terms (in months)		7
		PBS Fee is		7%
####	Structured Parking Escalation Applies			

Note: ANSI Rentable of 3,013 is 2,520 Assigned Usable Space PLUS 492 Common Space. R/U Factor is 1.195276185

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 Fiscal Year: 2021 Partial  
 Period: 01-Mar-2021 to 31-Jul-2021

OA Start Date:  
 OA End Date:

	Charge Basis	Period	Charge	Annual Rate
1. Shell Rental Rate #				
a. General	3,013		\$34,209.74	\$27.252513000
3. Operating Costs ##	3,013		\$11,176.62	\$8.903630000
4. Real Estate Taxes	3,013		\$3,569.86	\$2.843857000
<b>A. Market Rent SubTotal</b>	3,013		\$48,956.21	\$39.000000000
9. Parking				
a. Structured (number of spaces) #####		9		
11. PBS Fee	3,013		\$3,426.93	\$2.730000000
<b>B. Agency Rent SubTotal</b>	3,013		\$3,426.93	\$2.730000000
<b>C. Joint Use SubTotal</b>			\$0.00	
<b>D. Total Annual Rent (A+B+C)</b>	3,013		\$52,383.15	
<b>E. Adjustments SubTotal</b>			\$0.00	
<b>F. Total Rent Bill(D+E)</b>			\$52,383.15	
<b>G. Total Antenna Bill</b>			\$0.00	
<b>H. Total Reimbursable Services Bill</b>			\$0.00	
<b>I. Total PBS Bill (F+G+H)</b>			\$52,383.15	
# Parking is included in Shell Rental		Customization Tier		2
## Operating Cost Escalation Applies		Amortization Terms (in months)		7
		PBS Fee is		7%
##### Structured Parking Escalation Applies				

Note: ANSI Rentable of 3,013 is 2,520 Assigned Usable Space PLUS 492 Common Space. R/U Factor is 1.195276185

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 Period: 01-Aug-2021 to 15-Aug-2021

OA Start Date:  
 OA End Date:

	Charge Basis	Monthly Charge	Annual Rate
1. Shell Rental Rate #			TBD#
3. Operating Costs ##	3,013	\$2,235.32	\$8.903630000
<b>A. Market Rent SubTotal</b>	<b>3,013</b>	<b>\$2,235.32</b>	<b>\$8.903630000</b>
9. Parking			
a. Structured (number of spaces) #####	9		
11. PBS Fee	3,013	\$156.47	\$0.623254168
<b>B. Agency Rent SubTotal</b>	<b>3,013</b>	<b>\$156.47</b>	<b>\$0.623254168</b>
<b>C. Joint Use SubTotal</b>		\$0.00	
<b>D. Total Annual Rent (A+B+C)</b>	<b>3,013</b>	<b>\$2,391.80</b>	
<b>E. Adjustments SubTotal</b>		\$0.00	
<b>F. Total Rent Bill(D+E)</b>		<b>\$2,391.80</b>	
<b>G. Total Antenna Bill</b>		\$0.00	
<b>H. Total Reimbursable Services Bill</b>		\$0.00	
<b>I. Total PBS Bill (F+G+H)</b>		<b>\$2,391.80</b>	
# Parking is included in Shell Rental		Customization Tier	2
## Operating Cost Escalation Applies		Amortization Terms (in months)	7
		PBS Fee is	7%

##### Structured Parking Escalation Applies

TBD# Shell Rent Rate (and corresponding Operating Costs) will be reset to new appraised rates

Note: ANSI Rentable of 3,013 is 2,520 Assigned Usable Space PLUS 492 Common Space. R/U Factor is 1.195276185