



Client Enrichment Series – Q & A



Topic: RWA Policy and Process Fundamentals

Presenters:

Laura Beth Hawkins - PXD

Jesse Peragine - PXD

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RWA Policy and Process Fundamentals Resources and Links

- GSA RWA website www.gsa.gov/rwa
- RWA Policy & Program Questions & Feedback: [RWA Manager](#) or AskRWA@gsa.gov
- For a variety of RWA support options - [Contact Us](#)

Client Enrichment Series Links

- [Client Enrichment Series homepage](#)
- RWA Policy and Process Fundamentals [session recording](#) - passcode: K^s3MJE8

Q1. As long as it is the same type of scope, can't you add the additional room regardless of the year?

A. No, that would be considered a new scope and would require a new RWA.

Q2. Can you do a substitution of space if it's the same cost and square footage, resulting in no change in the overall cost? For example, trade/exchange room B for Room D.

A. Within the same FY that the RWA was accepted, yes. After the initial FY the RWA was accepted, generally, no. It would need to be evaluated on a case by case basis and evaluated against the intent, content and extent of the work.

Q3. If the Scope is the part of the previous work left incomplete by the other contractor and that part of scope is connected with infrastructure of the same agency customer/ activity, would that be considered part of the previous or new Obligation?



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- A. *It would be a new obligation to GSA if you came to us to complete work that a previous contractor did not adequately deliver. Any balance from that original contract would be between your agency and the original contractor, not GSA.*

Q4. *I support several agency owned facilities that are not GSA. We are considering using GSA's EVSE full service process for installation. Could we use eRETA to support recurring facility services as well, e.g., janitorial, waste management, landscaping, etc.?*

- A. *Yes, you can utilize GSA potentially for overtime utility services or severable services. You can read more about these services and how to submit them in eRETA here :*

https://www.gsa.gov/system/files/QRG%20%28eRETA%29%20-%20How%20to%20create%20and%20send%20OTU%20Requests_v2-1_2019-07-18.pdf

Q5. *What would you do with the remaining unused balance of Obligation money for work completed for the agency?*

- A. *All unused RWA funds are required to be returned to the agency. It may not remain on an RWA and may not be used for work which is outside the scope of the RWA.*

Q6. *What is meant by liquidation? Funds must be used?*

- A. *Correct. Liquidation would be the use of the funds for the intended purpose. So from a customer perspective, it means GSA uses the fund (re-obligates the fund to contractors) and sends you a bill when services are rendered, and you pay the bill.*

Q7. *How often is billing updated?*

- A. *GSA performs billing to our customers monthly.*

Q8. *What if I receive a bill after GSA issues the closeout letter?*

- A. *While this should be extremely rare, it does happen if a contractor submits an unexpected invoice after GSA and the agency have closed the RWA. In those cases, the RWA is typically reopened and a bill is issued.*

Q9. *Why does the cost of TI for most space lease projects seem ambiguous? Is it because of the manner in which GSA has structured the design process?*

- A. *Because the bona fide need of a lease is legally in place when the lease is signed, all funding is required to be in place at that point. Therefore, requirements must be outlined (and estimated) prior to the lease award. It is true the accuracy of the estimate will not be as tight of a range as it will be after design.*

Q10. *What was the outcome of the OIG audit of obligation funds of RWA?*



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A. OIG Audits are internally driven and their results are not available for external consumption.

Q11. Does this include furniture such as a workbench or a console for security equipment (such as monitors, computers, recording equipment, etc.)?

A. The property must be affixed, connected, or adapted to the property.

Q12. Why are R Type RWAs only billed by PBS at the end of the FY instead of monthly?

A. Most RWAs are billed monthly, and R Types have the amount billed based upon the period of performance on the RWA split evenly. If you could provide some specific examples and email us at: askrwa@gsa.gov we can help unpack what's going on with your R Types and billing.

Q13. Could N-type Severable include services for more than 12 months if the agency has Multi-Year or No-Year funds?

A. Severable services must be submitted annually for a 12 month period, even if the funds are no year or multiple year funds.

Q14. What is a non-prospectus?

A. Prospectus is a funding threshold above which congressional approval is required for a specific appropriation. Non-prospectus means the budget was issued to an agency as a regular appropriation. Different agencies have different prospectus thresholds. For B-type RWAs, GSA only takes into account GSA's prospectus threshold. The actual operation of the RWA from a customer perspective would be the same as an N-type RWA.

Q15. What are RWA challenges of Obligating funds and its accountability?

A. There are many challenges which occur during the creation and management of a project, and the subsequent contracting that takes place by GSA. If you are curious about learning more about contracting, I would recommend googling the Federal Acquisition Regulation (FAR).

Q16. Who should be contacted if a Work Request remains in an Unassigned Status for more than a month?

A. Please send the WR number to eRETA@gsa.gov. We will best direct your question from there as we will need the WR number to best answer your question.

Q17. Does GSA use a working capital fund? If so, what FAR authorities is it permitted under?

A. GSA does have a working capital fund, but we do not use our funding for reimbursable work.



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Q18. Why does the work request submitted sometimes take longer than 5 days to receive either before it is assigned or email received after it has been signed?

A. GSA strives to find the right PM/POC to fit the needs of the request. Having enough information on the WR to be able to assess the various project risks will be a factor in our assignment. If additional detail is required, it may delay assignment. If the project is complex, it may delay assignment. Also, GSA workloads and competing work priorities get factored into the assignment process which may further delay the process.

Q19. Will each revised SCE require an amended RWA?

A. This particular enhancement being discussed will only apply to WRs (before the RWA is formally accepted). So for WRs, no - there would not be any amendments because the RWA hasn't been accepted yet. If the RWA has already been accepted, then yes - a change to the total value of the SCE would require a subsequent amendment to the RWA.

Q20. What is if you are waiting for the CR to end as it keeps getting pushed and pushed?

A. We have resources on our website for processing OUEs during CR's at: www.gsa.gov/rwa. Please select eRETA training. The SCE will essentially need to be updated each time the CR gets extended until a full budget is approved for the rest of the fiscal year.

Q21. What happens if the agency sent in the funding but GSA hasn't approved it before the SCE expires?

A. Once the customer clicks "send to GSA" the SCE will no longer expire.

Q22. What happens if changes/additions are not made during the same FY as is usually the case with space acquisition projects?

A. For additions to scope, a new RWA for the new scope would need to be created.

Q23. When does the customer have the opportunity to agree/disagree that the space is substantially complete?

A. This would occur when the punch list is being created. You will want to give your feedback when you create the final punch list items at beneficial occupancy. All punch list items must be complete before the project is substantially closed.

Q24. Why does it take so long for some locations to receive close out regarding closeout? (Sometimes it is well past the end of that particular FY).

A. GSA cannot issue a closeout letter until after all financial activity on an RWA is complete (all vendors are paid, all customer bills are collected). Sometimes there are issues which need to be



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resolved with the vendor, sometimes there are issues with collecting full payment from customers once bills are issued.

Q25. Why does it sometimes seem that GSA decides unilaterally that the space is usable?

- A.** *The contractual relationship between GSA and a contracted vendor is required to follow different rules than between GSA and our customer. GSA's rules around rent and occupancy are also outside of our expertise. We recommend you contact your GSA project team to discuss the contracting and rent specific to your project. The RWA Completion Letter would still be your opportunity to voice concern to the project team, and to ensure GSA completes the requirements as outlined and agreed to in the RWA.*

Q26. Is there a new regional map available?

- A.** *The most updated Regional RWA Map will always be available at: www.gsa.gov/rwa.*

Q27. IBC no longer accepts the RWA and requires a completed 7600B for obligation. Who should we send the 7600B to?

- A.** *At this time, GSA only accepts the RWA as the interagency agreement. A 7600B can also be created, and we have a crosswalk available to translate information (please email: eRETA@gsa.gov for more info). The 7600B would need to be signed by the same parties which signed the RWA, and can only be signed after the RWA is accepted. You can provide the 7600B to your GSA PM/POC and ask them to have the same GSA approving official sign it.*

Q28. How do you sort RWAs?

- A.** *They are sorted by geographic region. Please use the RWA Managers map to see the geographic regions:: www.gsa.gov/rwa. Under "Contact Us."*