

Module: Reimbursable Work Authorizations (RWA)



Frying Pan Shoals Light Tower
Southport, NC
Landholding Agency: DHS – Coast Guard

Orlando Naval Training Center, Area C
Orlando, Orange County, FL
Landholding Agency: US Navy

USACE Radio Towers
Louisiana and Arkansas
Landholding Agency: USACE

Reimbursable Work Authorizations (RWA)

- Presentation will begin at 12:00 pm EST.
- To connect your Audio using PC audio, click on the speaker icon. Speaker icon should be green.
- Audio will not be heard until after the presentation begins.
- Typed questions only, can be asked throughout the presentation, but will be answered in order following the presentation. Please use the Q&A pod (might have to enter 'Full Screen' mode to see Q&A pod).
- Presentation slides will be posted to the GSA website at <http://propertydisposal.gsa.gov/Training>

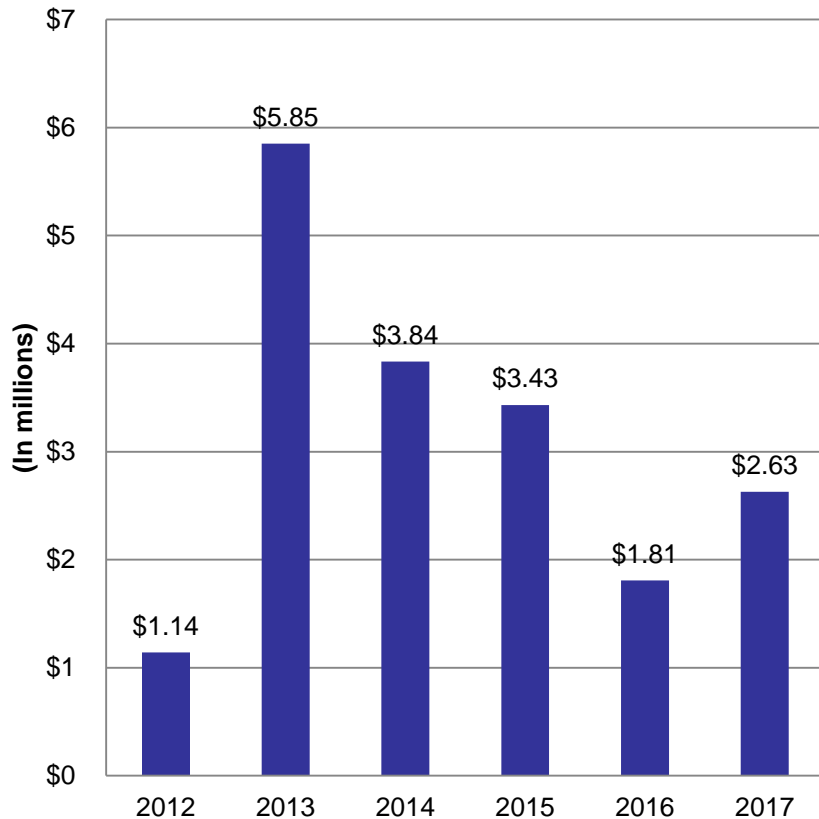
Reimbursable Work Authorizations (RWAs)

Which Real Estate Services can GSA provide to a LHA?

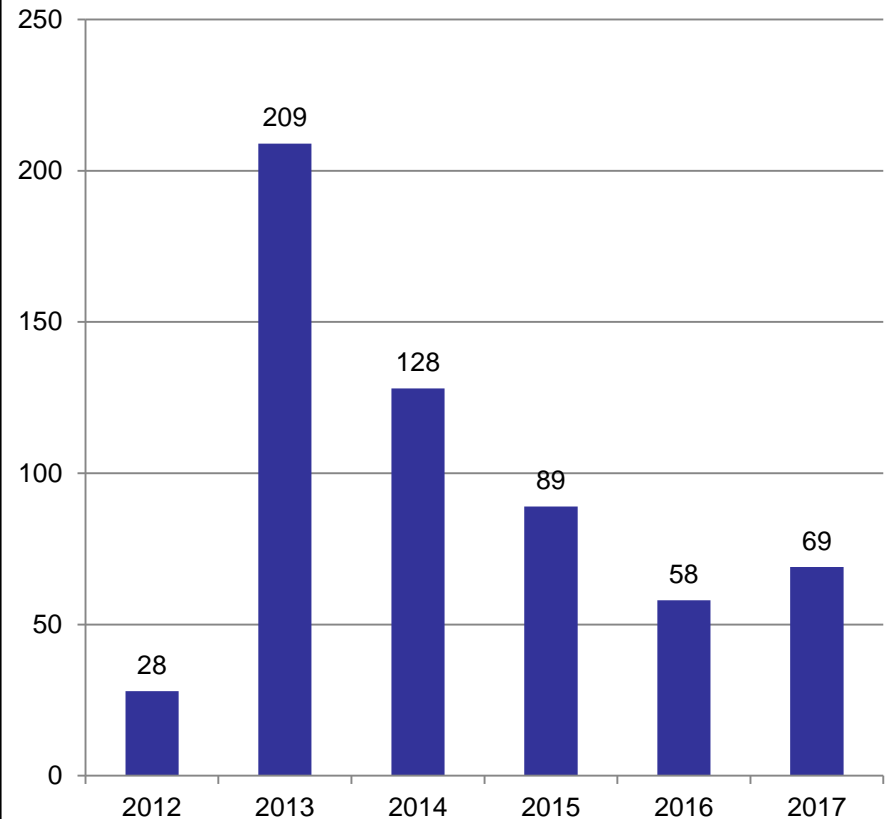
- ▶ GSA real property disposal services include the following:
 - Appraisals
 - Site Acquisition
 - Disposal Option Studies
 - Marketing Studies
 - Land Use Studies
 - Historic Compliance
 - Environmental Solutions
 - Land Surveys & Title Search
 - Outleasing
 - Disposal Leasing
 - Exchanges
 - Training
 - Retention/Disposal Studies
 - Report of Excess Assistance
 - Relocation Program
 - Targeted Asset Reviews

Reimbursable Work Agreements

Value of RWAs Received



RWAs Received



Note:

-A single RWA may have one project or multiple projects.

-Sharp increase in 2013/4 due to influx of Housing Assistance Projects from the Army Corps of Engineers.

What is a Reimbursable Work Authorization (RWA)?

- ▶ An agreement between GSA and a landholding agency (LHA) that identifies a service(s) to be completed by GSA. A RWA is the agreement that allows LHAs to obligate funds to cover the cost of the GSA provided service(s).
 - The RWA agreement is executed using form GSA 2957PD.
 - The electronic billing, collection, and transfer of funds is done via the Intra-Governmental Payment and Collection (IPAC) System.
 - Multi-task RWAs are usually supported with an overarching Memorandum of Agreement (MOA).

What is the purpose of a RWA?

- ▶ A RWA is a means for a LHA to contract for single or multiple discounted realty services supported by GSA blanket purchase agreements (BPAs), utilizing:
 - Triple discounted realty service contracts.
 - Nationwide coverage of local markets.
 - Respected and renown realty service providers providing any desired realty service.
 - RWAs are for actual costs.


What is the RWA Process?

- ▶ Step 1: GSA will develop the Statement of Work (SOW) in collaboration with the LHA, and create the Independent Government Estimate (IGE). If the LHA requires multiple services, GSA may set up a Programmatic Memorandum of Agreement (MOA), and utilize multiple RWAs.
 - SOW can be customized to particular Agency needs or unique property characteristics.
- ▶ Step 2: GSA will compete the SOW using a Blanket Purchase Agreement (BPA).
- ▶ Step 3: GSA will award the service and then conduct a conference call with landholding Agency and selected vendor.
- ▶ Step 4: The Contractor then conducts the contracted service(s).
- ▶ Optional Step 5: GSA can provide a review of the service, i.e., an appraisal report.

Completing the RWA Form

- ▶ A RWA is set up using RWA Form: GSA 2957 PD (REV. 10/2016).
- ▶ For assistance contact the GSA Zonal Office that is in the geographic area for the service or GSA Central Office for portfolio services.

RWA Form

RPUD REIMBURSABLE WORK AUTHORIZATION					
1A. Work Request/RWA Number (GSA Use Only)		1B. Amendment Number (see instructions)		The authority for this agreement is the (select as appropriate): <input type="checkbox"/> 40 U.S.C. § 501(b)(1)(A) (default). <input type="checkbox"/> Other, Please list here: _____	
2A. Requesting Agency Name					
2B. Bureau Name					
2C. Agency Bureau Code (if known)					
3A. Primary Work Location Address (or GSA Building Number, if known)					
3B. Room Number/Specific Location in Facility					
5. Description of Requirements (if attachments provided, please identify them below)					
4A. Agency Project Contact Name					
4B. Agency Project Contact Phone					
4C. Agency Project Contact E-Mail					
4D. Agency Project Contact Address					
4E. Agency RWA Mailbox (if applicable)					
5A. Agency Finance Billing Office Address # 1					
5B. Address # 2					
5C. City					
5D. State					
5E. ZIP Code					
5F. Agency Billing Contact E-Mail Address					
7. Requested Service Period (severable services only) A. From _____ B. To _____					
8. Amendment RWA amendment provided to change total authorized amount by \$ _____ from \$ _____ to \$ _____					
9A. Agency Location Code (leave blank if non-IPAC or using purchase card)		9B. BOAC/Account Code (if known)		11. Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS)	
10A. Billing Type (See instructions)		10B. Billing Terms (See instructions)			
12A. Agency Fund Year	12B. Appropriation Fund Type	12C. Expiration Date of Obligation Authority	12D. Treasury Account Symbol (leave blank if non-IPAC)	12E. Agency Accounting Date	12F. Agency Certified Amount
12Z. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here					
If this is an amendment, please identify the old and new amounts in Block 8 accordingly:					
13. Total Agency Certified Amount					
14A. Funding Agency Code (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number			16A. Fiscal Station Number (DoD ONLY)
16B. Requisition Identification Number					
17. PEGASYS Document Number (PDN) and Line Number - GSA Interfund Customer Use Only - enter values as PDN-PLN (e.g. IX123456-01) A. _____ B. _____ C. _____ D. _____					
CUSTOMER FUND CERTIFICATION					
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal review/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.					
18A. Signature of Fund Certifying Official					18B. Date
					
18C. Name of Fund's Certifying Official				18D. Certifying Official's E-Mail Address	

The Funding Mechanics

An Overview of the Process

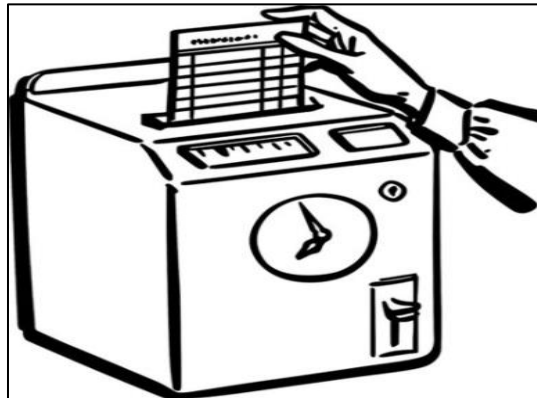
- ▶ When RWA is signed by both parties, GSA will process and return with an RWA #. This obligates funds on behalf of the LHA, but no funds are actually transferred at this time.
- ▶ As GSA incurs costs executing the tasks identified in the RWA, they are tracked by the agency's internal financial system.
- ▶ Near the 20th of the month, a bill is generated for all the RWA related expenses incurred over the previous 30 days.
- ▶ The bill is sent to the LHA, and then funds are collected/received through the IPAC system to reimburse GSA for those expenses (hence the term, "reimbursable").
- ▶ At conclusion of work, final bill is sent out, funds are collected, and any unneeded funds can be de-obligated by LHA.

Reimbursable Expenses

Actual Costs

GSA is authorized to collect for all actual costs, direct and indirect.

- The main costs are generally labor (per hour), travel, and contracts.



- A summary or rollup of these estimated costs will be provided to LHA on or before agreement on RWA.

Reimbursable Fund Types and Terms

Fund Years

Once RWA is executed (signed), the funds on the RWA are available for use for either 1 year or 5 years, and can cross fiscal years.

- NonSeverable RWAs are those with tasks that only provide value to the LHA when complete. These funds are valid for 5+ years upon official acceptance of RWA by GSA.
- Severable RWAs are those with tasks that are divisible into components where each component meets a separate client agency need (i.e., partial completion of scope of work still provides value to client). These funds are good for year 1 from GSA signature date.

Example: The Coast Guard sends GSA an RWA to complete a Phase II Environmental Site Assessment of a property. The RWA is received and processed on Sep 10, 2017, and the Coast Guard funding used is one year, FY17 money. As the task is non-severable, these funds are available to GSA until Sep 30, 2022.

Billing and Collections

- ▶ Bills are sent monthly on the 20th of the month, and include all expenses from previous bill.
- ▶ All bills are sent via the IPAC (IntraGovernmental Payment and Collection) system. A detailed bill is available at GSA's Vendor and Customer Self Service (VCSS) website; they can be provided via e-mail as well.
- ▶ The bill will show charges by line item (example below) for the month, as well as cumulative spending and RWA balance.

ALC: 18000005		Account Code: 186000		Statement Number: 06/21/2017			
				RI001326			
				Agreement Number: P1515549			
Current Billing Period Financial Activity							
Project Number: NE0541AA - (142) Ithaca Main Office							
Post Date	Category	Adj Cd	UI	Qty	Rate	Amount	Vendor Name
Function	FDN			Line	Title	Actg Ln Description	
6/15/2017	Other					\$22.01	GSA, HEARTLAND FINANCE CENTER 6BC
	(142) Overhead Applied			35	FY17OHTRAN		FY17 OVERHEAD
Total for Project Number: NE0541AA - (142) Ithaca Main Office						\$22.01	
Current Billing Period Financial Activity							
Project Number: PA0830AA - (142) USPS 3986 Route 409							
Post Date	Category	Adj Cd	UI	Qty	Rate	Amount	Vendor Name
Function	FDN			Line	Title	Actg Ln Description	
6/15/2017	Other					\$264.12	GSA, HEARTLAND FINANCE CENTER 6BC
	(142) Overhead Applied			24	FY17OHTRAN		FY17 OVERHEAD
5/13/2017	Other					\$209.65	Non-Federal Summary Code
	(142) Customer Orders - Reimbursable			2	142AJLK045C710PE20170513		
5/13/2017	Other					\$642.50	Non-Federal Summary Code
	(142) Customer Orders - Reimbursable			4	142AJLK045C710PE20170513		
Total for Project Number: PA0830AA - (142) USPS 3986 Route 409						\$1,116.27	
Total of all Projects:						\$1,931.73	

A Few Notes

- ▶ Many agencies utilize MIPRs, IAAs, or similar documents when they work with other agencies. However, GSA requires an RWA from client agencies to do reimbursable work. If necessary for the internal requirements of the LHA, GSA will sign a MIPR or IAA that has the same information as on the RWA, but those cannot substitute for an RWA.
- ▶ Once RWA task is complete, any unused funds are de-committed and “returned”. The LHA cannot add new tasks to the SOW to use that surplus money.
- ▶ After initial fiscal year period of RWA is over, LHA may not materially alter or modify the Scope of Work.



Who do I contact at my nearest Regional Office?



Zone 1– New England

Boston, MA (617)565-5700

Chicago Field Office

Chicago, IL (312)353-6045

Zone 4- Southeast Sunbelt

Atlanta, GA (404)331-5133

Zone 7- Greater Southwest

Fort Worth, TX (817)978-2331

Zone 9- Pacific Rim

San Francisco, CA (888)GSA-LAND

Auburn Field Office

Auburn, WA (253)931-7547

Zone 11- National Capital Region

Washington, DC (202)205-2127

Contact Information

For presentation specific questions please contact:

Kris Carson kris.Carson@gsa.gov 404-580-2704

Brian Kee brian.kee@gsa.gov 202-604-1915

Presentation slides will be posted to the GSA website at
<http://propertydisposal.gsa.gov/Training>

RWA Form found [here](https://www.gsa.gov/forms-library/rpud-reimbursable-work-authorization). (<https://www.gsa.gov/forms-library/rpud-reimbursable-work-authorization>)

Questions?

