

Overtime Utility RWAs During a Continuing Resolution

With the new Fiscal Year (FY) comes a Continuing Resolution (CR) to keep agency operations running while Congress works to piece together a full budget for FY 2021. You may be wondering how this impacts your Overtime Utility (OU) RWAs (e.g. heat, water, electricity) this FY, so we will highlight some important things to keep in mind when managing your agency's OU RWA portfolio during a CR.

Partial Funding of Overtime Utilities (OU) during a Continuing Resolution (CR)

If you need to partially fund OU RWAs due to the CR, your agency and the GSA PM/POC associated with your service will need to make some adjustments in RETA/eRETA. For example, if you need 1000 hours of OU services from 10/01/2020-09/30/2021 but you can only provide funding for one fourth of the FY due to the CR, the RWA and associated Overtime Utility Estimate (OUE) should be reduced to fund one fourth of those services (250 hours). For further clarification on what needs to be done in RETA/eRETA, you can visit www.gsa.gov/ereta, go to the "eRETA Training Materials" page, download the user guide titled "Processing Overtime Utilities During a Continuing Resolution" and follow the steps in that user guide. Also we would encourage you to work closely with your GSA PM/POC and/or Building Manager.

RWA Fees for Overtime Utilities

Fees for OU RWAs are dependent upon the type of service (e.g. "Recurring" or "Nonrecurring") and they have changed since the implementation of our new fee structure on August 1, 2020. See below for more details regarding the fee rates for your OU RWAs, how you will be billed, and more information regarding GSA's new fee structure.

OUTs in GSA Owned Space (e.g. "Recurring" RWAs)

- Flat \$500 fee applied to RWA
- \$500 fee included in the first bill regardless of whether RWA is fully funded or partially funded due to CR
 - **Ex.** Total direct costs are \$10,000, plus \$500 fee for total RWA authorized amount of \$10,500. If your agency wants to fund for the first quarter due to a CR, GSA must receive a minimum of \$3,000 ($\$10,000/4$ quarters = \$2,500 + \$500 flat fee).

OUTs in GSA Leased Space (e.g. "Nonrecurring" RWAs)

- Stepped fee structure applied to RWA
- Fees are included in each bill regardless of whether RWA is fully funded or partially funded due to CR, as the fee rate is applied on top of any services rendered
- Fee rate* is dependent on the current authorized amount of the RWA.
 - **Ex.** Total direct costs are \$10,000, plus \$2,100 fee ($\$10,000 \times 21\%$) for a total authorized amount of \$12,100. If your agency can only fund the first quarter due to a CR, the fee rate will be based off of direct costs of \$2,500. The fee rate for direct costs of \$2,500 is 25%. Therefore, GSA must receive a minimum of \$3,125 ($\$2,500 \times 1.25$).

**For more information on fee rates for nonrecurring RWAs, visit www.gsa.gov/rwa and go to the "Policy & Guidance" page where you'll find a section titled "RWA Fee Reform" with a document titled "Fact Sheet: What is the New Fee Structure?".*

Overtime Utility Resources

Overtime Utilities Program: www.gsa.gov/ou

- OU specific training, FAQs, Policy, and contact information

Reimbursable Services Program: www.gsa.gov/rwa and www.gsa.gov/ereta

- RWA/eRETA specific training, FAQs, Policy, and contact information

BONUS KNOWLEDGE: Training, training and more training!

The FY2021 Training Plan will include a mix of eRETA and RWA Policy and Process training sessions. Links to register for these sessions will be posted on www.gsa.gov/ces soon. If you need eRETA or RWA training before these sessions take place, you can always visit www.gsa.gov/ereta or www.gsa.gov/rwa for training materials such as user guides, quick tips, FAQs, and more.

Questions about eRETA or RWAs that you can't find on www.gsa.gov/ereta or www.gsa.gov/rwa? Email eRETA@gsa.gov for eRETA system-related questions or AskRWA@gsa.gov for general RWA-related questions.