

AMERICAN RECOVERY AND REINVESTMENT ACT RWA RECEIPT AND ACCEPTANCE PROCEDURES

(For Tenant Agencies)

1. Tenant agency will submit the GSA Form 2957 with all supporting documentation by hand, mail, email or fax as soon as possible but, in no event, **no later than March 31 of the year in which their funding availability expires (generally March 31, 2010)**. This gives adequate time to review all supporting documentation for acceptance consideration prior to the original expiration date of agency funding. Submitting an RWA request by the date set above does not guarantee RWA acceptance by GSA.
2. GSA will provide a letter of receipt and an RWA number, beginning with the prefix N40 or N41, within 5 business days of the receipt of the RWA request. These prefixes are used solely for Recovery Act RWAs.
3. GSA will confirm that the tenant agency checked Box 13C on the GSA Form 2957 indicating that this is a Recovery Act RWA. In accordance with the requirements of GSA Form 2957, the tenant agency will provide GSA with any unique fund expiration, obligation or other requirements pertaining to offered funding.
4. If the tenant agency submitted a cost estimate and/or specifications, GSA will review them to ensure they are adequate for acceptance of the RWA. If they were not submitted, GSA will assign an estimator to work with the tenant agency on developing the requirements and an estimate with enough detail so the RWA may be accepted.
5. Once the tenant agency and GSA have reached agreement on the requirements and estimated cost, tenant agency will sign the GSA Form 2957.
6. GSA will enter a complete cost breakdown including any associated fees on page 2 of the GSA Form 2957.
7. If GSA determines that acceptance of the RWA is appropriate, the GSA Regional Recovery Executive will sign the GSA Form 2957 and a project team will be assigned to perform the work.
8. A Letter of Acceptance with a copy of the signed RWA will be sent to the tenant agency within 5 business days of the RWA acceptance. This letter will include the name of the GSA Project Manager assigned to the project. At this point the tenant agency funds are considered obligated.