

# MAXIMUS<sup>®</sup>

**Facilities and Administrative (F&A) Long Form Cost Rate Workshop  
The Godfrey Hotel, Chicago, IL  
Tuesday, April 9 – Thursday, 11, 2019**

## Agenda

### **Tuesday, April 9**

### **Federal Regulations, Rate Development, and Space**

8:00 a.m. – 9:00 a.m.	Registration Opens & Continental Breakfast provided by MAXIMUS
9:00 a.m. – 9:15 a.m.	Welcome, Introduction of Faculty
9:15 a.m. – 9:45 a.m.	Introduction to Standard Proposal Example
9:45 a.m. – 10:40 a.m.	Overview of F&A and Introduction to Cost Principles
10:40 a.m. – 10:55 a.m.	Break
10: 55 a.m. – 12:10 p.m.	Rate Development Process
12:10 p.m.– 1:00 p.m.	Lunch provided by MAXIMUS
1:00 p.m. – 1:55 p.m.	OMB Final Guidance on Cost Principles
1:55 p.m. – 2:30 p.m.	Unallowables and Cost Sharing
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 3:20 p.m.	Introduction to Stepdown
3:20 p.m. – 4:30 p.m.	Conducting a Space Survey
5:45 p.m. – meet in Hotel Lobby	MAXIMUS Hosted Dinner – Eddie V's Restaurant

### **Wednesday, April 10**

### **Direct Bases, F&A Pool Development and Allocations**

7:30 a.m. – 8:25 a.m.	Continental Breakfast provided by MAXIMUS
8:25 a.m. – 9:20 a.m.	Critical Space Issues
9:20 a.m. – 10:15 a.m.	Development of Direct Bases
10:15 a.m. – 10:30 a.m.	Break

# MAXIMUS®

10:30 a.m. – 11:25 a.m.	Depreciation
10:25 a.m. – 12:00 p.m.	Interest
12:00 p.m.– 1:00 p.m.	Lunch provided by Maximus
1:00 p.m.– 2:00 p.m.	Operations and Maintenance
2:00 p.m.– 2:50 p.m.	General Administration and General Expenses, Sponsored Projects Administration and Student Administration and Services
2:50 p.m.– 3:05 p.m.	Break
3:05 p.m. – 4:15 p.m.	Departmental Administration
4:15 p.m.– 4:45 p.m.	Library

## **Thursday, April 11**

## **Rate Submission, Review, and Negotiation**

7:30 a.m. – 8:25 a.m.	Continental Breakfast provided by MAXIMUS
8:25 a.m.– 9:20 a.m.	Allocation to Stepdown Event
9:20 a.m. – 10:10 a.m.	Model Review & Submission & Sample Proposal
10:10 a.m.– 10:40 a.m.	Break
10:40 a.m. – 11:30 a.m.	Projections & Understanding Your Cognizant Agency
11:30 a.m.– 12:05 p.m.	F&A Rate Negotiation and Rate Evolution
12:05 p.m.– 12:15 p.m.	Final Comments, Questions and Answers