



MAXIMUS Higher Education

**Improving your
Space Management Process**

January 29, 2019



Agenda

- Introduction to MAXIMUS and Higher Education Practice
- Space Survey Basics
- Planning for the Space Survey
- Training
- Implementation
- Review
- WebSpace

MAXIMUS Higher Education Practice



- Serves more than 200 colleges and universities in 49 states plus Puerto Rico and the U.S. Virgin Island
 - 90 of top 100 research institutions
 - Ranging from <\$1M to >\$1B in research
- Headquartered in Northbrook, Illinois
 - Satellite offices in: Colorado Springs, Colorado | Lexington, Kentucky | Columbus, Ohio | Phoenix, Arizona | Charlottesville, Virginia | Bluffton, South Carolina
- MAXIMUS is a leading provider of government services worldwide with more than 30,000 employees and \$2.0+ billion annual revenue

MAXIMUS Higher Education Practice

F&A Consulting Services

- F&A Cost Rate Proposal Preparation (Long and Short Form)
- Negotiations (DHHS-CAS & ONR/DCAA)
- Space Surveys/Reviews
- Fringe Benefit Rates
- Federal Disclosure Statement (DS-2) and Direct Costing Policy
- Service Centers and/or Recharge Centers Rates and Policies

F&A Software

- Comprehensive Rate Information System (CRIS®) 
 - 200+ universities use CRIS
- WebSpace® – Space Utilization Software  **WebSpace**
 - 60+ universities use WebSpace

MAXIMUS Higher Education Practice

Other Services and Products

- Internal Controls Consulting and Effort Reporting Software (ERS)
- Uniform Guidance Diagnostics and Compliance Consulting
- Pre and Post Award Consulting Services and Training
 - Research Operational Reviews – Business Process Review and Improvement – Change Management
 - Policy Review and Development
 - Onsite and Online Training in Grant Management
 - Fringe Benefit Rates

What is a Space Survey?

2 CFR 200

The process of assigning institutional space into 2 CFR 200 (Uniform Guidance) functional categories based on the usage of the space

Paper or
Electronic

Can be paper-based or electronic – in-house or WebSpace

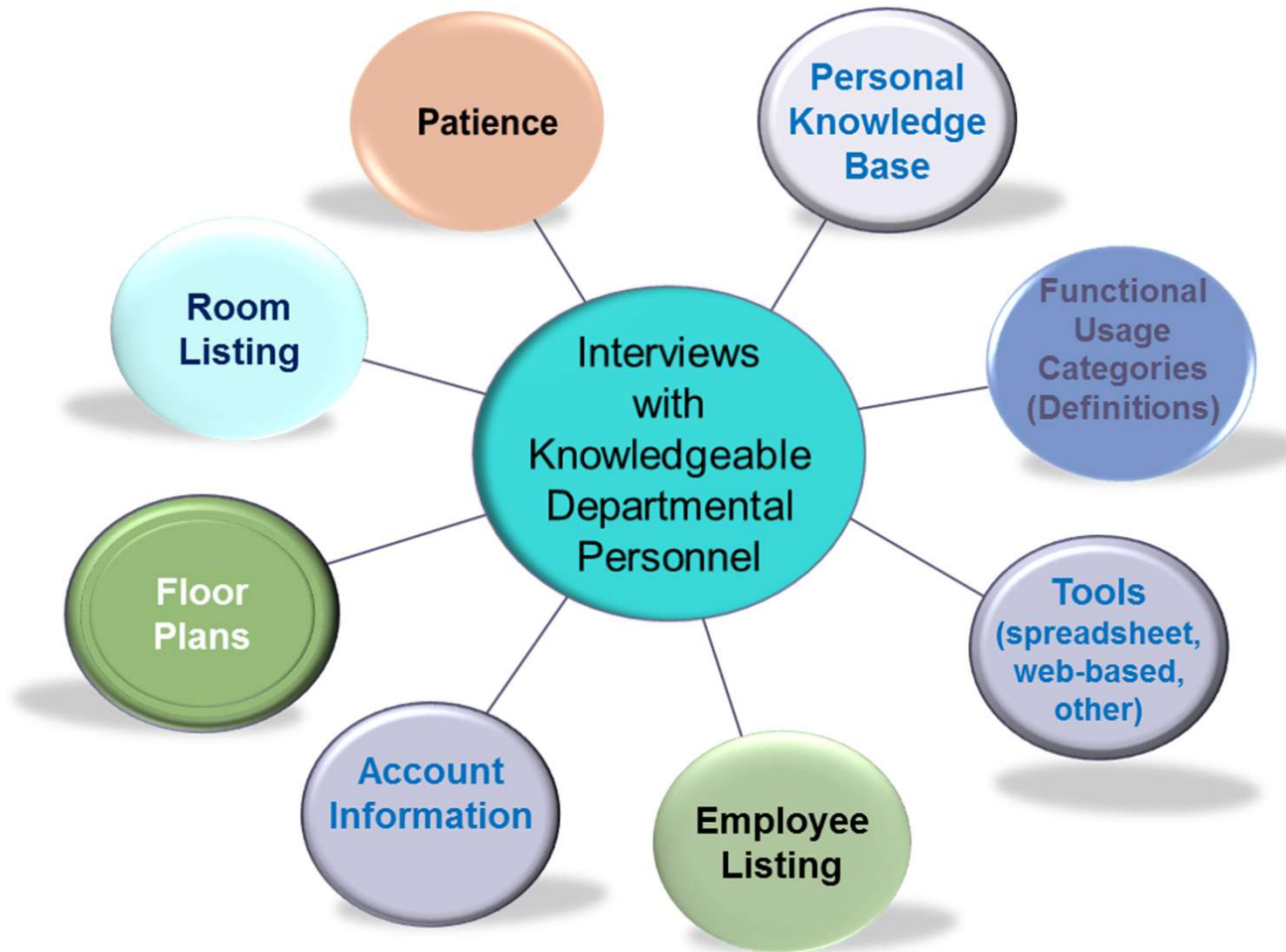
OR%

The results are used to calculate the percentage of space that is used by the Organized Research activities

What is a Space Survey?

- The survey supports the development of the institution's F&A rate proposal
 - Can also assist university facility, administrative and academic personnel in planning future space use.
- Used to allocate facilities costs – building and equipment depreciation, interest, and O&M
- Admin capped, so any rate increase must come from facilities
- Most reviewed areas by **HHS-Cost Allocation Services (CAS)** and **ONR/DCAA** when negotiating F&A Rates

Space Survey Musts



The Space Survey Process

Planning

Training

Implementation

Data Review



Start Planning Early

- When?
- Do the PIs disappear in the summer?
Then do it in spring!
- Start planning in **January** for **springtime** (April) survey
- Or in **March** for **summertime** (July) survey
- Will you use the Alternative Space Method?



CAS Best Practice Manual – Alternate Space Methodology

Simplified Method of Surveying Space



Pick Organized Research dollar threshold



Survey certain room types (250, 255 etc.)



Allocate all classrooms, class labs and study rooms to IDR



Allocate offices, conference rooms and their service rooms on departmental S&W (joint use)



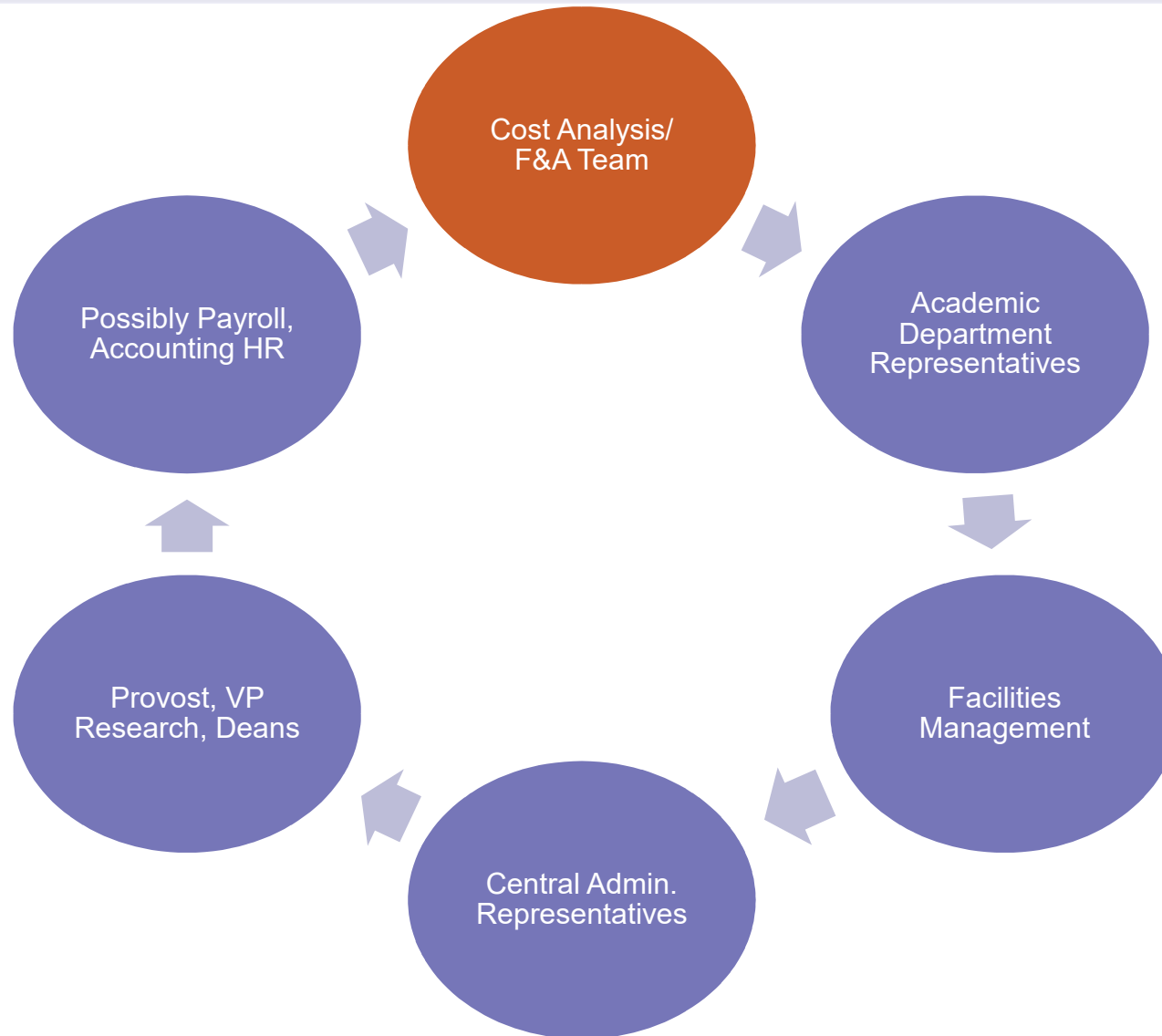
Allocate all remaining departments based on departmental S&W (joint use), including room types surveyed for departments above threshold

Planning



- Identify the space team
- Determine the timeframe and sequence of events
 - Conduct in base year, if possible
 - Allow enough time to complete – depends on scope
- Review, update and/or develop space survey policies, procedures, and definitions consistent with Uniform Guidance and Best Practices Manual

Planning – The Space Team



Planning

- Communication
 - Senior Management
 - Departments
- Management issue for departments to get the right people for the assigned tasks
- Accurate facilities information
 - Inventory is what space you have, survey is how that space is used
- Are there other uses for space data?

Training

- Extremely important element of the process
- In-person training follow up can save headaches during review process
- Functional definitions
- Space assignment and types of space
- Room occupants treatment – paid and unpaid
- Funding sources
- Special circumstances
- In house or MAXIMUS



Space Survey Functional Definitions

- The direct cost functions for an academic department generally consist of:
 - Instruction & Departmental Research (IDR)
 - Organized Research (OR)
 - Other Sponsored Activity (OSA)
 - Other Institutional Activities (OIA)
- Consistent understanding is key

Biology Department



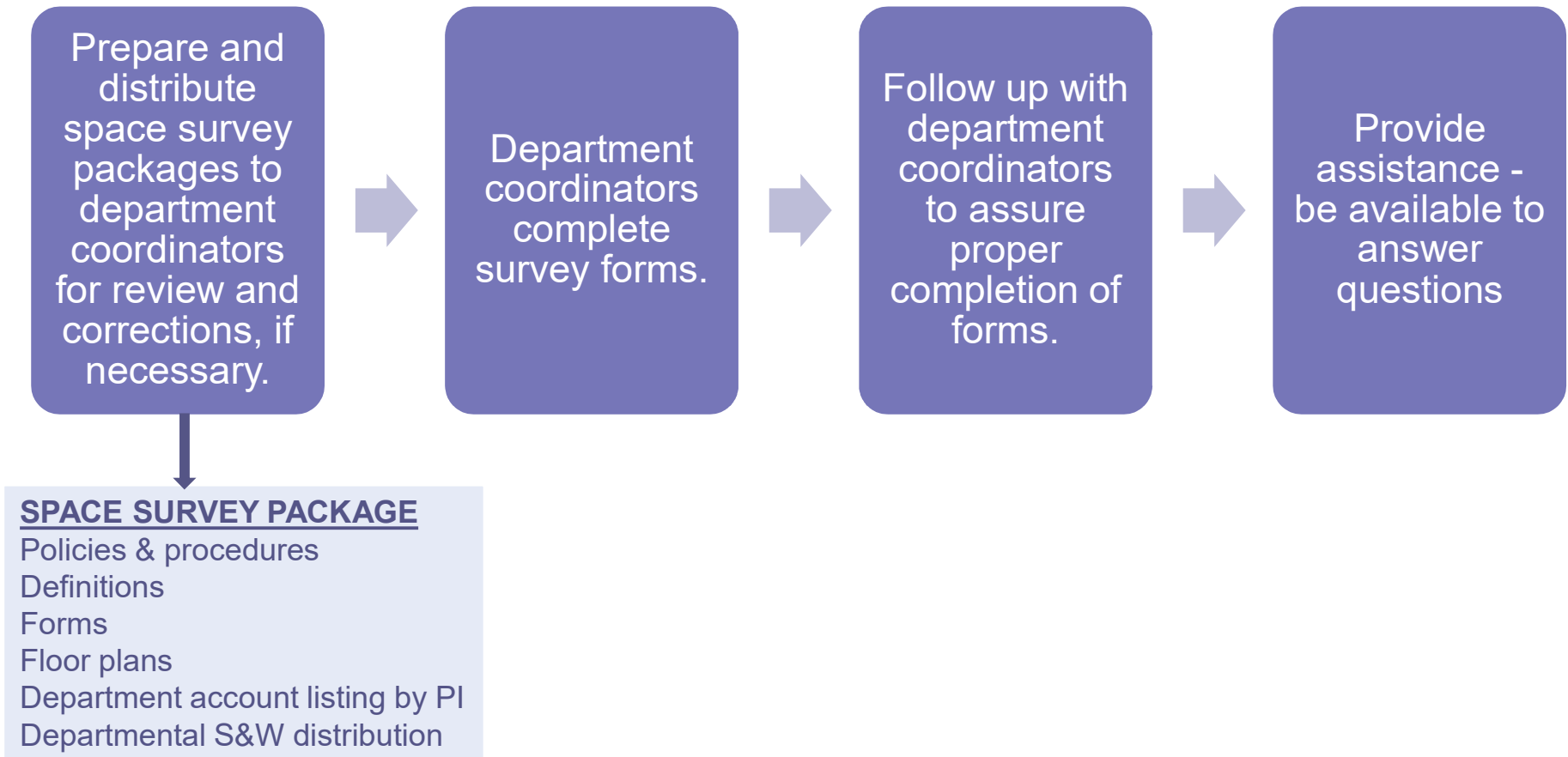
*This says
"organized
research"*

Physics Department



*This says
"organized
research"*

Implementation



Data Review

- Analyze summary data
- Compare research salaries or MTDC to research space
- Research space/no research dollars
- Perform Quality Control Review of Selected Rooms
- Run JU calculation to get baseline

Data Review

- Review detail for
 - Labs 100% to organized research
 - 95/5 syndrome
 - Visiting faculty
 - GRA's
 - Vacant space
 - Coding inconsistent with room type

Important Considerations

- Professional judgment is the key; not an “exact” science.
- Results should be accurate and supportable
- The room should be surveyed by an individual with knowledge of its use.
- Survey based on the entire FY usage.
- Appropriate training is necessary.
- Consistency across departments
- Recharge Centers (ie electronic repair shop) should be coded based on client usage
- Start up funds, seed money, bridge funds, and dept funded research are IDR, not OR

MAXIMUS Space Survey Services

- Outsource
- Planning/development
 - Instructions/definitions
 - Scope
- Training
- Quality review
- WebSpace



WebSpace

- Web-based system for inventorying and surveying space
 - Meets F&A (Uniform Guidance compliant) requirements
 - Works with standard browsers and databases
 - Integrated with CRIS
 - Can be used as system of record for inventory and space survey
 - Flexible product adaptable to school's methodology and requirements
 - Can be licensed or leased



WebSpace

WebSpace

- Features/Benefits
 - Integrates analytical process – functional percentage calculation using room occupant/payroll information
 - Rooms can be shared and/or clustered
 - Automates service lab and recharge room calculation
 - Secure – role based security, domain access
 - Management reporting – based on roles for assigned areas, allows for user defined reports
 - Prior year data archival
 - Easy data import/export



WebSpace

Upcoming Webinars



Intro to F&A

February 19 | 2:00 p.m. ET

Pooled Fringe Rates – Are They Right for Your Institution

March 5 | 2:00 p.m. ET

Service Centers

June 4 | 2:00 p.m. ET

Information for F&A Short Form Institutions

July 16 | 2:00 p.m. ET

Tips for Becoming a CRIS Power User

August 20 | 2:00 p.m. ET

Alternative Methods for Documenting Compensation – October 2019

Upcoming Workshops and Annual Meeting



F&A Workshop

April 9 to April 11 | Chicago, IL

CRIS University:

Introduction to CRIS Workshop

May 14 to May 16 | Northbrook, IL

32nd Annual MAXIMUS Higher Education Practice Meeting

September 2019 | Location TBD

F&A Long Form Training Workshop –
in conjunction with Annual Meeting

Questions



thank
you

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