

Space Survey Training

Knowledge Based Workshop
January 18th, 2022



Campus Controller's Office
UNIVERSITY OF COLORADO **BOULDER**

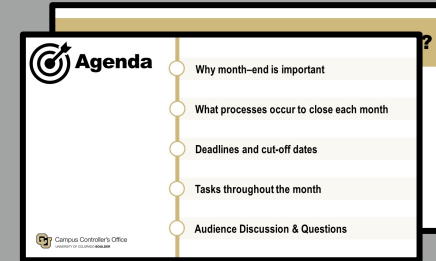
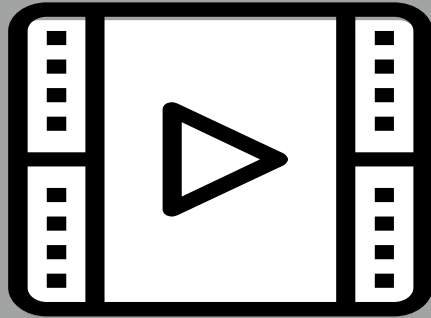
Ask Questions at Any Time

Using the Q&A Feature



Recording and Slides Available:

colorado.edu/controller/training





About Us & Introductions

Office Of Space Optimization

We are a division of Planning Design & Construction that strives to improve the way the campus uses space in order to create efficiencies that allow more resources to be directed toward areas of transformation for the campus.

Campus Controller's Office

The Campus Controller's Office strives to promote seamless fiscal stewardship and compliance solutions to further our education, research and public service mission. We provide financial oversight, assistance and training for our campus partners.

Kevin Griffin

Director

Office of Space Optimization

Elizabeth Spencer

Associate Director, Accounting
Campus Controller's Office





Agenda

F&A (Indirect) Cost Rate Overview

The Importance of Space

Purpose & Expectation of the Space Survey

Definitions – Room Functions

Additional Information & Considerations



Direct & Indirect (F&A) Costs

Direct Costs

- Costs that **can be specifically identified** to an activity (Organized Research, Instruction, etc.) with relative ease and accuracy

F&A Costs

- Costs that **cannot be specifically identified** to an activity with relative ease and accuracy



F&A Cost Rate

$$\text{F\&A Rate} = \frac{\text{Allowable Indirect Costs}}{\text{Modified Total Direct Costs (MDTC)}}$$

Allowability is determined by Federal Uniform Guidance
For more information, contact the Campus Controller's Office



F&A Rate Components

Administrative Component:

- General Administration
- Department Administration
- Sponsored Projects Administration
- Student Services Administration

Allocation Statistic Basis: Modified Total Direct Costs (MDTC)

Capped @ 26%



F&A Rate Components

Facilities Component:

- Library
- Allocation Statistic Basis: Full Time Equivalent (FTE)
- Building and Equipment Depreciation
- Interest
- Operation & Maintenance of Plant

Allocation Statistic Basis: Space

Not Capped



The Importance of Space

Space provides the largest opportunity for increases to the F&A rate

The starting point for a successful space survey is an accurate space inventory with updated:

- Building number, room number
- Occupying department and organization
- Location type/Facilities Inventory and Classification Manual (FICM) code
- Assignable square footage (ASF)



Importance of Space



A space survey identifies and quantifies all the functional activities of a particular room.



The objective of the space survey process is to completely identify all of the space dedicated to Organized Research; which is critical to the F&A rate calculation process.



For Organized Research space, the proper supporting data has to be available so that the space survey data is defensible.



Purpose and Expectations

The Federal Government's Perspective:

- Educational Institutions must follow 2 CFR, Part 200 guidelines (Uniform Guidance)
- Surveys must be done in accordance with FICM codes (room use/HEGIS codes)
- Departments must be adequately trained
- Feds may physically review the space survey results
- Inconsistencies result in **significant** disallowances



Purpose and Expectations

Space Survey is based on the fiscal year:

July 1st, 2021 - June 30th, 2022

- We are looking for the annual average of what is being done in a room (when it is occupied)
- We will send each department or building a virtual survey including all allocated spaces



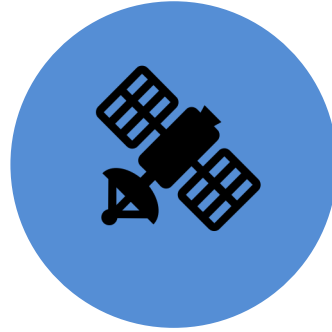
Purpose and Expectations

We will use the following information to help complete the space survey:

- Listing of all Departmental Space
- Listing of all Organized Research
- Floor Plans
- Room Functionalization Definitions



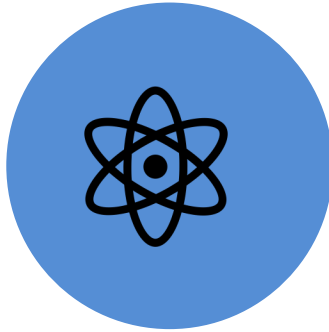
Space Survey Definitions - Functionalization



Organized Research Includes:

Sponsored Research (RE)

- Space used for research that is separately budgeted & accounted for
- Projects funded from outside sources (federal and non federal)



University Research

Internally funded separately budgeted and accounted for projects where an individual applied for funds through a formal competitive application process.



Research Training

Includes activities involving the training of individuals in research techniques.



Space Survey Definitions

Functionalization

All Space coded Organized Research will need to have the following information to support the OR functionalization for each room:

- Fund, Org, Project (FOP)
- Principle Investigator (PI)
- Occupants



Space Survey Definitions

Functionalization

IDR: Instruction/Departmental Research includes:

- Space used for **general research** that is **not organized research** and is **not separately budgeted and accounted for**
- Preliminary research and individual research efforts that do not receive external or specific internal funding
- **Seed Money or Start up funds**
 - Funds given to a new faculty member so they can conduct some research in the hopes of getting external awards or funding
- **Bridge Money or Funding**
 - Funds given to a faculty member when one external award ends and another one has not yet started



Space Survey Definitions

Functionalization

IDR: Instruction/Departmental Research includes:

- Instruction
 - Space used for course preparation and grading
 - Space used for actual teaching for credit, summer, or non credit course
 - Space used for academic advising
- Sponsored Instructions
 - Space used for sponsored training activities (other than training in research techniques) including course preparation, classroom instruction, study areas for students, academic advising of students by faculty, and any other activities that involve credit and non-credit courses that are ***funded by a grant, contract or cooperative agreement***



Space Survey Definitions

Functionalization

Other Sponsored Activities (OSA):

- Space used for an activity that is neither research or instructional, but is funded by an external source (grant, contract, cooperative agreement)
- Space used for public service that is externally funded
- Examples of programs and projects are:
 - Health service projects
 - Drug studies (human subjects)
 - Community service programs



Space Survey Definitions

Functionalization

Department Administration (DA):

- Space used by department heads, deans, faculty or clerical staff for administrative purposes
- Common use space that is utilized by the entire department which may include:
 - Copy or file rooms
 - Conference rooms
 - Break rooms



Space Survey Definitions

Functionalization

Other Institutional Activities: (OIA)

- Space used for public service that is non externally sponsored
- Space occupied by a visiting researcher or professor, outside agencies, emeritus faculty, etc.
- Space associated with animal care facilities such as cage washing
- Space associated with Auxiliary Operations: bookstore, dining, residence life, and fitness center

If space cannot be classified elsewhere, use OIA



Space Survey Definitions

Functionalization

Vacant (VAC)

Space that is not being used now and is expected to be vacant for more than six months of the fiscal year (July 1, 2021 – June 30, 2022).



Space Survey Definitions

Functionalization

Other Functionalization's:

- General Administration
- Sponsored Project Administration
- Operations and Maintenance
- LASP
- Those departments operating under a cooperative agreement
- Intergovernmental Personnel Act (IPA) rate



Space Survey Definitions

Location Type

Location types are defined by the Facilities Inventory and Classification Manual (FICM) & published by the National Center for Educational Statistics (NCES)

- There are ten major groups of location types a.k.a space use codes within FICM

100 Classroom	300 Office	500 Special Use	700 Support	900 Residential
200 Laboratory	400 Study	600 General Use	800 Health Care	000 Unclassified

- Within each major group are specific location types:

FICM Group (200 Laboratory Facilities)

Location Type Group (250 Research/Nonclass Laboratory)

Location Type (250.3 Research/Nonclass Laboratory-Core Facility)

Each Room is attributed one location type based on the predominant use

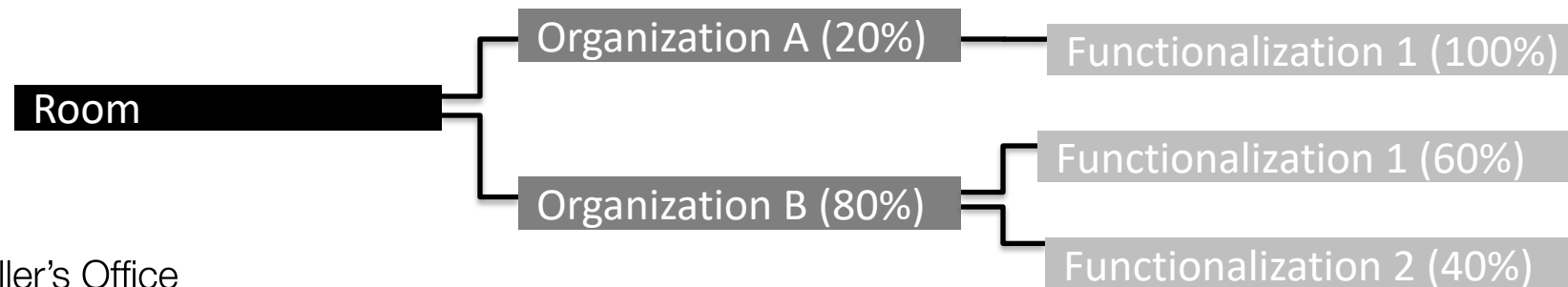


Space Survey Definitions

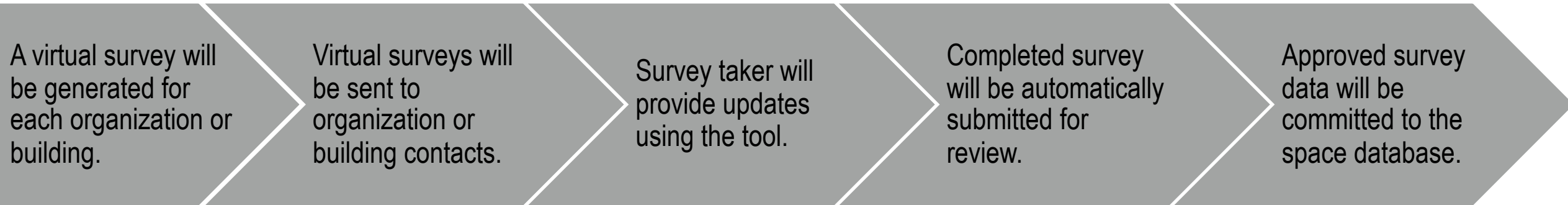
Organization

Organizational allocation is defined by the University's 11 level hierarchy and adapted to fit the three tier model of our space management system

- The three levels of hierarchy are:
 - Institution (B0167 B-EVCAA-Academic Units)
 - Department (B0035 B-VCAA-College Arts & Sciences)
 - Organization (10159 Applied Mathematics)
- A room can have multiple departments assigned to it
- Functionalization is attributed to the departmental allocation and can also have multiple values



Space Survey Execution



NOTE

- We will need a contact for each department/organization or building to contact
- Physical space surveys may occur after virtual submittals for research intensive buildings or groups



Space Survey Execution

Additional instruction and assistance will be provided:

- Detailed step-by-step instructions
- Interactive training sessions and open “office hours”
- Project website which will include:
 - Relevant reference material
 - Links to survey tool
 - Project timelines



What to expect during a CAS Space Walk

- A year or two after the space survey, CAS could come and verify the space survey
- Will be notified beforehand which departments CAS would like to conduct a space walk (5-6 typically)
- CAS will also verify equipment for those departments
- Before the visit, need to verify where the equipment is and document where it has been moved to, etc.



What to expect during a CAS Space Walk

What is CAS looking for:

- Accuracy of the source data: (room numbers, dept. assignments, etc.)
- Complete supporting documentation (primary occupants, funding and activities)
- Reasonable and proper functional assignments
- Space/Base match – is the activity being funded?





Resources

Office of Space Optimization: <https://www.colorado.edu/space-optimization/>

- [Room Types](#)
- [Organizational Hierarchy Adapted for Space Management](#)
- [Cost Pool Definitions](#)

Campus Controllers Office: <https://www.colorado.edu/controller/about-cco>



Thank you for time cooperation and support!

Questions?



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