Cost Allocation and Grants Management - Basic
Jackson, MS – January 25-27, 2026

Strengthening HHS Finances

Day One - Monday, January 25, 2027	
8:30 – 9:00	Introductions
9:00 – 10:00	What is Cost Allocation?
10:00 – 10:15	**Break**
10:15 – 10:45	Public Assistance Cost Allocation Plan (PACAP)
10:45 – 12:15	PACAP Group Activity
12:15 – 1:15	**Lunch**
1:15 – 2:15	Basic Building Blocks of Cost Allocation
2:15 – 2:30	**Break**
2:30 – 3:30	Phases of Financial Grants Management for HHS Grants
3:30 – 4:45	Group Activity – Scenario #1 (PACAP Requirements)
Day Two - Tuesday, January 26, 2027	
8:30 – 9:00	Review of Day 1
9:00 – 10:00	Cost Allocation Methodologies
10:00 – 10:15	**Break**
10:15 – 10:45	Cost Allocation Math
10:45 – 12:15	Group Activity – Scenario #2 (Simple Cost Allocation Plan)
12:15 – 1:15	**Lunch**
1:15 – 2:30	Using Cost Allocation in Grants Management
2:30 – 2:45	**Break**
2:45 – 3:15	Analyzing Cost Allocation for Opportunities and Risks
3:15 – 4:30	Group Activity – Scenario #3 (Cost Allocation Plan and Analysis)
Day Three – Wednesday, January 27, 2027	
8:30 – 9:00	Review of Days 1 and 2
9:00 – 10:00	Federal Financial Reports (FFRs)
10:00 – 10:15	**Break**
10:15 – 10:45	Internal Controls and Audits
10:45 – 12:15	Group Activity – Scenario #4 (Cost Allocation and FFRs)
12:15 – 1:15	**Lunch**
1:15 – 3:00	Wrap-Up and Questions