

September 19, 2014

**REVISED – October 31, 2014**

**TO:** LaTasha Holmes  
Special Assistant to the Commissioner, Office of the Commissioner  
Long-Term Recovery Coordinator, Department of Children and Families

**FROM:** Dalynn Knigge, Sr. Program Coordinator  
Continuing Professional Education, Rutgers University

**RE:** Spring 2015 Long-Term Recovery Symposium  
for Mental Health Professionals and Community Partners

The Office of Continuing Professional Education at Rutgers, the State University of New Jersey, is pleased to submit this letter of intent and statement of qualifications to administer a *Long-Term Recovery Symposium for Mental Health Professionals and Community Partners* for the Department of Children and Families to be held prior to June 30, 2015. The proposed date is April 8, 2015.

The Office of Continuing Professional Education (Rutgers OCPE) has continuously developed and implemented programs to meet the educational and outreach needs of New Jersey's professionals and communities. Rutgers OCPE utilizes a diversely talented staff and close working relationships with key partners (e.g. The State of New Jersey, university faculty, private and public organizations, etc.) to continually produce high-quality programming for the benefit of audience groups including teachers, public health professionals, youth at-risk, engineers, corporations, hospitals, and more. Rutgers OCPE provides over 30,000 unique educational and outreach experiences each year to individuals interested in furthering their prospects for achieving career success. Program formats included educational seminars, hands-on field activities, job internships, online learning events (webinars), and large symposia and conferences.

The Rutgers Office of Continuing Professional Education has already achieved significant success in working in collaboration with the Department of Children and Families, having previously planned and executed the DCF Office of Education Annual Conference for several years as well as having administered that last two biennial Conferences on Child Abuse and Neglect (October 2011 and September 2013). Rutgers OCPE administered the September 2012 NJTFCAN Skill Building Conference and is currently in contract to administer the September 2014 conference as well. Further, our office has collaborated with DCF on the coordination and administration of the 2013 New Jersey Governor's Conference for Women and is currently in contract to administer the three New Jersey Women's Symposia at various locations around the state in October 2014. Rutgers OCPE's educational and outreach experience, combined with familiarity in partnering with DCF, provides Rutgers OCPE with the perspective and expertise to administer DCF's recent request for a Long-Term Recovery symposium in 2015.

**Rutgers OCPE has prepared the following cost estimate and program approach:**

**1. Location**

Pines Manor at 2085 Lincoln Highway, Edison, Middlesex County, New Jersey would serve as an ideal venue for the proposed event. The venue is located in close proximity to major highways including the New Jersey Turnpike, Interstate 287, Route 1, Route 18, and the Garden State Parkway. The facility is also easily accessible by public transportation. Their 16,000 square foot Grand Ballroom can be accommodate up to 1,000 attendees in a classroom-style setup, and can be subdivided to accommodate lesser numbers based on registration counts. Room set-up includes on-stage format for speaker(s). All meeting rooms include adequate audio-visual equipment for presentations. Morning refreshments (coffee/tea/water) and box-type lunches (sandwich, chips, fruit, one beverage) will be arranged and served in an adjacent room, to avoid participant disruption. Catering costs are estimated at \$12 per person for breakfast and \$27.50 per person for lunch, or, \$39.50 per person, inclusive of a 19% service charge. On-site complimentary parking is available for up to 800 guests, with overflow parking available at the neighboring hotel. The Pines Manor currently has availability for the proposed date.

Competitive bids have also been obtained from Ocean Place Conference Center, Long Branch , Ocean County, New Jersey and The Hyatt Regency Hotel and Conference Center, New Brunswick, Middlesex County, New Jersey. A bid is also pending from Bally's Atlantic City Resort, Atlantic County, New Jersey.

Ocean Place Conference Center can accommodate 1,000 attendees in theater-style seating only in their 10,000 square foot Monmouth Meeting Room. A second 10,000 square foot meeting space (Atlantic Meeting Room) can be used for meal service. Meeting room rental fees have been waived. All rooms are provided with audiovisual equipment and support (additional charges may apply). Catering for continental breakfast and deli buffet lunch is estimated at \$50 per person, inclusive of a 21% service charge on all Food and Beverage costs. The venue is located along the Atlantic Ocean, approximately one hour from Newark Liberty International Airport, and is accessible via the Garden State Parkway. The Jersey Coast Line stops at the Long Branch Train Station, and complimentary van service to the facility can be scheduled in advance. Free public parking is available onsite.

The Hyatt Regency Hotel and Conference Center can accommodate 1,000 attendees in theater-style seating only in the 9,600 square foot Regency Ballroom. Meals are to be served, buffet-style in the same room. Meeting room rental fees have been waived. All rooms are provided with audiovisual equipment and support (additional charges may apply). Catering for continental breakfast and deli buffet lunch is estimated at \$80 per person, inclusive of a 23% service charge on all Food and Beverage costs. A minimum of \$65,000 in F/B is required by contract. Up to 450 parking spaces are available onsite at an estimated additional \$5 per vehicle charge. The venue is located along in downtown New Brunswick is accessible via the New Jersey Turnpike, Interstate 287, Route 1, Route 18, and the Garden State Parkway. NJ Transit is located two blocks from the hotel. The Hyatt Regency is not available on any of the proposed symposium dates. Alternate dates were recommended; however, these do not meet the needs of the selected keynote speaker for this event.

Once a facility is chosen, Rutgers OCPE staff maintains consistent contact with the managing agent of the event facility throughout the symposium planning process, and will ensure that all DCF concerns are thoroughly addressed through at least one in-person visits scheduled to accommodate DCF attendance prior to the symposium date.

## **2. Registration of Attendees**

Rutgers OCPE will provide a convenient and secure registration process consistent with that of both large and small events operated through Rutgers OCPE. The pre-registration process will allow attendees to register for the symposium and/or workshops by one of four possible contact methods: Telephone, Fax, Postal Mail, and Internet. Rutgers OCPE will utilize the services of its full-time registration department, and the online registration system, available 24 hours a day and 7 days a week. The online registration system allows attendees to process registration via the symposium website, which filters to the department's automated registration database. Rutgers OCPE registration staff are available Monday thru Friday from 8:00am until 4:30pm to handle the confirmation process for all online registrants in addition to processing registrations via telephone, postal mail, and fax. Confirmations including detailed driving and walking directions to all events will be sent to each attendee within three business days of their registration. An appropriate limit on total number of registrants will be imposed if necessary, based on the accommodations of the selected symposium facility. Registration staff maintains contact with program coordinators in the event that registrant inquiries must be handled directly with symposium coordination staff. Registration materials will encourage early registration, and, facility capacity permitting, same-day registration will be available in the reception area for all events, with payment accepted by cash, check, money order or credit card, if applicable.

## **3. Continuing Education**

Rutgers OCPE will utilize sign-in sheets upon initial registration. Rutgers OCPE continuing education units (CEUs) will also be available to all attendees who sign-in at initial registration. One CEU is defined as ten contact hours of participation in an organized continuing education experience. Total CEUs awarded for this event to be determined upon submission of final agenda. A Certificate of Attendance will be supplied indicating total CEUs awarded.

Should other continuing education requirements be requested by DCF in advance, Rutgers OCPE will work in collaboration with DCF and its partners to provide CEUs or will vet and manage the application and approval process accordingly.

## **4. General Project Management**

Rutgers OCPE will serve as liaison to speakers throughout the symposium planning process, and will coordinate closely with DCF for the planning of ongoing meetings and conference calls among all key symposium content planning participants to ensure consistent communication for all events.

Marketing documents will be designed and produced by Rutgers OCPE, by request, with incorporation of all feedback and approval from DCF cooperative partners, to promote symposium and workshop registration, as necessary. Documents will include CEU information, event theme and goals, registration instructions, and program/speaker descriptions. Electronic copies of marketing documents for all events will be sent to e-mail and mailing lists deemed appropriate by DCF, which may include CPE contacts from previous credit-awarding conferences, professional partners in human services, and volunteer programs concerning the content matter of these events. Documents will also be available for download from the dedicated symposium website.

Rutgers OCPE will utilize in-house printing capabilities as well as services from competitive printing firms, to ensure that all event handouts, name badges, signage, registration packets, registration bags, and other materials are produced in a timely manner. In addition to marketing document production, Rutgers OCPE will facilitate the production of program handouts, symposium signage and name badges. Presenters for all events will be encouraged to utilize Rutgers-funded online file posting utility known as RU Post It, which provides easy download access to symposium and/or training workshops materials by attendees immediately following each event. It should also be noted that Rutgers OCPE has the ability to produce significant amounts of additional copies of event handouts if last-minute services are necessary using its in-house copying and scanning equipment. Rutgers OCPE will provide DCF with samples of name badges from past conferences and events, and, based on preferences and feedback, name badges for current events will be produced.

Rutgers OCPE has consistently maintained relationships with catering and event managers at large facilities around the state, and including the area being considered as host to this event, and has also maintained a record of strong, positive attendee evaluations of logistical coordination efforts, including ease of registration process, available provisions, and staff coordination. Presenters have also provided positive evaluation of technical support, even during conferences with more than a dozen concurrent breakout sessions scheduled.

In terms of audio-visual coordination, Rutgers OCPE holds the competitive advantage of extensive access to low-cost A/V equipment and staff expertise. State-of-the-art laptops, LCD projectors, flash drives and other equipment are in ready supply at the office in support of the large range of events and conferences that are coordinated throughout the year. Rutgers OCPE will devote well-trained and experienced individuals to audio-visual responsibilities at each event, including setup and presenter support.

## **5. On-Site Supervision and Coordination**

With a long record of staff expertise in customer service, registration processing, and A/V coordination, Rutgers OCPE devotes a team of staff onsite to handle responsibilities necessary for a successful event: lead Program Coordinator, primary Program Assistant, logistical support staff, registration staff, and A/V support staff, as necessary.

## 6. Post Symposium

As referenced in the Continuing Education section of this proposal, post event support concerning attendee credits earned will be available for a minimum of ten years. Thank you letter production and evaluation compilation will be conducted immediately following each event, and technical support in accessing symposium and/or workshop materials online will be led by the Program Coordinator and a primary Program Assistant.

## 7. Financials

As part of this agreement, DCF agrees to allocate \$90,000 for one Long-Term Recovery symposium, as detailed in this proposal to cover projected expenses as outlined in the attached budgets. *All expenditures and decisions are subject to final DCF approval.* If additional expenses are jointly approved, in writing, by DCF and Rutgers OCPE that cause total expenses to exceed original projections, DCF further agrees to provide additional funding above \$90,000 to eliminate the deficit. Rutgers OCPE will provide a financial summary documenting all expenses incurred for the symposium within 60 days of the final event.

Rutgers, The State University of New Jersey (“Rutgers”) is a not-for-profit Institution of Higher Education who, for auditing purposes, is bound by the Federal OMB Circulars A-21, A-110 and A-133 respectively. Thus the application of all direct and Facilities and Administration (F&A) costs are compliant with the guidelines expressed in OMB A-21’s Cost Principals for Educational Institutions accordingly. Additionally, application of Rutgers F&A costs are consistent with Rutgers most recent Negotiated Indirect Cost Rate Agreement (NICRA) dated May 17, 2013. A copy of this agreement has been attached to this proposal package for your review/files. Finally, if you should have any further questions/concerns regarding Rutgers application of direct and F&A costs, please do not hesitate to contact Ms. Melissa Vinch, Research Contract/Grant Specialist, Office of Research and Sponsored Programs either via email ([melissa.vinch@rutgers.edu](mailto:melissa.vinch@rutgers.edu)) or via telephone (848-932-4026, Mon-Fri from 8am-5pm EST) who will gladly assist you.

**The projected variable cost for administration of this program is \$90,000, assuming selection of the Pines Manor location and registration fee collection of \$27.50 per person to offset lunch costs.**

In summary, Rutgers OCPE has the experience, the infrastructure, and the interest to assist DCF in administering a Long-Term Recovery symposium as outlined above. We welcome the opportunity to provide any additional information you require.

Submitted by:



Dalynn R. Knigge  
[knigge@rutgers.edu](mailto:knigge@rutgers.edu)  
732-932-9271 x.622

**Rutgers University  
Office of Continuing Professional Education  
DCF Long-Term Recovery Conference - Spring 2015**

*1,000 projected*

**Pines Manor, Edison**

**Proposed Budget based upon Conference Deliverable(s)**

**FIXED COSTS**

Program Coordination/Delivery	\$24,130	Salaries, Fringe
Honoraria/Travel	\$35,000	\$20k (keynote); \$5k x 3 (additional)
Rental (Facilities)	\$2,975	Pines Manor (includes 19% service charge)
Rental (AV equipment)	\$1,785	<i>estimated</i> (includes 19% service charge)

**VARIABLE COSTS**

Catering (breakfast)	\$12,000	<i>estimated</i> \$12pp (continental b'fast) (includes 19% service charge)
Marketing/Publication Materials	\$2,928	includes graphic design, program duplication
Course Materials	\$3,000	includes confirmations, material duplication, folders, evaluation

**Sub-total Cost** \$81,818

G&A \$8,182 10% (based on total expenses)

**TOTAL Cost** \$90,000

**NOTATION FOR REGISTRATION INCOME**

Catering	\$27,500	<i>estimated</i> \$27.50pp (deli lunch) (includes 19% service charge)
Registration Fees	\$27,500	<i>projected</i> (to offset catering expense)
<b><u>TOTAL</u></b>	<b>\$0</b>	



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Services  
Division of Cost Allocation

26 Federal Plaza, Room 41-122  
New York, New York 10278  
Phone: (212) 264-2069  
Fax: (212) 264-5478  
Email: dcany@psc.gov

May 17, 2013

Mr. Stephen J. DiPaolo  
University Controller  
Rutgers University  
3 Rutgers Plaza, Admin. Sv. Bldg. 3, 2nd Fl.  
New Brunswick, New Jersey 08901-3325

Dear Mr. DiPaolo:

A negotiation agreement is being faxed to you for signature. This agreement reflects an understanding reached between your institution and a member of my staff concerning the rates or amounts that may be used to support your claim for costs on grants and contracts with the Federal Government. The agreement must be signed by a duly authorized representative of your institution and faxed to me; retain a copy for your file. Our fax number is (212) 264-5478. We will reproduce and distribute the agreement to awarding agencies of the Federal Government for their use.

Requirements for adjustments to costs claimed under Federal Grants and Contracts resulting from this negotiation are dependent upon the type of rate contained in the negotiation agreement. Information relating to these requirements is enclosed.

In consideration of this negotiation agreement:

1. Attached are 7 documents entitled "Components of Published Facilities and Administrative Cost Rate(s)". There is one document issued for each facilities and administrative cost rate published on the rate agreement. These documents should be signed and faxed to this office along with the signed original copy of the rate agreement.
2. The carry-forward under-recovery of \$ 177,134 resulting from the settlement of the actual Regular Employee fringe benefit rate for the fiscal year ended June 30, 2011 was considered in establishing the fixed rate for the fiscal year ending June 30, 2013. The under-recovery must be included in your fringe benefit rate proposal based on actual expenses for the fiscal year ending June 30, 2013.

3. The carry-forward under-recovery of \$ 16,454 resulting from the settlement of the actual Post Doctoral Associates fringe benefit rate for the fiscal year ended June 30, 2011 was considered in establishing the fixed rate for the fiscal year ending June 30, 2013. The under-recovery must be included in your fringe benefit rate proposal based on actual expenses for the fiscal year ending June 30, 2013.
4. The carry-forward under-recovery of \$ 83,126 resulting from the settlement of the actual Graduate Assistant fringe benefit rate for the fiscal year ended June 30, 2011 was considered in establishing the fixed rate for the fiscal year ending June 30, 2013. The under-recovery must be included in your fringe benefit rate proposal based on actual expenses for the fiscal year ending June 30, 2013.
5. The carry-forward over-recovery of (\$ 120,367) resulting from the settlement of the actual Co-Adjutant fringe benefit rate for the fiscal year ended June 30, 2011 was considered in establishing the fixed rate for the fiscal year ending June 30, 2013. The under-recovery must be included in your fringe benefit rate proposal based on actual expenses for the fiscal year ending June 30, 2013.
6. A fringe benefit proposal based on actual costs for the fiscal year ended June 30, 2013 is due by December 31, 2013.

A proposal encompassing all activities of your institution together with the required supporting information must be submitted to my office at the address shown on page 2 for each fiscal year your institution claims costs under grants and contracts awarded by the Federal Government. This proposal is due within six months after the close of your fiscal year. Therefore, a proposal for fiscal year ending June 30, 2014 will be due in my office not later than December 31, 2014. The proposal will be used to establish rates/amounts for the fiscal year subsequent to the last period covered by an approved final, fixed, or predetermined rate(s). Failure to submit a timely proposal will be interpreted as a forfeiture of reimbursement for indirect costs. Therefore, unless a proposal is received by December 31, 2014, future awards made by the Department of Health and Human Services will be for direct costs only and will not provide for the recovery of costs contained in this agreement. In addition, the costs claimed against awards already made may be subject to disallowances.



Mr. Stephen J. DiPaolo

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May 17, 2013

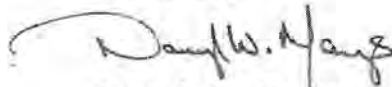
If you are unable to submit your proposal by the prescribed date, you may request an extension. This request must be submitted prior to the due date of the proposal and must contain a justification for the extension and the date the proposal will be submitted.

Your proposal and relevant correspondence should be addressed to:

Department of Health and Human Services  
Division of Cost Allocation  
26 Federal Plaza, Room 41-122  
New York, New York 10278  
(212) 264-1823


In addition, please acknowledge your concurrence with the comments and conditions cited above by signing this letter in the space provided below and FAX (212-264-5478) it to me with the enclosed negotiation agreement.

Sincerely,



Darryl W. Mayes  
Regional Director  
Division of Cost Allocation

Enclosures  
Concurrence:

  
Name \_\_\_\_\_  
Title University Controller  
Date 5/28/13

ORIGINAL

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 1226001086A1

DATE:05/17/2013

ORGANIZATION:

FILING REF.: The preceding  
agreement was dated  
08/30/2012

Rutgers University  
3 Rutgers Plaza, Admin. Sv. Bldg. 3, 2 Fl  
New Brunswick, NJ 08901-3325

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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**SECTION I: INDIRECT COST RATES**

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RATE TYPES:      FIXED              FINAL              PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2012	06/30/2014	55.00	On-Campus	Research
PRED.	07/01/2012	06/30/2014	26.00	Off-Campus	Research
PRED.	07/01/2012	06/30/2014	53.00	On-Campus	Instruction
PRED.	07/01/2012	06/30/2014	26.00	Off-Campus	Instruction
PRED.	07/01/2012	06/30/2014	37.20	On-Campus	Other Sponsored Programs
PRED.	07/01/2012	06/30/2014	26.00	Off-Campus	Other Sponsored Programs
PRED.	07/01/2012	06/30/2014	14.00	Off-Campus	Special Instruction
PROV.	07/01/2014	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2014.

\*BASE

ORGANIZATION: Rutgers University

AGREEMENT DATE: 5/17/2013

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Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), that portion of each subaward in excess of \$25,000; hospitalization and other fees associated with patient care whether the services are obtained from an owned, related or third party hospital or other medical facility; rental/maintenance of off-site activities; student tuition remission and student support costs (e.g., student aid, stipends, dependency allowances, scholarships, fellowships).

ORGANIZATION: Rutgers University

AGREEMENT DATE: 5/17/2013

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**SECTION I: FRINGE BENEFIT RATES\*\***

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<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2012	6/30/2013	44.10	All	Regular Sal. - Faculty&Staff
FIXED	7/1/2012	6/30/2013	37.80	All	Post-Doc Associates
FIXED	7/1/2012	6/30/2013	28.80	All	Grad./Teaching Assistants
FIXED	7/1/2012	6/30/2013	7.30	All	Co-Adjutants, Wages of Labor, other Comp.
PROV.	7/1/2013	Until amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2013.

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

ORGANIZATION: Rutgers University

AGREEMENT DATE: 5/17/2013

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SECTION II: SPECIAL REMARKS

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

ORGANIZATION: Rutgers University

AGREEMENT DATE: 5/17/2013

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1. Off-Campus definition: All activities conducted in facilities not owned by the organization and all activities conducted at field locations where no permanent facilities are used are considered off-site and not apportioned between their on-site and off-site components. If 50% or more of the indirect cost rate base cost of the project are determined to be on-site, the entire project is considered on-site. If less than 50% of the indirect cost rate base are determined to be on-site, the entire project is considered off-site.

2. The rates in this agreement have been negotiated or revised, as appropriate, to reflect the administrative cap provisions of the revision to OMB Circular A-21 published by the Office of Management and Budget on May 8, 1996. No rate affecting the institution's fiscal periods beginning on or after October 1, 1991 contains total administrative cost components in excess of that 26 percent cap.

3. Effective beginning fiscal year ended June 30, 1977, a New Jersey State-Wide Fringe Benefit rate was negotiated that is applicable to Rutgers. The negotiated rate applicable to all programs excluding the JTPA Programs provided for this and the balance of the items to make an all encompassing rate as it pertains to Rutgers. The fringe benefit cost covered are as follows:

- Pensions
- Health Benefits (incl., Prescription Drug, Dental Care Program, and Vision Care)
- Unemployment Insurance
- Temporary Disability Insurance
- Unused Sick Leave
- Social Security Taxes (FICA)
- Workmen's Compensation
- Tuition Remission
- Early Retirement Incentive

4. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

ORGANIZATION: Rutgers University

AGREEMENT DATE: 5/17/2013

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Rutgers University

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Darryl W. Mayes

(NAME)

Deputy Director, Division of Cost Allocation

(TITLE)

5/17/2013

(DATE) 0111

HHS REPRESENTATIVE: Louis Martillotti

Telephone: (212) 264-2069