

## DHP Grant Project Budget Worksheet – Code 80

<b>Institution Name:</b>	
<b>Project Title:</b>	

### Employee Benefits: Code 80

**Table** (transfer data in this table to NYSED Proposed Budget Form FS-10):

Benefit	Proposed Expenditure
Social Security	
Retirement	
Health Insurance	
Worker's Compensation	
Unemployment Insurance	
Other (Identify)	
Total Expenditure	\$

**Narrative:**

## **DHP Grant Project Budget Instructions – Code 80**

### **Employee Benefits: Code 80**

#### **Instructions**

Applicants may request fringe benefits for professional staff and support staff identified in Code 15 and Code 16 forms.

Rates used for project personnel must be the same as those used for other agency personnel.

#### **Table**

Institutions may choose to calculate the proposed Employee Benefits by using their own Fringe Benefits (FB) rate or by itemizing the specific benefits. The FB Rate for project personnel must be the same as those used for other institutional personnel. Use only whole dollar amounts.

#### **Narrative**

Justify the need for using grant funds to pay staff benefits.

Fringe benefits normally should not exceed 35% of the cost of salaries requested. Applicants must provide convincing justification for requests in excess of this limit.

#### **Ineligible Expenditures**

Fringe benefits may not be paid to consultants or contract workers.