

Community Development Block Grant Entitlement Program

Summary Sheet

Through the Entitlement Program, the City now receives an automatic annual allocation of CDBG funds determined by a formula that takes into account factors such as overcrowding housing, population size and poverty levels, the age of housing stock, and population growth lag. The 2025/2026 (7/01/2025-6/30/2026) annual allocation to the City of El Centro is estimated to be \$526,655. The City is required to prepare a one-year action plan, which describes the specific planned uses of the CDBG funds for the current program year. The City will also have available approximately \$20,000 from Program Income generated by previous State awarded grants.

Program Objectives:

All activities proposed for CDBG funding must achieve at least one of the following national objectives:

- Benefit at least 51% low- and moderate-income persons;
- Aid in the prevention or elimination of slum or blight;
- Meet other community development needs having a particular urgency

To meet the primary objective, the CDBG regulations require that grantees expend not less than 70 percent of CDBG funds for activities that benefit low- and moderate-income persons.

Eligible Activities:

The program allows jurisdictions to select those activities that best meet the needs of their communities, in accordance with the national objectives and requirements of the CDBG Program. The following is a partial list of eligible activities:

Housing Activities

- Rehabilitation and Acquisition for Rehabilitation
- Homebuyer Assistance
- Reconstruction

Public Facilities

- Street Improvements
- Water or sewer lines
- Community centers
- Parks and playgrounds
- Facilities designed to provide shelter for persons with special needs

Public Service (With Certain Limits) Public Service providers connected with:

- Employment
- Crime prevention
- Child care
- Health
- Education

Or whose clientele consists of:

- Abused children
- Battered spouses
- Elderly persons
- “Severely Disabled” adults
- Homeless Persons
- Illiterate Adults
- Persons living with AIDS
- Migrant Farm Workers
- At-Risk Youth

Economic Development

- Micro enterprise assistance
- Special economic development activities
- Commercial Rehabilitation

2025/26 CDBG Allocation of Funds

HUD has not provided a confirmation of the City's FY 2025/26 allocation but has directed staff to use the FY 2024/25 allocation for FY 2025/26 budget projection:

Total Estimated Amount Available:	\$526,655
• Grant Administration	
20% cap of Funds	\$105,331
• Public Services	
15% cap of funds	\$ 78,998
• Other Eligible Projects	<u>\$342,326</u>
	\$526,655

2025/26 Program Income (Approximate) Funds

Total Estimated Amount Available:	\$ 20,000
• Grant Administration	
20% cap of Funds	\$ 4,000
• Public Services	
15% cap of funds	\$ 3,000
• Other Eligible Projects	<u>\$ 13,000</u>
	\$20,000



**CITY OF EL CENTRO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**APPLICATION FOR FUNDING
2025/2026 PROGRAM YEAR
(JULY 1, 2025 TO JUNE 30, 2026)**

**APPLICATION SUBMITTAL DEADLINE
5:00 PM, TUESDAY, JANUARY 7, 2025**

Community Services Department
Economic Development Division
1249 Main Street
El Centro, CA 92243
(760) 337-4543
www.cityofelcentro.org

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INFORMATION AND INSTRUCTIONS FOR COMPLETING THE APPLICATION

The U.S. Department of Housing and Urban Development (HUD) distributes funding under the Community Development Block Grant (CDBG) program. Funds are provided directly to grantees (i.e., cities and counties) for a variety of housing, community development, and public service activities. Under the Entitlement Program, the City receives an annual allocation of CDBG funds based on a formula, which considers such things as, overcrowded housing, population and poverty, age of housing and population growth lag and poverty. The 2025/2026 (07/01/2025 - 06/30/2026) annual allocation to the City of El Centro is approximately \$526,655. Of the funds received, the City intends to allocate fifteen percent (15%) or \$78,998 for public services activities, sixty-five percent (65%) or \$342,326 for housing and public facilities projects, and twenty percent (20%) or \$105,331 for program administration. The City will also have available approximately \$20,000 from Program Income generated by previous State awarded grants.

The City is required to prepare a one-year action plan, which describes the specific planned uses of the CDBG funds for the program year.

National Objectives

The CDBG program's primary objective is the development of viable urban communities. This is accomplished by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low- and moderate-income. To be eligible for funding, all projects must meet one of the following National Objectives:

- Benefit low- and moderate-income persons,
- Prevent or eliminate slums or blight, or
- Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other resources are not available to meet such needs.

Eligible Activities

The program allows jurisdictions to select those activities that best meet the needs of their communities, in accordance with the national objectives and requirements of the CDBG Program. The following is a partial list of eligible activities:

Housing Activities

- Rehabilitation and Acquisition for Rehabilitation
- Homebuyer Assistance
- Reconstruction

Public Facilities

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- Water or sewer lines
- Community centers
- Parks and playgrounds
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Public Service (With Certain Limits)

Public Service providers connected with:

- Employment
- Crime prevention
- Child care
- Health

- Education

Or whose clientele consists of:

- Abused children
- Battered spouses
- Elderly persons
- “Severely Disabled” adults
- Homeless Persons
- Illiterate Adults
- Persons living with AIDS
- Migrant Farm Workers
- At-Risk Youth

Economic Development

- Micro enterprise assistance
- Special economic development activities
- Commercial Rehabilitation

Completing the Application

Applications must be completed in a clear and legible manner with **all** requested documentation attached. All attachments must be provided, even though they may have been included with prior year applications. Please keep your answers brief; do not attach separate pages responding to questions. When responding, please consider the following:

- Funds are allocated through a competitive application process; only a limited number of requests can be funded. The City typically receives requests for funding that far exceed our annual allocation.
- Requested projects shall benefit the citizens of El Centro. Justification for the amount of funds requested should be provided as requested in the application.
- There are two separate and independent applications; **Public Service Programs** and **Construction and Community Improvement Projects**.
- If you have not previously received funding through the City's CDBG program we encourage you to call, or come to the City’s Community Service Department/Economic Development Division office, to discuss your proposal before the submittal deadline to clarify any outstanding issues or eligibility requirements.
- Expenses for awarded programs and projects expenses cannot be incurred until approval is received from HUD to use funds AND a sub-recipient agreement between the City of El Centro and sub-recipient has been fully executed. This generally occurs between August and October of the Fiscal Year. Any project or program expenses incurred prior to the date of sub-recipient agreement execution will NOT be eligible for reimbursement.

Public Service Program Submittal Information

Applications for Public Service Programs must include the following information:

- **Completed Application**
- **Additional Materials:**
 - **Federal and State Tax Exempt Determination Letters** – From the IRS and the Franchise Tax Board.
 - **IRS Form 990** – For the most recent tax year.
 - **Organizational Chart** – Identifying the administrative framework and staff positions.
 - **List of Board of Directors** – Current Board of Directors or other governing body.
 - **Board of Directors Authorization to Request Funds** – Authority to submit the

application may be based on minutes of the meeting in which the resolution, motion, or other official action is recorded.

- **Board of Directors Designation of Authorized Official** – Authority to negotiate for, and contractually bind, the agency.
- **Financial Statement and/or Most Recent Audit.**
- **Evidence of Liability Insurance.**
- **Evidence of Workers' Compensation Insurance.**

Application Submittal

Applications will be available to the public beginning Monday, December 9, 2024, and must be submitted by **5:00 p.m., Tuesday, January 7, 2025, to Community Services Department/Economic Development Division, 1249 Main Street, El Centro, CA 92243. No late applications or electronic copies will be accepted.**

A significant amount of information is requested in support of Public Service Program applications; include **one original and one complete copy** of each proposal. Application materials shall be organized as listed above, with the material of each section stapled together. **Do not include any bound material (i.e., velo bound, spiral bound, notebook, etc.).**

Should you have any questions, please contact our office at (760) 337-4543, Monday through Friday, between the hours of 8:00 a.m. to 5:00 p.m.

2025-26 Annual Action Plan Timeline

(All dates listed herein may be subject to change. Persons relying on this schedule must contact the Economic Development Division at (760) 337-4543 or cobeso@cityofelcentro.org to confirm the actual date of each event as the timeframe nears.)

November 15, 2024	“Notice of Public Meetings for Public Input of CDBG Funding Availability” published in I.V. Press local newspaper.
November 15, 2024	“Notice of Public Meetings for Public Input of CDBG Funding Availability” published in Adelante Valle Spanish newspaper.
November 19, 2024	Council Agenda item presented to City Council on establishing applicant priority for CDBG Entitlement 2025-26. Meeting held at City Council Chambers, 1275 Main Street, El Centro, CA 92243 at 6:00 p.m.
November 25, 2024	First Public Meeting held at 385 S. 1 st Street, El Centro Adult Center, El Centro, CA 92243 at 6:00 p.m.
December 9, 2024	Request for Proposals for 2025-2026 CDBG funding released.
December 16, 2024	Second Public Meeting to be held at 1275 Main Street, El Centro Council Chambers , El Centro, CA 92243 at 6:00 p.m.
January 7, 2025	Deadline for proposals for CDBG funds to be submitted to Economic Development Division, 1249 Main Street, El Centro, CA 92243 by 5:00 p.m. No Late Applications or Electronic Copies will be accepted.
February 18, 2025	City Council Meeting – Selection of CDBG Entitlement 2025-26 project/program proposals. Meeting to be held at 6:00 p.m. at City Council Chambers, 1275 Main Street, El Centro, CA 92243.
February 19, 2025	Notify all applicants by mail of City Council’s selection of proposals.
April 15, 2025	Public Hearing – City Council Approval of “Draft” 2025-26 Annual Action Plan to be held at City Council Chambers, 1275 Main Street, El Centro, CA 92243 at 6:00 p.m.
April 15, 2025 - May 15, 2025	30-day Public Review Period of 2025-26 “Draft” Annual Action Plan.
May 16, 2025	Final 2025-26 CDBG Entitlement Program Annual Action Plan submitted to HUD for review and approval.
TBD	Begin 2025-26 CDBG Entitlement Program Year.

PUBLIC SERVICE PROGRAM APPLICATION

Public service programs involve the use of CDBG funds to pay the non-construction costs of providing social services, employment, housing, legal, health, education, senior, and youth-at-risk assistance.

Applicant Information

Table 1: Public Service Applicant Information

A. Organization:	
B. Business Address:	
C. Mailing Address:	
D. Program Site Address:	
E. Legal property owner:	
F. Principal Contact:	
G. Phone Number:	
H. E-Mail:	
I. Organization Website:	
J. DUNS Number:	
K. Tax ID Number:	

L. Program Name:

M. Briefly describe the proposed program:

N. Requested CDBG Allocation: \$

Activity Overview

A. Briefly describe the program's overall mission:

B. Identify any other programs operated by the applicant:

C. Itemize income and expenses on the following tables:

Table 2: Total Operating Budget – Revenue

Revenue	A	B	C	D	E
	Most Recent Fiscal Year ¹ 2023 – 2024	Current Fiscal Year 2024 – 2025	Proposed Budget July 1, 2025 – June 30, 2026	Percent Change ²	Percent Total ³
PUBLIC SUPPORT					
Contributions	\$	\$	\$	%	%
Grants	\$	\$	\$	%	%
Fundraising	\$	\$	\$	%	%
Other	\$	\$	\$	%	%
Subtotal	\$	\$	\$	%	%
GOVERNMENT					
Federal	\$	\$	\$	%	%
State	\$	\$	\$	%	%
Local	\$	\$	\$	%	%
Subtotal	\$	\$	\$	%	%
OTHER REVENUE					
Membership Dues	\$	\$	\$	%	%
Program Fees	\$	\$	\$	%	%
Other	\$	\$	\$	%	%
Subtotal	\$	\$	\$	%	%
TOTAL	\$	\$	\$		100%

1. Column A is the Audited, most recently completed 12-month period.
2. Percent change from B to C.
3. Percent of total budgeted for Column C.

Table 3: Total Operating Budget – Expense

Expense	A	B	C	D	E
	Most Recent Fiscal Year ¹ 2023 – 2024	Current Fiscal Year 2024 – 2025	Proposed Budget July 1, 2025 – June 30, 2026	Percent Change ²	Percent Total ³
Personnel Expenses - Salaries/Fringe Benefits (Position, hourly rate x number of hours per year)	\$	\$	\$	%	%
Consultant & Contract Services (Position, hourly rate x number of hours per year)	\$	\$	\$	%	%
Travel: (Specify purpose) Mileage/Rate _____X.50 Other	\$	\$	\$	%	%
Utilities (Specify type and estimate yearly expense)	\$	\$	\$	%	%
Insurance (Specify type)	\$	\$	\$	%	%
Equipment (Specify type and quantity)	\$	\$	\$	%	%
Supplies (Specify type)	\$	\$	\$	%	%
Miscellaneous	\$	\$	\$	%	%
Surplus or Deficit of Total	\$	\$	\$	%	%

1. Column A is the Audited, or most recently completed 12-month period.
2. Percent change from B to C.
3. Percent of total budgeted for Column C.

Specific Program Information

A. Describe the proposed program and provide a scope of work. Include the need or problem to be addressed as well as the population to be served or area to benefit (Please refer to CDBG Eligible Area Map on Page 12).

B. Does your program have income eligibility requirements? ____Yes ____No
 If not, how do you determine eligibility for participation in project or program?

C. Using the table below, check the box that best describes the U.S. Department of Housing of Urban Development (HUD) defined outcome and objective that your proposed program will meet (select only one).

Outcomes→ Objectives↓	Availability/ Accessibility		Affordability		Sustainability	
Suitable Living Environment	<input type="checkbox"/>	Enhance suitable living environment through new/improved accessibility	<input type="checkbox"/>	Enhance suitable living environment through new/improved affordability	<input type="checkbox"/>	Enhance suitable living environment through new/improved sustainability
Decent Housing	<input type="checkbox"/>	Create decent housing with new/improved availability	<input type="checkbox"/>	Create decent housing with new/improved affordability	<input type="checkbox"/>	Create decent housing with new/improved sustainability
Economic Opportunity	<input type="checkbox"/>	Provide economic opportunity through new/improved accessibility	<input type="checkbox"/>	Provide economic opportunity through new/improved affordability	<input type="checkbox"/>	Provide economic opportunity through new/improved sustainability

D. Total Clients Served: Provide information regarding the total number of clients served and in Column 3, projected to be served. The number of clients assisted shall be provided as an unduplicated count.

Table 4: Total Clients Served

Total Clients Served – Unduplicated Count (July 1 st to June 30 th)	2023 – 2024 Program Year ¹	2023 – 2024 Percent Low Income ¹	2024 – 2025 Program Year ²	2024 – 2025 Percent Low Income ¹ (To Date)	2025 – 2026 Program Year ² (Projected)	2025 – 2026 Percent Low Income ² (Projected)
El Centro Residents		%		%		%
Non El Centro Residents		%		%		%
TOTAL		%		%		%

- 1. Actual
- 2. Estimate

D. What are your objectives for the program year?

E. How do you monitor and evaluate the success of the program?

F. Provide a program specific budget, (as differentiated from the overall applicant budget) including line-item costs such as personnel, supplies, equipment, etc. Include **all** anticipated sources of revenue.

Table 5: Program Specific Budget

(Please provide a specific breakdown for each line item listed and ensure that the amounts total up to the proposed CDBG Allocation)

Proposed Program Budget	Proposed El Centro CDBG Allocation	Budget from other Sources ¹
Personnel Expenses - Salaries/Fringe Benefits (Position, hourly rate x number of hours per year) ³	\$	\$
Consultant & Contract Services (Position, hourly rate x number of hours per year)	\$	\$
Travel: (Specify purpose and dollar amounts)	\$	\$
Utilities (Specify each utility type x dollar amount x number of months)	\$	\$
Insurance (Specify type) ³	\$	\$
Equipment (Specify type, quantity and dollar amount)	\$	\$
Supplies (Specify types of supplies, quantity and dollar amount)	\$	\$
Miscellaneous – (Specify each line item, quantity, and dollar amount)	\$	\$
TOTAL ²	\$	

1. "Other Sources" includes CDBG allocations from other jurisdictions.

2. Must equal the requested CDBG allocation.

3. Personnel Expenses (Salaries & Benefits) and Insurance must not exceed 20% of the total application amount.

G. Do you receive other federal, state or local funds from any other sources? If so, identify following:

Amount: \$

Source:

Award Date:

End Date:

Table 6: Organizational Information

A. Legal Requirements for Non-Profit Agencies		YES	NO
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990.	<input type="checkbox"/>	<input type="checkbox"/>
	b) California Franchise Tax Board Form 199.	<input type="checkbox"/>	<input type="checkbox"/>
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law.	<input type="checkbox"/>	<input type="checkbox"/>
	d) Date Articles of Incorporation filed with the Secretary of State. (mm/dd/yyyy)	/	/
3.	All necessary licenses required to operate are maintained.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Governance of the applicant is consistent with the adopted bylaws and is reviewed annually to ensure compliance: size of Board of Directors, selection and tenure of members, number of meetings, financial and legal procedures, and quorum requirements:		
	a) Date of adoption, or amended to date, of the corporate bylaws. (mm/dd/yyyy)	/	/
	b) Authorized number of Board meetings.		
	c) Actual number of Board meetings.		
	d) Authorized number of Board members.		
	e) Actual number of Board members.		
	f) Authorized number required for quorum.		
	g) Average number of members attending per meeting.		
B. Policy Making and Fiduciary Responsibilities		Yes	No
1.	The Board of Directors is responsible for the policy setting and evaluation functions of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
2.	The applicant conducts an annual independent audit.	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Board of Directors develops, approves, reviews, and monitors the annual operating budget.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The applicant has approved personnel policies that are reviewed periodically and include policies and procedures for hiring, job descriptions, performance reviews, termination, sick leave, vacations, etc., which are communicated to staff members and implemented according to legal standards.	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Board of Directors annually evaluates the performance of the Executive Director.	<input type="checkbox"/>	<input type="checkbox"/>
6.	The applicant is current of its employee's payroll taxes to the IRS and State of California.	<input type="checkbox"/>	<input type="checkbox"/>
7.	The applicant expects to end the year on a surplus.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Percent of total expenses for management and fundraising.		%

2024 HUD INCOME LIMITS*

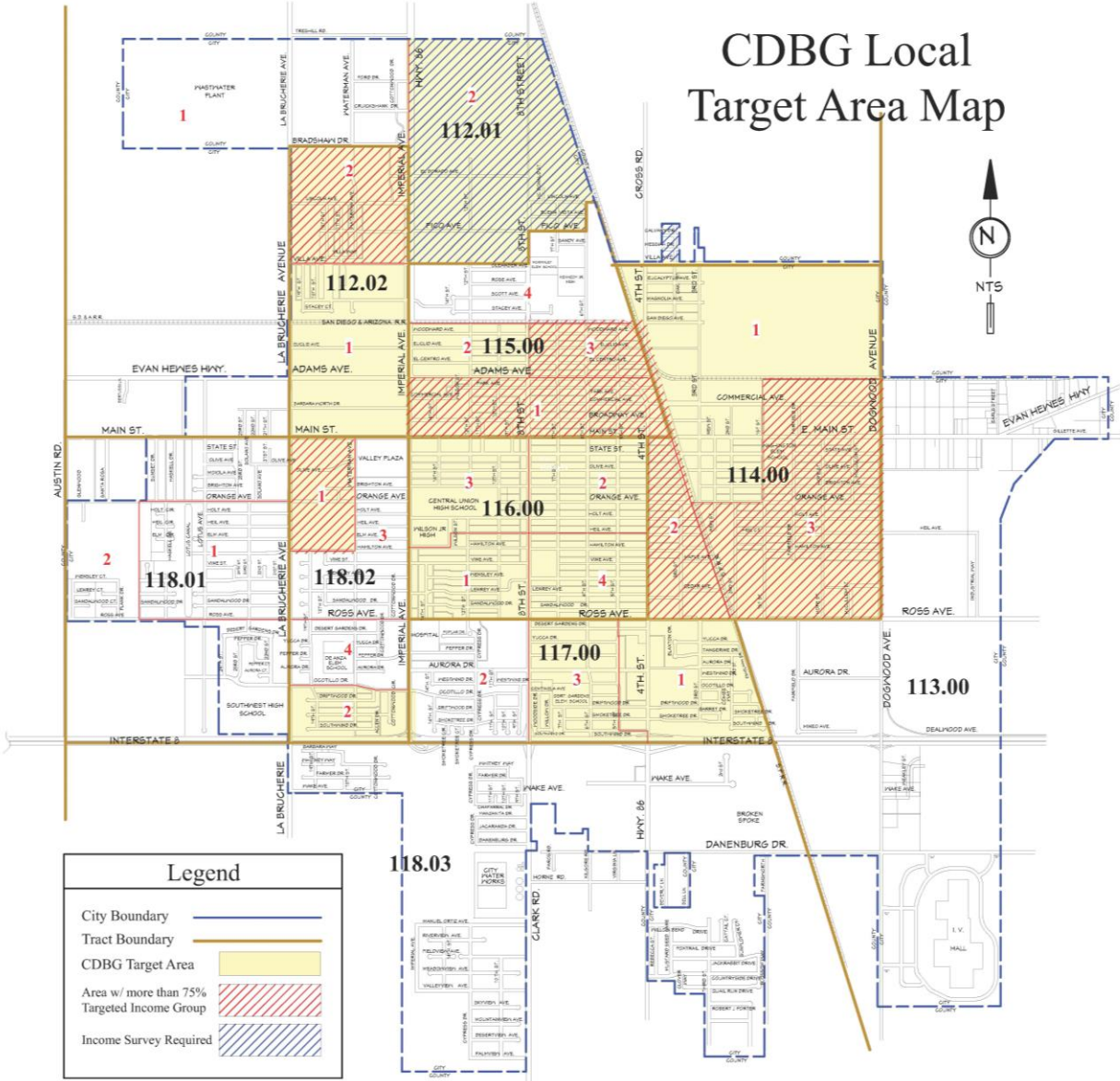
IMPERIAL COUNTY

2024 Income Limits Table (Subject to Change on Annual Basis)	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%)	\$18,450	\$21,100	\$25,820	\$31,200	\$36,580	\$41,960	\$47,340	\$52,720
Very Low (50%)	\$30,800	\$35,200	\$39,600	\$43,950	\$47,500	\$51,000	\$54,500	\$58,050
Low (80%)	\$49,250	\$56,250	\$63,300	\$70,300	\$75,950	\$81,550	\$87,200	\$92,800

* Effective May 9, 2024

Source: U.S. Department of Housing and Urban Development

CDBG Local Target Area Map



CONSTRUCTION AND COMMUNITY IMPROVEMENT PROJECT APPLICATION

Construction and other community improvement projects include the following: construction or rehabilitation of public facilities, parks, roads, and water and sewer facilities, removal of architectural barriers, housing rehabilitation, and economic development activities.

Applicant Information

Table 7: Construction and Community Improvement Project Applicant Information

A. Organization:	
B. Address:	
C. Mailing Address:	
D. Legal property owner:	
E. Principal Contact:	
F. Phone Number:	
G. E-Mail:	
H. DUNS Number:	
I. Tax Id Number:	

J. Program Name:

K. Provide a brief project description:

L. Requested CDBG Allocation: \$

M. Indicate the applicable National Objective for this program:

- Benefit low- and moderate-income persons.
- Prevent or eliminate slums or blight.
- Meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Project Characteristics

A. Project Location:

B. Describe the neighborhood or area to be served (Please refer to CDBG Eligible Area Map on Page 10):

C. Estimate the number of new full-time jobs to be created.

_____ Total jobs created. _____ Full-Time _____ Part-Time
 _____ Jobs for low- and moderate-income persons (those currently earning below 80% of the area median family income).

D. Complete for all construction projects.

Table 8: Construction Information	
Assessor's Parcel Number:	
Square footage of proposed building:	
Square footage of addition to existing building:	
Length of improvement (street, water, or sewer):	
Service capacity of existing facility:	
Service capacity of improved facility:	
Age of Structure:	
Historic status:	

E. Does request require acquisition of property? If so, describe location and amount of funding needed:

F. Does request address residential rehabilitation? If so, identify the number of units to be completed:

G. Describe the proposed project and provide a scope of work. Include the problem to be addressed, and the population to be served, or the area to benefit. Describe the work to be performed, improvement schedule, and any other quantifiable objectives.

Estimated Project Budget

A. Provide the estimated project budget, based on the best information available. Consider the following factors: 1) the project should be completed within the program year, 2) if phased, provide the estimated costs and the priority of each phase, and 3) apply federal prevailing wage rates to construction projects over \$2,000.00. The applicable Davis-Bacon Wage Determinations can be found at <http://www.wdol.gov/dba.aspx>. State prevailing wages may apply depending on the funding sources.

Table 9: Proposed Budget – Construction Costs

Construction Costs	Proposed CDBG Allocation	Other Funding Sources¹
Design Costs (Architectural/Engineering)	\$	\$
Site Acquisition	\$	\$
Local Review Costs (i.e. Building Permit, Impact Fees, Other Fees)	\$	\$
Environmental Costs	\$	\$
Labor Compliance Costs	\$	\$
Construction Costs	\$	\$
Other	\$	\$
Subtotal²	\$	\$
Subtotal Percentage of Program Budget	%	%
TOTAL	\$	

1. "Other Sources" includes any additional source of funding.
2. Must equal the requested CDBG allocation.

Table 10: Proposed Budget – Non-Construction Costs

Non-Construction Costs	Proposed CDBG Allocation	Other Funding Sources¹
Personnel ²	\$	\$
Other cost components	\$	\$
Subtotal	\$	\$
Subtotal Percentage of Program Budget	%	%
TOTAL	\$	

1. "Other Sources" includes any additional source of funding.
2. City projects must provide additional personnel information including: name, title, salary, and percent of total salary (including fringe benefit).