

I. APPLICATION OVERVIEW

The County of San Diego, Department of Housing and Community Development (County HCD) is applying for a minimum of \$5 million to fund the Neighborhood Stabilization Program, Round 2 (NSP2). Allocation of NSP2 funds is provided under the American Reinvestment and Recovery Act of 2009 (Recovery Act), which appropriated additional funds for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties as authorized under Title III of Division B of the Housing and Economic Recovery Act of 2008 (HERA), as amended.

The primary objective of the CDBG Program is development of viable urban communities, by providing decent housing, a suitable living environment, and economic opportunity, principally for persons of low- and moderate-income. County HCD will strive to meet this objective in neighborhoods that are in decline due to negative effects of a high number and percentage of homes that have been foreclosed upon. The first goal is to arrest the decline in home values based on average sales price targeted neighborhoods. County HCD will strive to reduce and eliminate vacant and abandoned residential property in the County HCD targeted neighborhoods. Anticipated outcomes include increased residential sales in the County HCD targeted neighborhoods and increased median market values of real estate in the County HCD targeted neighborhoods.

County HCD NSP2 funds will provide benefit to persons whose income does not exceed 120 percent of the area median income (AMI). In addition, a minimum of 25 percent of the County HCD grant will be used for the purchase and redevelopment of abandoned or foreclosed upon homes or residential properties that will be used to house individuals or families whose incomes do not exceed 50 percent of the AMI.

The U.S. Department of Housing and Urban Development (HUD) wants to make American communities stronger and to build a safer nation. HUD has achieved success with the Officer Next Door (OND) program. HUD's OND program has helped make homeownership faster and more affordable for Law Enforcement Officers. County HCD proposes to provide first priority preference to Public Safety Officers within our NSP2 homeownership and rehabilitation program as described further in this application. County HCD proposes to use up to \$3,250,000 in NSP2 funds for a homeownership and rehabilitation assistance program.

In addition, County HCD proposes to use up to \$1,250,000 in NSP2 funds for nonprofit agencies and developers that want to buy and rehabilitate foreclosed homes. A maximum of \$500,000 will be used for general administration and planning activities.

On June 24, 2009, County HCD submitted the threshold need and capacity data to HUD's NSP2 Need Factor website. Need Factor Application ID #998582238 has been assigned to County HCD.

II. NARRATIVE STATEMENTS

FACTOR 1: NEED/EXTENT OF THE PROBLEM (40 POINTS)

a. Target Geography (10 points)

The County of San Diego, Department of Housing and Community Development (County HCD) is proposing to carry out the Neighborhood Stabilization Program 2 (NSP2) in the identified target geography as shown in Appendix 7 of this Application. These areas identified by census tract, scored 18 or greater for the average foreclosure needs index score, as indicated by the index.

Nature and Extent of Need for Neighborhood Stabilization: Local housing market, credit, and employment conditions have contributed to a decline of our targeted geography. Based on a recent review of the San Diego County Foreclosure Statistics posted on www.foreclosureforum.com, 4,260 San Diegans went into default on their mortgages in March 2009. This number is up approximately 29 percent from March 2008 (3,284) and up approximately 116% from March 2007 (1517).

Foreclosures have skyrocketed in San Diego County and are projected to continue to rise as more adjustable rate mortgages reset and an increasing number of households cannot afford their monthly mortgage payments. Increased foreclosure rates impact the overall housing market, property values, and credit worthiness of San Diego County residents.

The rising unemployment rate in San Diego County has directly contributed to the decline of the targeted geography. According to the U.S. Bureau of Statistics, the unemployment rate in San Diego County was 9.3% in March 2009. Many businesses struggling to make it through this tough economy have laid-off staff in order to cut costs and restructure. As a result, laid-off employees no longer have the income to afford monthly housing payments as well as monthly utilities and miscellaneous costs. Families are finding themselves with limited options. Many are forced to foreclose and abandon their homes, negatively impacting individual credit scores. As a result of the number of foreclosures, overall property values in the County have drastically declined.

b. Market Conditions and demand factors (30 points)

1. According to a media statement made by Borre Winckel, Chief Executive Officer at the San Diego County Building Industry Association, in May 2009 local

builders believe the local market has reached the bottom . Builders report more visitors to sales offices and expect to sell out virtually all standing inventory of completed single-family homes.

April 2009 Monthly Housing Statistics, from the San Diego Association of Realtors, show that sold listings increased slightly compared to those of March 2009, with both attached and detached sales up approximately nine percent. Year to date, sold listings are up an impressive 43 percent from 2008 for both attached and detached properties.

According to a recent article from the San Diego Union-Tribune, median home prices rose slightly from March 2009 (\$319,000) to April 2009 (\$325,000), or by approximately two percent. DataQuick also reported that the proportion of former foreclosures being sold dropped to 47.3 percent of all resales, compared with a record 55 percent in January. This is evidence of an improving housing market, however, there is a continued concern about a backlog of foreclosures. Banks did not begin moving on a majority of foreclosures until the recent end of an informal moratorium. Another significant statistic is the number of active listings, reported at 13,354 by the San Diego Association of Realtors in May, 2009. This number is down by approximately 500 homes from the same time in April and off 27.1 percent from prior year levels. If homes continue selling at the current rate, the inventory would be gone in about four months. An inventory of three to four months is considered indicative of a normal market, in which supply and demand are roughly in balance.

Many prospective home buyers are hesitant to buy homes at this time due to rapidly increasing foreclosures in their neighborhood. However, some are willing to buy, but do not have funds for down payment and closing costs. With low interest rates and the popularity of the \$8,000 tax credits available to first-time home buyers, more and more buyers are gaining the confidence to purchase their homes now. An additional \$10,000 State tax credit is available to buyers who purchase newly built homes.

Housing demand is beginning to increase and more absorption of abandoned and foreclosed properties is likely to occur within the next three years. If the County of San Diego is awarded NSP2 funds, additional foreclosed and abandoned properties could be absorbed into our target geography further improving the County's housing market.

2. The most critical factors causing abandonment and foreclosure in the target geography is the over-valuation of housing and loss of employment.

March 2009 statistics show that the unemployment rate went up to 9.3% in San Diego County alone. With unemployment rising, it has become difficult for individuals to find a replacement job that would help them keep their financial obligations current. Many property owners have run out of options or incentive to keep their homes knowing that the values of their homes have declined significantly. For others, modifying their home loans make sense, however only a limited number of homeowners would qualify for such programs.

Due to the over-valuation of housing in 2003-2004, many buyers took advantage of realizing their American dream of homeownership. Property values appreciated rapidly luring the buyers to purchase homes. Many buyers did not want to miss out on the opportunity of buying homes and gaining wealth through their homes' equity. In addition, existing homeowners decided to borrow equity from their homes and purchased other property with the expectation that they would be able to pay off one of the homes with the equity they expected to gain. During this time, many buyers were approved for precarious mortgages that were based on applications in which income or assets went unproven. These were the "no or low-doc loans" where lenders underwrote mortgages for borrowers based on their income and assets claimed without verifying the information. When hard times hit and the market changed, these borrowers had fewer resources to fall back on than the lenders anticipated and foreclosures soon followed.

3. Based on the San Diego County 2000 Census LMI Data, approximately 35% of the families residing in the targeted geography are at or below 80 percent of the area median income (AMI). The total population of the target geography is 240,560. Approximately 65% of the total population in the targeted geography has incomes higher than 80% AMI.

State and federal standards specify that a household experiences housing cost burden if it pays more than 30 percent of its gross income on housing. Housing cost burden typically is linked to income levels. The lower the income, the larger percentage of a household's income is allotted to housing costs.

As published on the San Diego Urban County and HOME Consortium 2005-2010 Consolidated Plan dated May 2005, the housing cost burden in the County is more prevalent among renter-households. A majority of the jurisdictions in the County had over 40 percent of renter-households with housing cost burden (Table 3-36). Housing cost burden among owner-households was less prevalent by comparison. Cost burden by low-income households tends to occur when housing costs increase faster than income. Rates of renter cost burden were high in the cities of Vista, Imperial Beach and Lemon Grove, where median household incomes were lower than the County median.

**Table 3-36
 Housing Cost Burden**

	Owners	Renters
Urban County		
Coronado	31.5%	39.3%
Del Mar	38.0%	33.6%
Imperial Beach	28.3%	41.3%
Lemon Grove	31.9%	45.6%
Poway	30.9%	42.6%
Solana Beach	27.6%	39.3%
Unincorporated	32.7%	37.2%
Total Urban County	32.3%	38.6%
HOME Consortium Cities		
Carlsbad	30.7%	40.7%
Encinitas	33.7%	41.3%
La Mesa	25.2%	42.2%
San Marcos	36.0%	42.7%
Santee	32.7%	36.8%
Vista	32.0%	46.2%
Total HOME Consortium Cities	31.6%	42.3%
San Diego County	31.8%	42.6%

- Another relevant economic factor contributing to local market conditions and neighborhood decline or the overall instability within the target geography is the belief that those who sold their homes through pre-foreclosures would be able to purchase homes again two years later. In addition, there is a belief that those homeowners who actually foreclosed on their homes will be able to buy again in seven years or more.

During the height of the market, buyers were able to buy homes with zero down payment. Some individuals and families are now willing to risk their credit worthiness since they did not put down any funds on the property to begin with. In addition, more and more homeowners are resistant to pay the high monthly payment associated with a home they bought for \$500,000 in 2005, but is currently worth \$285,000.

Another social factor is that some homeowners are driven by trends and the negative feedback surrounding them. When they start seeing “For Sale” signs in their neighborhood, they feel compelled to sell their property as well.

Finally, a government factor contributing to the local market condition is the lack of available resources for homeowners whose loans are not serviced by Fannie Mae or Freddie Mac. Although some homeowners are more than willing to modify their loans, assistance programs are not available to everyone.

5. An appropriate stabilization strategy for the County of San Diego would be funding NSP2 programs that target first-time homebuyers and affordable housing developers. San Diego County projects a high absorption rate in the future. Due to the large number of foreclosed and abandoned properties presently available, assistance is needed to help first-time homebuyers to afford available units. Assistance with down payment, closing costs, and rehabilitation would help individuals and families afford these foreclosed and abandoned properties.

Non-profit or for profit developers are also proposed to be targeted with NSP2 funds in order to acquire, and if necessary rehabilitate, abandoned or foreclosed properties that would be made available as affordable rental properties. Using a portion of the NSP2 funds for affordable rental housing would serve those individuals and families that might not have the income or resources to qualify for homeownership programs.

Homeownership programs and affordable rental housing development strategies will best stabilize the County's target geography due to the large number of foreclosed and abandoned properties presently available and a high absorption rate projected.

FACTOR 2. DEMONSTRATED CAPACITY OF THE APPLICANT AND
RELEVANT ORGANIZATIONAL STAFF (40 POINTS)

- a. Past Experience of the applicant. (30 points)

The County of San Diego, Department of Housing and Community Development (County HCD) currently operates a First-Time Homebuyer Program to assist low-income families in buying a home and a Home Repair Program that assists with the rehabilitation of owner-occupied housing.

Over the past 24 months, County HCD assisted 39 families to buy their first home. These families received two or three different loans (Down Payment and Closing Costs Assistance, California Home Investment Partnership, American Dream Down Payment Initiative). Each County HCD homeownership application is underwritten as follows: 1) the income eligibility of the family is determined by calculating and verifying the annual income, 2) the property is inspected to determine habitability, 3) the proposed property

location is verified for the eligible jurisdiction, 4) the primary loan terms are reviewed for appropriateness, and 5) front and back end debt ratios are recalculated to determine consistency with program rules. Once determined eligible, County HCD prepares the homeownership program loan documents and promissory note for execution and recordation.

In March 2009, County HCD was allocated funds from the Neighborhood Stabilization Program 1 (NSP1) grant. These funds are being utilized for homebuyer assistance, rehabilitation, and affordable housing development. To date, no eligible applications have been received. With HUD's recent change in the discount rate required for NSP1, County HCD anticipates new NSP1 applications and a jump start in NSP1 activity.

Over the past 24 months, County HCD assisted 27 homeowners with rehabilitation repairs to their owner-occupied homes. Each rehabilitation application is reviewed for: 1) the income eligibility of the family which is determined by calculating the annual income, 2) inspection of the property, 3) review of the requested repairs for eligibility, 4) review of the proposed quotes, and 5) re-inspection of completed repairs for close-out. County HCD loan and grant documents, if appropriate, are prepared, signed and recorded.

The County HCD's Open Notice of Funding Availability (NOFA) makes HOME, CDBG, and Redevelopment Housing Set Aside funds available to affordable housing providers on a competitive basis for the development of affordable housing. Proposed projects are reviewed for community support, project location, affordability, project readiness, ability to combine other funding sources, and the capability of the project sponsor to successfully implement the project.

Over the last 24 months, County HCD has carried out five activities that involve acquisition, rehabilitation and new construction. Three of these activities have been completed and occupied by low-income families. A listing showing NOFA projects carried out is available on the next page.

Program marketing

County HCD has made efforts to notify all San Diego County residents and developers about the availability of NSP1. Information was published in local newspapers in both English and Spanish versions. Media announcements were distributed county-wide by the County's Department of Media and Public Relations and information is also posted and updated on the County HCD website at www.sdhcd.org. County HCD also works with independent brokers, lenders and banks that help market NSP1 to the community. This year, County HCD provided presentations of the NSP1 program to San Diego

Realtors Association, REO Asset Management, Realtors Expo, NSP Expo, Homeownership Fair and East San Diego Association of Realtors.

County HCD released the NSP1 Notice of Funding Availability (NOFA) in March 2009. County HCD’s goal is to assist non-profit organizations or other affordable housing developers with the acquisition, rehabilitation, and development of eligible foreclosed or abandoned properties in the County HCD target areas to provide permanent affordable rental housing for San Diego County’s low-income individuals or families with incomes at or below 50 percent of the area median income. Qualified nonprofit and private developers, who can demonstrate their ability to develop, acquire, rehabilitate, and operate affordable housing are encouraged to submit proposals no later than August 7, 2009.

Properties acquired with NSP1 developer NOFA funds will have a mandatory 15 year affordability period and all units in the project must be restricted for occupancy by individuals or families at or below 50 percent of the AMI.

The NSP1 NOFA, including the information on NSP1 Homeownership Assistance Program, is posted on the County HCD website at www.sdhcd.org.

The following table includes the NOFA projects that HCD has carried out over the past 24 months:

Project Name	Project Type	Date of Loan Document Execution	Certificate Of Occupancy	# of Units	Comments
Silversage Apartment	Acquisition/Construction	4/27/2009	N/A	80	Under construction
Springbrook Grove Apts.	Acquisition/Construction	6/9/2008	N/A	44	Under construction
Spring Villas Apartments	Acquisition/Rehabilitation	6/22/2006	N/A	36	Rehab completed on 9/20/2007
Becky's House 2	Construction	2/10/2006	10/12/2007	14	
Solara Apartments	Acquisition	2/14/2006	3/29/2007	56	
Total				330	

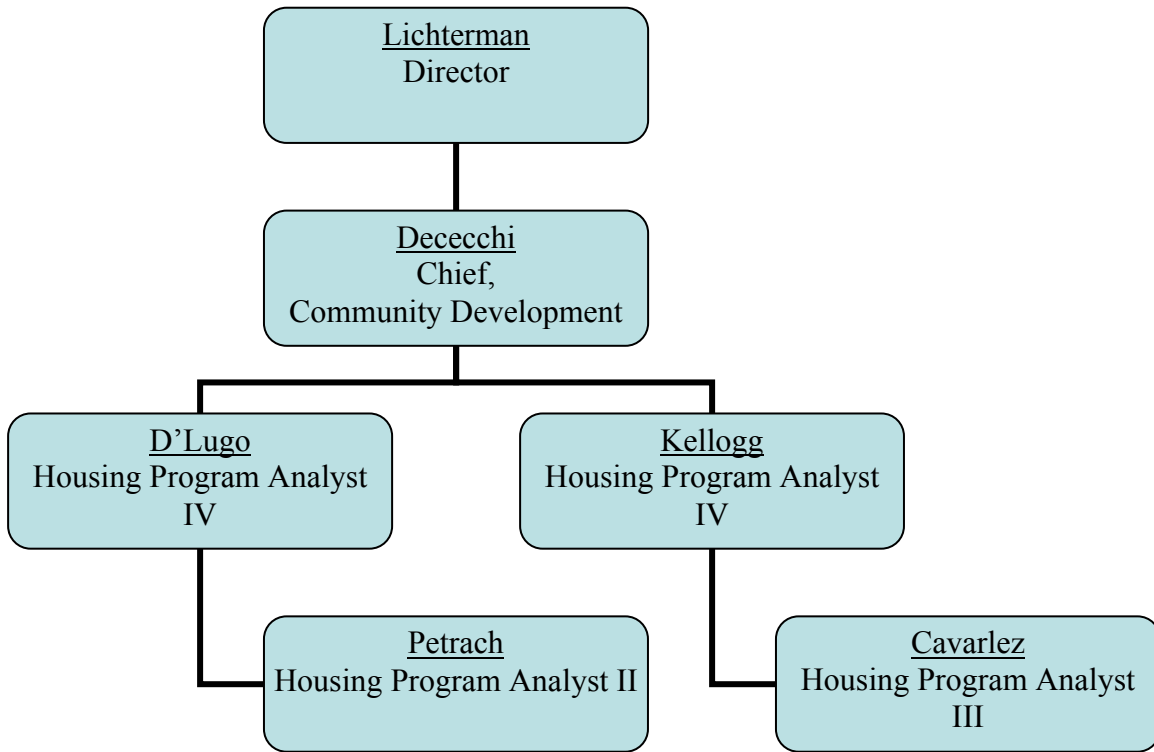
As an outreach effort, notification of the NOFA is sent to a listing of individuals, community organizations, non-profit and other affordable housing developers. This group of individuals and organizations has current and/or prior working relationships with County HCD and is familiar with the NOFA process. Media used to notify these interested groups include the internet, correspondence and emails.

For our home ownership programs, County HCD works productively with the following organizations:

1. Credit Counseling Bureau, Inc. (CCB) – provides debt consolidation, debt management, debt relief, credit education, and credit counseling to people who are in debt and want to be debt free. County HCD contracted with CCB, a HUD-approved program, to provide first-time-home buyers credit counseling, home buying counseling and financial management education in order to maintain their homes and avoid foreclosure.
2. AHA Housing – handles the Mortgage Credit Certificate Program (MCC), which is a prerequisite for the home buyers when applying for County HCD's DCCA loans. AHA offers housing counseling, fair housing or related housing services. MCC is a special IRS tax credit issued to first-time home buyers by County HCD that immediately increases take-home pay, in order to help qualify for the loan. The MCC keeps the new home affordable by saving buyers several thousands of dollars in federal taxes every year.
3. Housing Opportunities Collaborative – HUD sponsored organization whose goal is to help families avoid foreclosure by providing counseling services. County HCD provides presentations about the NSP1 program to participants in their events.

b. Management structure (10 points)

1. The County HCD Organizational Chart that identifies all key management positions and the names and positions of staff proposed to manage NSP2 is shown on the next page.



Specific Roles and Responsibilities

Catherine Trout Lichterman – Director of County HCD. Ms. Lichterman is responsible for the administration and oversight of all programs in the entire department. She is the legal authority to carry out the programs for which County HCD is seeking funding.

Mike Dececchi – Chief of Community Development (CD). Mr. Dececchi heads the CD Division, whose staff will be directly involved in the daily activities of NSP2 program including but not limited to submittal of grant application to HUD and program administration.

Tom D'Lugo – Housing Program Analyst IV. Mr. D'Lugo provides program oversight and supervision of the employee who is directly involved in the daily NSP2 grant activities. He will also be responsible for posting the NOFA information on the County HCD website and will assist in reviewing and approving the NSP2 NOFA applications received.

Bonnie Petrach – Housing Program Analyst II. Ms. Petrach will be responsible for review of applications received including review of the applicants' eligibility. She will provide the property guidelines and loan terms to prospective buyers. Ms. Petrach is the contact person for home buyers and lenders who are interested in the NSP2 homeownership program.

Lorene Kellogg – Housing Program Analyst IV. Ms. Kellogg is a technical resource in the preparation and review of the NSP2 application. In addition, she is responsible for the implementation and promotion of the NSP2.

Maria Cavarlez – Housing Program Analyst III. Ms. Cavarlez will assist in the preparation of the NSP2 NOFA and development of the program.

2. References. County HCD has recently undertaken the following projects similar to the programs proposed for NSP2 funding:

- (1) Solara Apartments
Sochiata Vutthy, Project Manager
Community HousingWorks
4305 University Avenue, Suite 550
San Diego, CA 92105
Phone: 619-282-6647 ext. 5712
Email: svutthy@chworks.org

- (2) Spring Villas Apartments
David Lund, Development Project Manager
Wasatch Advantage Group, LLC
26522 La Alameda, Suite 260
Mission Viejo, CA 92691
Office: 949-367-1393
Cell: 949-400-0381
Fax: 949-367-0244
Email: dlund@netwasatch.com

FACTOR 3: SOUNDNESS OF APPROACH (45 POINTS)

a. Proposed Activities (15 points)

County HCD is proposing to undertake the following activities using NSP2 funds:

Activity 1 – NSP2 Downpayment and Closing Cost Assistance and Rehabilitation Program

Activity 2 – NSP2 Affordable Housing Acquisition, Rehabilitation and Development Program

Activity 3 – NSP2 Administration

Activity 1 – NSP2 Downpayment/Closing Cost Assistance and Rehabilitation Program (DCCAR)

This NSP2 activity proposes to provide funds for the purchase of abandoned or foreclosed homes in the County's targeted geography areas for low-, moderate-, or middle-income households, as referenced in the Area Median Income (AMI) chart below. These funds will help County HCD expand its existing efforts with NSP1 funds recently granted to the County of San Diego. The NSP2 down payment/closing cost assistance and rehabilitation program is a CDBG eligible activity as outlined in both 24 CFR 570.202 and 24 CFR 570.201 (n) for direct homeownership assistance.

National Objective: This NSP2 activity is proposed to benefit low-, moderate- and middle-income persons as defined in the NSP2 Notice, or those with incomes at or below 120% of the AMI.

% AMI	Family Size	Maximum Annual Income
<u>50%</u>	1	\$28,900
	2	\$33,050
	3	\$37,150
	4	\$41,300
	5	\$44,600
	6	\$47,900
	7	\$51,200
	8	\$54,500
<u>80%</u>	1	\$46,250
	2	\$52,900
	3	\$59,500
	4	\$66,100
	5	\$71,400
	6	\$76,700
	7	\$81,950
	8	\$87,250
<u>120%</u>	1	\$62,950
	2	\$71,900
	3	\$80,900
	4	\$89,900
	5	\$97,100
	6	\$104,300
	7	\$111,500
	8	\$118,650

Activity Description: The NSP2 funds will be targeted to the areas of greatest need as identified in Appendix 7 of this Application. Assistance will be given to eligible homebuyers purchasing eligible single family foreclosed or abandoned residences within the targeted areas. The NSP2 DCCAR assistance program will benefit income-qualified persons by allowing them to purchase homes that they may not otherwise qualify to purchase and to provide rehabilitation funds for conservation and energy savings improvements to these homes. Recipients of the NSP2 funds will be required to receive and complete at least 8 hours of homebuyer counseling from a HUD-approved housing counseling agency before obtaining a mortgage loan.

The DCCAR program is designed to provide priority preference to Public Safety Officers. As defined by the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796b(9)(A)), a Public Safety Officer is an individual serving a public agency in

an official capacity, with or without compensation, as a law enforcement officer, as a firefighter, as a chaplain, or as a member of a rescue squad or ambulance crew. Public safety involves the prevention of and protection from events that could endanger the safety of the general public from significant danger, injury/harm, or damage, such as crimes or disasters (natural or man-made).

The NSP2 DCCAR loans would be forgivable after 15 years, provided eligible homebuyers continue to occupy the homes as their primary residences, do not refinance for “cash out” purposes, and comply with all loan requirements. If a DCCAR property is sold prior to the expiration of the affordability period of 15 years, at a minimum, the NSP2 funds must be repaid, or, if greater, an amount equal to the current fair market value of the property less the value attributable to the non-NSP2 portion of the acquisition and improvements to the property must be repaid, unless the home is sold to another low-, moderate- or middle-income (LMMI) household. Rehabilitation funds will be targeted to improvements that enhance conservation and energy efficiency.

Location Description: The targeted geography for use of NSP2 DCCAR funds has been identified by census tract and sorted by the U. S. Census names of the places in Appendix 7 of this Application.

Performance Measures: It is estimated that a minimum of 75 units of housing will be acquired and/or rehabilitated through this DCCAR activity. Assistance will be made available to households at or below 120% AMI.

Total NSP2 Budget: Minimum of \$3,250,000

Responsible Organization:

County of San Diego
Department of Housing and Community Development
3989 Ruffin Road
San Diego, CA 92123

Contact: Michael Dececchi, Chief, Community Development Division
Tel.: (858) 694-4802

Specific Activity Requirements:

Discount Rate: In order for the acquisition of a property to be eligible for NSP2 funds, the grantee will obtain documentation of carrying cost information for each individual property to justify a minimum discount of 1% for each individual property.

Range of Interest: This NSP2 DCCAR activity will not require the payment of interest on the NSP2 funds. For non-NSP2 primary financing, the allowable interest rate must be in conformance with non-subprime loans for homeowner occupied single family residences and all loan terms must be approved by the grantee, County HCD. The approved primary lenders must certify compliance with safe lending practices.

Duration or Term of Assistance: The tenure of beneficiaries for homeownership and rehabilitation assistance will be at least 15 years, as the DCCAR loan documents will require that LMMI homebuyers reside in the NSP2 assisted residences for a minimum of 15 years. If the eligible LMMI homebuyers fail to reside in their residences for at least 15 years, refinance their residences prior to the end of the 15-year period, or sell their residences to non-LMMI homebuyers, at a minimum, the NSP2 funds must be repaid, or, if greater, an amount equal to the current fair market value of the property less the value attributable to the non-NSP2 portion of the acquisition and improvements to the property must be repaid. This proposed design for the DCCAR activity will ensure continued affordability, as the residence must be occupied by an eligible LMMI homeowner for at least 15 years.

Activity 2 – NSP2 Affordable Housing Acquisition, Rehabilitation and Development Program (NSP2 NOFA)

This NSP2 NOFA activity proposes to fund the purchase, rehabilitation, and redevelopment of homes and residential properties as outlined under (B) of the chart located on page 58338 and (E) of the chart located on page 58338 of the October 6, 2008 NSP1 Federal Register. The CDBG eligible activities are outlined in 24 CFR 570.206 for an activity delivery cost, and 24 CFR 570.201 (a), 570.202, 570.201 (c) and 570.201 (d).

National Objective: The National Objective for this NSP2 NOFA activity is to provide housing for households at or below 120% of the area median income. A minimum of 25% of this activity will be used for the purchase and redevelopment of abandoned or foreclosed upon homes or residential properties that will be used to house individuals or families whose incomes do not exceed 50 percent of AMI.

Activity Description: This NSP2 NOFA activity will provide NSP2 funds to eligible non-profit agencies and developers to acquire, develop, and rehabilitate eligible foreclosed properties in the target geography areas to provide long-term affordable housing for eligible individuals and families with priority for projects that benefit households with incomes at or below 50% of the AMI. It is expected that a portion of the NSP2 funds will be set aside for this NSP2 NOFA activity, depending on the success of the NSP2 DCCAR Program. At a minimum, 25% of the NSP2 grant will be used for

NSP2 NOFA activities that house individuals or families whose incomes do not exceed 50 percent of AMI.

All properties acquired under this NSP2 NOFA activity will have restrictive covenants for a mandatory 15 year affordability period for the agreed upon project affordability levels. The funds will be issued as loans, but the loans will be forgiven after 15 years, providing all loan and program terms are complied with. The types of housing that will be provided through this activity are LMMI permanent rental housing. This activity may target or prioritize funding for permanent housing for special needs populations, such as persons with disabilities or the elderly.

The eligible NSP2 NOFA housing must be eligible properties acquired within the target areas identified under Appendix 7 of this Application. The NSP2 assistance will benefit income-qualified persons by providing affordable housing for LMMI individuals and families, and may provide permanent housing for persons with special needs.

Location Description: The targeted geography locations have been identified by census tract and sorted by the U.S. Census names of the places in Appendix 7 of this Application.

Performance Measures: It is estimated that these funds may provide approximately 25 units of housing for individuals or families with incomes at or below 50% of the AMI, provided the NSP2 DCCAR Program activity is unable to meet the 25% minimum requirement for funding low-income individuals and families. It is anticipated that the majority of the 25 assisted individuals or families will have incomes at or below 50% of the area median income.

Total NSP2 Budget: Up to \$1,250,000

Responsible Organization:

County of San Diego
Department of Housing and Community Development
3989 Ruffin Road
San Diego, CA 92123

Contact: Michael Dececchi, Chief, Community Development Division
Tel.: (858) 694-4802

This activity will be implemented as a second priority activity should the NSP2 DCCAR not meet expenditure and income targeting goals. The designated developers or non-profit organizations have not yet been identified. These organizations must successfully

compete for NSP2 funds through a NOFA or Request for Proposals process to acquire, develop or rehabilitate foreclosed properties to provide housing for low-income individuals and households with special needs populations.

Specific Activity Requirements:

Discount Rate: In order for the acquisition of a property to be eligible for NSP2 funds, the grantee will review carrying cost information for each individual acquired property and if warranted, require a lender discount for a minimum of 1% for each individual property. The carrying cost information will be documented in the grantee files.

Range of Interest: This NSP2 NOFA activity will not require the payment of interest on the NSP2 funds. The NSP2 funds will be provided as a loan that is forgivable after 15 years, providing all NSP2 loan terms are met.

Duration or Term of Assistance: The tenure of beneficiaries for affordable housing acquisition, rehabilitation, and development will be for at least 15 years. The design of the activity will ensure continued affordability, as the properties acquired with NSP2 NOFA funds will hold restrictive covenants for minimum 15-year affordability for low-, moderate-, or middle-income individuals or families as specified in the project loan documents.

Activity 3 – NSP2 Administration

NSP2 administration is eligible under the NSP2 NOFA. An amount of up to 10 percent of the NSP2 grant provided to County HCD and up to 10 percent of program income earned will be used for general administration and planning activities as those are defined at 24 CFR 570.205 and 206.

National Objective: Not required for NSP2 administration.

Activity Description: NSP2 grant administration includes, but is not limited to, the following administration activities:

- Compliance monitoring (NSP2 requirements, Labor Standards, Section 3, procurement, conflict of interest, Buy American compliance, EEO, URA, affirmative marketing, etc.)
- Environmental review for compliance with the National Environmental Policies Act (NEPA)
- Contracting
- Procurement (including issuing appropriate Requests for Proposals, Notices of Funding Availability, etc.)
- Financial data collection, reporting, and tracking
- Producing necessary reports, including quarterly reports

- Data entry and reporting through DRGR
- Providing technical assistance to activity sponsors
- Ensuring public participation

Performance Measures: Up to 10% of NSP2 funding will be used for general administration.

Total NSP2 Budget: NSP2 allows up to 10% of the grant allocation, or \$500,000, for administration and up to 10% of program income to be used for grant administration.

Responsible Organization:

County of San Diego
Department of Housing and Community Development
3989 Ruffin Road
San Diego, CA 92123

Contact: Michael Dececchi, Chief, Community Development Division
Tel.: (858) 694-4802

b. Project completion schedule. (5 points)

The project completion schedules for all three NSP2 activities are:

Projected Start Date: October 1, 2009 – estimate based on projected award date.

Projected End Date: September 30, 2011 – estimate based on projected award date.

County HCD, as an NSP2 recipient, will expend 50 percent of its allocated NSP2 funds within two years and all of the allocated NSP2 funds within three years of HUD's signature of the NSP2 grant agreement. In order to ensure that County HCD meets the projected completion schedule, progress will be monitored on a monthly basis. Regular reporting of the NSP2 grant in the Disaster Recovery Grant Reporting (DRGR) system will occur as required to avoid the risk of recapture of its grant funds. HUD will use these reports to exercise oversight for compliance with the requirements of the program and for prevention of fraud, waste, and abuse of funds. This report will also be posted on the County HCD website (www.sdhcd.org) for public viewing upon submittal to HUD.

In addition, County HCD will submit quarterly performance reports, as HUD prescribes, no later than 10 days following the end of each quarter, beginning 10 days after the completion of the first full calendar quarter after grant award. Each County HCD

quarterly report will include information about the uses of funds, including, but not limited to, the project name, activity, location, national objective, funds budgeted and expended, the funding source and total amount of any non-NSP funds, numbers of properties and housing units, beginning and ending dates of activities, and numbers of low- and moderate-income persons or households benefiting.

c. Income targeting for 120 percent and 50 percent of median (5 points)

County HCD will make every effort to utilize all NSP2 funds that would provide benefit to persons whose income is at or below 120 percent of the AMI. In addition, 25 percent of the grant will be used to purchase and redevelop abandoned or foreclosed upon homes or residential properties that will be used to house individuals or families whose income is at or below 50 percent of the AMI. The proposed County HCD DCCAR and NSP2 NOFA programs will comply with the income targeting requirements, as DCCAR recipients will only be deemed eligible for assistance once determined to be at or below 120% AMI. A minimum of 25% of the County HCD NSP2 grant will benefit recipients at or below 50% AMI who will receive assistance under either the DCCAR or NSP2 NOFA.

d. Continued affordability (5 points)

Downpayment/Closing Cost Assistance and Rehabilitation Program

County HCD will require that all single family home purchases funded through the NSP2 DCCAR Program be occupied by the eligible Low-, Moderate- & Middle-Income household (LMMH) homebuyers for a period of at least 15 years. If a property purchased with NSP2 assistance is not continually occupied by the borrower as his/her primary residence during the 15 years, at a minimum, the NSP2 funds must be repaid, or, if greater, an amount equal to the current fair market value of the property less the value attributable to the non-NSP2 portion of the acquisition and improvements to the property must be repaid, per a requirement that will be established in the loan documents. In addition, if the home is refinanced during the 15 year period, at a minimum, the NSP2 funds must be repaid, or, if greater, an amount equal to the current fair market value of the property less the value attributable to the non-NSP2 portion of the acquisition and improvements to the property must be repaid, per a requirement that will be established in the loan documents. However, the borrower may refinance to a lower interest rate on the primary loan without requiring repayment as long as equity is not removed at the time of refinancing and lien position remains the same.

Rental Acquisition, Development, and Rehabilitation Program

Housing acquired, developed, or rehabilitated with NSP2 funds for the purpose of providing permanent housing for LMMH individuals or families must be maintained as affordable housing for a period of 15 years and, in the case of rental properties, restrictive

covenants will be placed on the title of the properties, which will hold a superior position to all liens and encumbrances.

e. Consultation, outreach, communications (5 points)

The County HCD NSP2 program design, progress, opportunities and results of the NSP2 programs will be made available on the County HCD website at www.sdhcd.org. The Board of Supervisors will be consulted during program implementation of this program, as appropriate.

County HCD will expand efforts to disseminate the NSP2 information to all interested parties including but not limited to owner workshops, CDBG annual meetings with subrecipients, and through local newspapers or the media.

County HCD will respond within 15 working days to public comments and/or complaints about NSP2 funded programs.

f. Performance and monitoring (10 points)

In accordance with HUD requirements, County HCD's NSP2 programs will be continually examined for any potential risk areas associated with the operations and management of the program.

Since low-, moderate- and middle-income families are eligible for assistance in the NSP2 activities, County HCD will track the expenditure of NSP2 funds in order to ensure that a minimum of 25% of the NSP2 funds were expended for the benefit of families at or below 50% AMI. In order to track this information, County HCD, and/or its subrecipients, will maintain records of assisted households with incomes at or below 50% of the AMI and the cumulative amount of NSP2 funds disbursed to benefit these households. This disbursement may be in the form of down payment assistance, closing cost assistance and/or rehabilitation assistance for individual homebuyers, or it may be in the form of assistance for the acquisition and/or rehabilitation of multi-family housing for low- and/or very low-income residents.

County HCD will also track the NSP2 funds expended for families earning at or below 120% of the AMI for overall NSP2 income targeting compliance.

Participants of the NSP2 programs will be asked to provide a quarterly and/or annual report of their loan standing and verification of their owner occupancy in order to foresee any potential issue of pre-foreclosure or foreclosure.

Project managers and/or the County HCD Contract Monitoring Unit may have to conduct occasional visits to the property to verify the condition of the property and owner occupancy.

County HCD will closely monitor expenditures of the NSP2 programs in order to ensure that 50 percent of the award is expended within two years and 100 percent within three years.

As required by HUD, County HCD will report its NSP2 funds to HUD using the online DRGR system for HUD's monitoring of any anomalies or performance problems that suggest fraud, waste, and abuse of funds; to reconcile budgets, obligations, fund draws and expenditures; to calculate applicable administrative and public service limitations and the overall percent of benefit to LMMI persons; and, as a basis for risk analysis in determining a monitoring plan.

The assigned NSP2 project manager(s) will be responsible for the internal audit of NSP2. Fiscal staff will assist in verifying the expenditure data. The Chief of the Community Development Division will oversee compliance of all NSP2 requirements, including internal audits.

FACTOR 4: LEVERAGING, INTEGRATION, REMOVAL OF NEGATIVE EFFECTS
(10 POINTS)

- a. HCD has no evidence of firm commitments of non-NSP, non-CDBG, and non-federal resources as leveraging investments for NSP2.
- b. HCD does not intend to demolish vacant properties.

FACTOR 5: ENERGY EFFICIENCY IMPROVEMENT AND SUSTAINABLE
DEVELOPMENT FACTORS (10 POINTS)

County HCD will strongly recommend that the proposed projects incorporate the NSP2 Recommended Energy Efficient and Environmentally-Friendly Green Elements that will be made available at the County HCD website at www.sdhcd.org.

- a. Transit accessibility (4 Points)

County HCD will encourage submittal of proposals for properties that are located within one-quarter mile of at least two, or one-half mile of at least four community and retail facilities.

The following table lists the number of public transit stops accessible within each census tract:

Census Tract	Place Name	Number of Public Transit Stops
2703	Lemon Grove	20
3003	Lemon Grove	25
3107	La Presa	28
3208	Bonita	131
3209	Bonita	58
3214	La Presa	52
13410	Bonita	30
13411	Bonita	0
13605	Casa de Oro-Mount Helix	20
13606	Casa de Oro-Mount Helix	21
13903	La Presa	28
13905	La Presa	24
13909	La Presa	28
14002	Lemon Grove	23
14102	Lemon Grove	0
14200	Lemon Grove	22
15405	Rancho San Diego	19
15601	Granite Hills	18
16501	Bostonia	18
16701	Bostonia	14
16702	Lakeside	13
16804	Lakeside	13
16807	Winter Gardens	14
16809	Lakeside	15
16901	Eucaliptus Hills	12
17007	Poway	10

17029	Fairbanks Ranch	10
17030	Lake Hodges	8
17032	Bernardo Heights	9
17041	Poway	11
17042	Poway	11
17044	Poway	13
17105	Rancho Santa Fe	7
17106	Rancho Santa Fe	8
17304	Solana Beach	10
18611	Morro Hills	2
18700	Camp Pendleton	1
18802	Fallbrook	2
18803	Bonsall	2
19001	Fallbrook	0
19101	Rainbow	1
19103	Valley Center	2
19105	Valley Center	3
19106	Valley Center	2
19207	Gopher Canyon	2
19303	Guajome	3
19702	Vista/San Marcos	4
19807	West San Marcos	4
20010	Lake San Marcos	6
20013	Lake San Marcos	7
20019	Lake San Marcos	6
20020	Twin Oaks	5
20103	Valley Center	4
20304	West Escondido	4
20306	San Elijo	6
20307	Harmony Grove	7
20705	San Pasqual	6
20706	San Pasqual	7
20709	San Pasqual	6

20808	Ramona	7
20809	Ramona	7
21000	Borrego Springs	2
21100	Lake Morena/Boulevard	14
21203	Alpine/Jamul	13
21303	Jamul	11

b. Green building standards (3 Points)

Proposals involving new construction will be required to comply with the NSP2 rehabilitation standards. New Construction and gut rehabilitation standards will be required to exceed the Energy Star for New Homes standard.

Proposals involving construction of new housing are expected to increase energy efficiency to increase the long-term affordability of the units. Examples of energy efficient products include, but are not limited to, solar photovoltaic panels; dual glazed, low-e windows; water efficient appliances; Energy Star rated appliances; durable and heat absorbing building materials, solar-reflective paving, Energy Star-compliant and high-emissive roofing, solar assisted water system; or water efficient landscape and irrigation.

Proposals for construction and rehabilitation are expected to use energy efficient materials that are durable, resource efficient, and heat-absorbing. Solar-reflective paving, local source materials, and green roofing will be encouraged.

It is also recommended that homeowners and renters be provided with a Green Maintenance Guide that explains the intent, benefits, use and maintenance of Green building features, and encourages additional Green activities such as recycling, green gardening and use of healthy cleaning materials.

c. Re-use of cleared sites (1 Point)

County HCD does not intend to demolish any sites that will be used as a community resource or to provide an environmental function.

d. Deconstruction (1 Point)

If and when County HCD decides to demolish any sites, our agency will use deconstruction techniques for NSP2 activities. Deconstruction includes salvaging and re-using materials resulting from demolition activities.

e. Sustainable Development Practices (1 Point)

For any new constructions or rehabilitation, County HCD will promote and incorporate energy efficient and environmentally-friendly Green elements into the project design. Subrecipients may be required to install energy efficient products including but not limited to, solar photovoltaic panels; dual glazed, low-e windows; water efficient appliances; Energy Star rated appliances; durable and heat absorbing building materials, solar-reflective paving, Energy Star-compliant and high-emissive roofing, solar assisted water system; or water efficient landscape and irrigation systems.

County HCD strongly supports Public Safety Officers and wants to help them realize their American dream of homeownership in the jurisdiction or neighborhood where they work. This smart growth effort is considered a sustainable and environmentally friendly practice.

FACTOR 6: NEIGHBORHOOD TRANSFORMATION AND ECONOMIC OPPORTUNITY (5 POINTS)

1. County HCD certifies that the proposed NSP2 activities are consistent with the established Regional Comprehensive Plan (RCP) that was adopted in 2004. Based on smart growth principles, the RCP provides a blueprint for managing our region's growth, while preserving natural resources and limiting urban sprawl. The RCP serves as the long-term planning framework for the San Diego region. It provides a broad context in which local and regional decisions can be made that move the region toward a sustainable future, a future with more choices and opportunities for all residents of the region. The goal of the RCP is to ensure a high quality of life for ourselves and our future generations, to work toward a society that has resolved its housing shortage, transportation problems, and energy issues, and provides healthy, desirable environments for people and nature. The RCP is available for review by visiting www.sandag.org under the category of Land Use and Regional Growth.

County HCD also certifies that the Floodplain Management Plan (FMP) established for the County of San Diego is consistent with NSP2 activities. The FMP assesses the flooding hazards within the unincorporated areas of the County.

It summarizes current County programs, describes potential mitigation strategies, and presents a plan for future action. It was prepared with input from County residents, responsible officials, and consultants, and with the support of the State of California Office of Emergency Services and Security and the Federal Emergency Management Agency. A copy of the FMP is available at www.co.san-diego.ca.us/dpw/flood.html.

2. The County of San Diego and San Diego Association of Governments (SANDAG) share a common goal of efficiently providing public services that build a strong and sustainable community.

County HCD's housing programs and the proposed NSP2 activities relate to and will increase the effectiveness of the Regional Comprehensive Plan, as all County HCD housing programs support the following three County Strategic Initiatives:

1. Improving opportunities for children and families
2. Managing the region's natural resources to protect quality of life and support economic development
3. Promoting safe and livable communities.

III. FORMS:

SF-424

OMB Number: 4040-0094
 Expiration Date: 01/31/2009

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		*2. Type of Application * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: COUNTY OF SAN DIEGO		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 95-6000934		*c. Organizational DUNS: 00-9581646
d. Address:		
*Street 1: 3999 RUFFIN ROAD		
Street 2: _____		
*City: SAN DIEGO		
County: SAN DIEGO		
*State: CALIFORNIA		
Province: _____		
*Country: UNITED STATES OF AMERICA		
*Zip / Postal Code 92123-1815		
e. Organizational Unit:		
Department Name: HOUSING AND COMMUNITY DEVELOPMENT		Division Name: COMMUNITY DEVELOPMENT
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: MR.	*First Name: MICHAEL	
Middle Name: A.		
*Last Name: DECECCHI		
Suffix: _____		
Title: CHIEF		
Organizational Affiliation:		
*Telephone Number: 858-694-4802		Fax Number: 858-514-6583
*Email: mike.dececchi@sdcounty.ca.gov		

--

OMB Number: 4040-0004
 Expiration Date: 01/31/2009

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: 49, 50, 51, 52, and 53	*b. Program/Project: 49, 50, 51, 52 & 53	
17. Proposed Project:		
*a. Start Date: OCTOBER 1, 2009	*b. End Date: SEPTEMBER 30, 2011	
18. Estimated Funding (\$):		
*a. Federal	5,000,000	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	5,000,000	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: MS.	*First Name: CATHERINE	
Middle Name: TROUT		
*Last Name: LICHTERMAN		
Suffix: _____		
*Title: DIRECTOR		
*Telephone Number: 858-694-8750	Fax Number: 858-694-4871	
* Email: catherine.lichterman@sdcounty.ca.gov		
*Signature of Authorized Representative:		*Date Signed:

HUD 2880

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 8/31/2009)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):
 County of San Diego, Housing and Community Development
 3989 Ruffin Road, San Diego CA 92123-1815 Phone 858-694-4802

2. Social Security Number or Employer ID Number:
 956-00-0934

3. HUD Program Name
 Neighborhood Stabilization Program, Round 2

4. Amount of HUD Assistance Requested/Received
 \$5,000,000.00

5. State the name and location (street address, City and State) of the project or activity:
 County of SD, HCD NSP2 - 3989 Ruffin Road, San Diego, California

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
 Yes No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
 Yes No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: _____ Date: (mm/dd/yyyy) _____

X

County of San Diego, Department of Housing and Community Development
Narrative Statements – Neighborhood Stabilization Program 2
Application ID# 998582238
July 10, 2009
Page 30

IV. APPENDICES

APPENDIX 1

**The County Code of Conduct (attached) is also located at:
<http://cww.co.san-diego.ca.us/dhr/EmpHdbk/2006%20Employee%20Handbook.pdf>**



County of San Diego
Employee Handbook





SAN DIEGO COUNTY
Board of Supervisors



Greg Cox
District 1



Dianne Jacob
District 2



Pam Slater-Price
District 3



Ron Roberts
District 4



Bill Horn
District 5

Supervisory Districts

District 1	(619) 531-5511
District 2	(619) 531-5522
District 3	(619) 531-5533
District 4	(619) 531-5544
District 5	(619) 531-5555

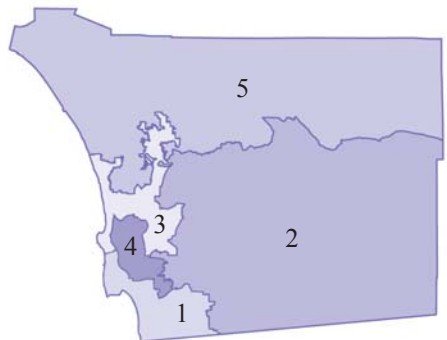


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The County of San Diego Employee Handbook provides County employees with general information about their current employment with the County. The information in this booklet is descriptive and summarized and is not intended to be a substitute for County Civil Service Rules and policies, or to replace or modify existing labor contracts or benefit plan documents, or to be construed as a contract.

Every effort has been made to ensure that the information is correct. If any difference exists between the information in the Employee Handbook and the documents stated above, the rules, labor contracts, policies and benefit plan documents will prevail.

Certificate of Receipt

County of San Diego Employee Handbook 12/06 Edition



This form must be completed by each employee upon receipt of a County of San Diego Employee Handbook and returned to the employees' Departmental Personnel Officer.

Please Print:

This will acknowledge that I, _____
received the County of San Diego Employee Handbook
(12/06 Edition) and specified policies on _____

I understand it is my responsibility to read the specified policies and information in the handbook. I further understand that any questions regarding the handbook and specified policies may be addressed to my Departmental Personnel Officer.

Signature: _____

Date: _____

Department: _____

Letter from Walter F. Ekard, Chief Administrative Officer



Welcome to the County of San Diego! This handbook will provide you with general yet practical information about your County employment and benefits. We want you to have this information because we firmly believe that County employees are our organization's greatest assets. Also, we want you to have the tools, resources and information you need to reach your full potential and make your own contributions to the citizens and government of San Diego County.

As you assume your new position, you will quickly see that the County of San Diego is a results-oriented organization that takes pride in delivering quality public services to our customers as efficiently and effectively as possible. To accomplish this, we use a document called the General Management System (GMS) which outlines the business processes we follow to formulate plans, allocate resources, operate programs, communicate and reward excellence and achievement. You will hear more about the GMS and how to use it in the New Employee Orientation as well as from your supervisor and department managers. However, if you would like to read more about the GMS and how the County uses it, you will find additional material on my office's webpage at www.sdcounty.ca.gov/cao/.

The County's motto is "The Noblest Motive is the Public Good" and, in my tenure with the County, I have often seen the generosity, dedication and commitment to public service that County employees possess. I hope that you will be as proud to be a part of this team as I am and I wish you all the best as you begin this new chapter in your career.

Sincerely,

A handwritten signature in black ink that reads "Walter Ekard". The signature is written in a cursive, flowing style.

WALTER F. EKARD
Chief Administrative Officer

At the County of San Diego, We Value:

Employees who.....

- act ethically and are committed to communicating honestly
- think well of one another
- have a positive attitude
- have the ability to solve problems, provide superior customer service and deal with change

Supervisors, Managers and Executives who.....

- model and promote an understanding of our values
- recognize, support and reward the success of others
- do not tolerate poor performance
- strive for continuous improvement
- provide quality results

A work environment that.....

- supports and values diversity
- is dedicated to teamwork
- responds to a changing external environment
- provides equal employment opportunity for all
- is free of any form of discrimination and/or harassment

About the County of San Diego

San Diego County is California's oldest county. It is home to 3 million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,300 square miles with 70 miles of Pacific Ocean beach, two bays, several mountain ranges and a desert. The County spans 65 miles from north to south and 86 miles from east to west and is home to a wide variety of tourist attractions, cultural organizations and museums. The County of San Diego is a political subdivision of the State. It has all the powers specifically stated and implied in general law in the Charter of the County of San Diego.

Role of the Board of Supervisors

The Board of Supervisors is the elected governing and policy body for the County of San Diego. For purposes of electing Supervisors, the County is divided into five legally apportioned districts. Voters in each of the five districts select one Supervisor from their district to serve a four-year term on the Board.

The Board adopts the County budget, sets organizational policies and priorities, and provides for the overall delivery of County services and programs through the appointment of County officers and the enactment of Board policies, Ordinances and Administrative Code. The Board of Supervisors hold public meetings most Tuesdays and Wednesdays, which are cablecast live on County Television Network (CTN), the County's government access cable television channel, and replayed again later.

Role of the Chief Administrative Officer

The Chief Administrative Officer (CAO) is appointed by the Board of Supervisors to carry out Board policy decisions that impact County government operations and to ensure the effective and efficient administration of County government. The CAO assists the Board of Supervisors in coordinating County functions and operations and provides the administrative frame-work to guide departments in achieving goals established by the Board of Supervisors. The CAO is also responsible for managing the allocation of human resources, budget and capital resources through administrative policies and the General Management System.

The County of San Diego has organized its myriad of programs, services and facilities within five business Groups, each headed by a General Manager who reports to the Chief Administrative Officer (CAO) and Assistant Chief Administrative Officer (ACAO). Each of the five Groups works to maintain operational excellence and achieve the County's broad, organization-wide goals (Strategic Initiatives) of improving opportunities for kids, protecting and preserving the environment and promoting safe and livable communities.

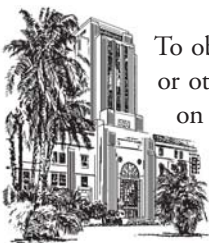
Each General Manager oversees the daily operation of the departments and programs within their group, including the management of fiscal and human resources and the efficient, effective delivery of services. The General Managers also ensure that policies and procedures established by the Board of Supervisors and Chief Administrative Officer are successfully implemented within their group.

Using the General Management System as a guide, the General Managers also work together as a team to address organization-wide issues and challenges, recommending action, when necessary, to the CAO and ACAO. Additional teams of managers from various fields and disciplines support the General Managers in areas such as Finance, Human Resources and Information Technology.

In fact, use of the General Management System sets San Diego County employees and managers apart from most public-sector agencies. By following the business disciplines described in the GMS, San Diego County has demonstrated its commitment to organizational excellence, efficiency and continuous improvement.

The General Management System has five components that include:

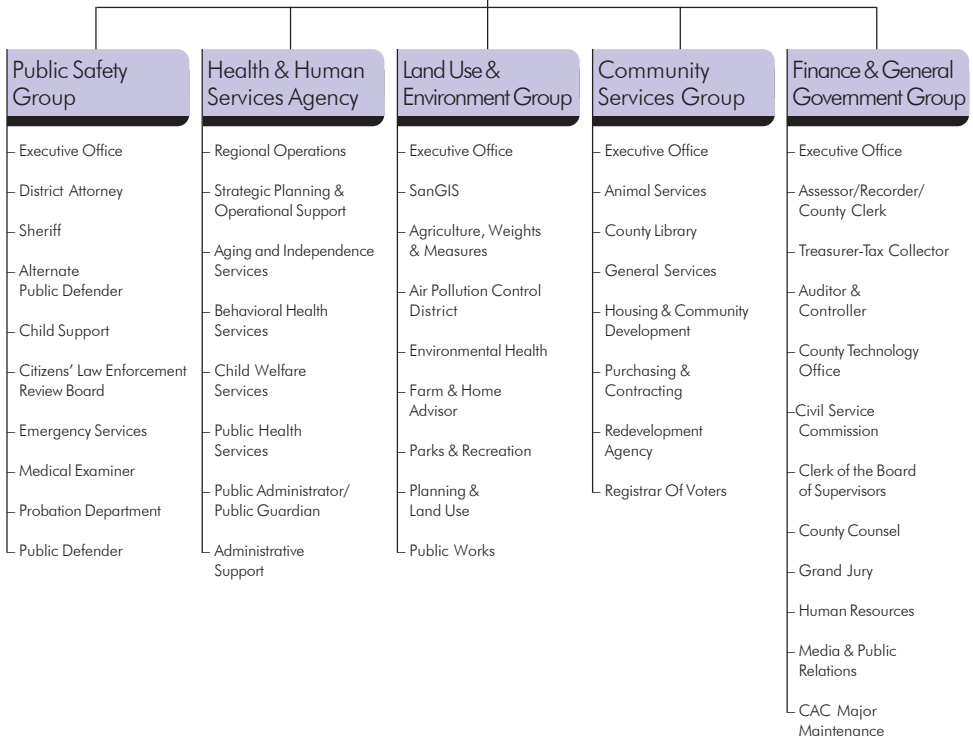
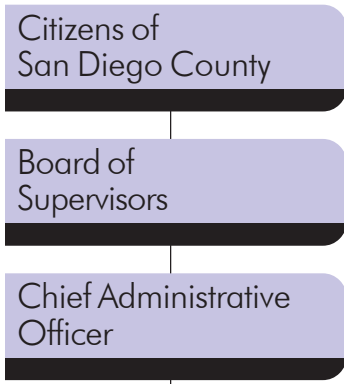
- Strategic Planning – used to set goals,
- Operational Planning – used to allocate resources to meet those goals,
- Monitoring & Control – used to identify risks and achieve results,
- Functional Threading – strengthens inter-organization communication to enhance effectiveness and
- Recognition and Reward – used to reward accomplishment and promote excellence.



To obtain a copy of the GMS Manual, the County's Strategic Plan or other material related to these topics, visit the CAO's web page on the County Wide Web (CWW) cww.co.san-diego.ca.us/cao/index.html or on the Internet at www.sdcountry.ca.gov/cao/.



County of San Diego Organization Chart



About the Department of Human Resources

Department Mission

The Department of Human Resources' mission is to support the Chief Administrative Officer and the Board of Supervisors in achieving the County's broad organizational-wide goals by providing and retaining a skilled and competent workforce to each of the five Group General Managers and the departments and programs within their groups so that they may deliver efficient, effective and superior services to residents and visitors. This mission is accomplished through management and administration of an array of professional human resource management functions that include:

- Classification of positions
- Compensation setting
- Recruitment of applicants
- Establishment of employment lists of qualified applicants
- Coordination of countywide labor-management activities
- Identification and delivery of employee training
- Management of employee benefit plans
- Development and support of safe workplace activities
- Negotiation of labor contracts
- Workers' compensation program administration
- Administration of property and casualty insurances
- Administration of the County's Human Resources Information System
- Administration of employee incentive and career development programs

Code of Conduct

Ethical and Legal Conduct

All County of San Diego employees are personally and professionally responsible for serving the general public with integrity and honesty. Employees must maintain the public trust and the trust of the Board of Supervisors, the Chief Administrative Officer and their Department Head in the daily performance of their work. In order for this to occur, County employees cannot have any interests, financial or otherwise, or engage in business transactions or incur any obligations that conflict with the discharge of their job duties in the public interest.

County employment cannot be used for unauthorized personal gain. The public must have confidence in the ethical conduct of County employees. This premise is a cornerstone of effective government. Even an unfounded appearance of unethical conduct by a County employee can significantly impair the capability of San Diego County government.

The Office of Internal Affairs has developed an Ethical and Legal Standards program which applies to all County employees. As part of the orientation to County government, all new employees will be scheduled to participate in this program. The program is designed to facilitate an understanding of the ethical and legal conduct required of all County employees, thus insuring the continued public trust in services provided to the residents of the County of San Diego. Employees may contact the Office of Internal Affairs at (619) 531-5174 to learn more about this program, discuss concerns of potential misconduct, file discrimination complaints and/or to report improper County government activity.

The County has developed six guidelines for County employees to follow which represent core fundamental responsibilities of all employees:

1. Treat the members of the public you serve, as well as our fellow employees, fairly and honestly at all times.
2. Perform your duties in compliance with all Federal, State, and local laws, and avoid any involvement in conduct known to be illegal, unethical, or improper.
3. Conduct your official County duties in conformance with the County's policies and procedures, and in accordance with the highest standards of ethical and legal conduct.
4. Use County funds and property with extreme care guided by the exercise of prudent judgment and good business practices.
5. Create a work environment that promotes open and honest communications, and encourages the raising of ethical concerns without fear of retribution.
6. Assume responsibility for knowing, understanding and having a practical, working knowledge of the laws and regulations applicable to your job responsibilities.

Outside Employment

Employment outside of normal working hours may present a possible conflict of interest and must be reported on Disclosure Statement forms periodically issued during the year. Outside employment may be approved if it is determined not to conflict or be incompatible with your County job. Each request is individually reviewed.

Ethical and Legal Conduct cont.

Conflict of Interest Code

Certain positions, as identified by the appointing authority are required to file an annual Statement of Economic Interest. The reporting forms are regulated by the State of California. Each department is responsible for notifying impacted employees of the specific reporting requirements.

Equal Opportunity Policy

Section 901 of the San Diego County Charter states that: “The County shall hire, transfer, promote, compensate, discipline and dismiss individuals on the basis of job-related qualifications, merit, and equal opportunity without regard to age, color, creed, disability, national origin, political affiliation, race, religion, sex, or any other non-job related factor.” Accordingly, the Board of Supervisors has enacted policy to comply with Federal, State and local laws effecting equal opportunity. The Board is committed to prohibiting discrimination and has decreed that all individuals will have equal access to County operations and employment regardless of their race, color, religion, national origin, ancestry, physical or mental disability, medical condition, family and medical leave usage, marital status, sex, sexual orientation, age or veteran status. All County employees are responsible for carrying out the provisions of this policy. For further information, see Board of Supervisors Policy C-17.

Sexual Harassment Policy

In accordance with Board of Supervisors Policy C-22 and Department of Human Resources Policy 111, it is County policy to provide a work environment free of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when (1) submission to such conduct is a condition of employment, (2) submission to or rejection of such conduct is used as a basis for employment decisions, or (3) such conduct is unwelcome or interferes with the persons’ work performance or creates an intimidating, hostile, or offensive working environment. All employees are responsible for carrying out the provisions of the policies to maintain an environment free of sexual harassment. For further information, the aforementioned policies can be located at the County intranet site.

Board of Supervisors Policy C-25 and Department of Human Resources Policy 107 clearly outline the requirements that support an alcohol and drug-free work environment. While on duty, or on County property, or using County equipment an employee shall not:

- in any way be impaired due to being under the influence of alcohol or a drug; or
- possess, consume, or be under the influence of alcohol and/or an illegal drug; or
- sell, offer, or provide alcohol or a drug to another person.

If an appointing authority has reasonable suspicion that an employee is under the influence of alcohol or drugs, the employee may be requested to volunteer for an alcohol/drug test by the County's occupational medicine provider.

A violation of Department of Human Resources Policy 107 by a County employee may result in:

- Direction to participate in a Rehabilitation Treatment Plan (RTP) and/or the County's Employee Assistance Program (EAP), which may result in direction to complete a drug or alcohol analysis testing process, and/or
- A disciplinary action, up to and including termination.

Employees in safety sensitive positions, as defined by the U. S. Department of Transportation, are subject to mandatory testing as required by the Federal Omnibus Act.

Starting your Job

Appointment

All appointments to County positions in the classified service are made in accordance with Civil Service Rules. The most common type of appointment is to a full-time or part-time regular position. Other types of appointments include Certified Temporary, Emergency Temporary, Intermittent Worker, Provisional Temporary, or Seasonal Temporary. Former County employees may be re-employed (after resignation or retirement) if certain conditions are met. In addition, current County employees interested in making lateral career moves may be considered for transfer after satisfying certain requirements. County employees designated as qualified injured workers by the Workers' Compensation Division may qualify for other County positions, thus enabling those employees to continue their County employment in a different capacity.

Appointments to Unclassified Management and Executive positions are made in accordance with the County Charter, Administrative Manual and the Compensation Ordinance and are outside the scope of County Civil Service Rules. For additional information concerning the appointment process, contact your Departmental Personnel Officer.

Benefit Eligibility

County employees are provided benefits consistent with Federal and State laws and the “meet and confer” process with employee organizations. Most regular employees, regardless of pay or full-time status, are covered by Social Security (OASDI). Peace Officers are excluded from Social Security under the Safety Retirement System. All employees are eligible for Workers' Compensation benefits and Unemployment Insurance benefits dependent upon the facts of the case. Regular County employees in biweekly pay status working half time or more are eligible to receive additional County benefits. These include various types of leaves of absence with or without pay; health and basic life insurance; membership in the County's retirement system; dental and vision insurance; supplemental life insurance; holidays and other benefits explained in this Handbook.

Benefit Eligibility (cont.)

Health, life, vision and dental insurance benefits are generally effective the 1st day of the month following submission of necessary forms.

Employees whose benefits are subject to the collective bargaining process with employee organizations may have a different group of benefits based upon the applicable labor agreement. Contact the Department of Human Resources Employee Benefits Division at (619) 236-2203 or toll free at (888) 550-2203 with questions.

Biweekly Payroll Period

Payroll is calculated using a two-week, 14-calendar day period. All biweekly payroll periods begin on a Friday and end at midnight of the second Thursday thereafter.



Citizenship Requirements

According to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire is required to complete an Employment Verification Certification (Form I-9). Persons employed in executive level positions or in positions subject to Peace Officer Standards and Training must be U.S. citizens (or have applied for U.S. citizenship) or be permanent residents of the U.S.

Compensation

A new employee's starting salary is usually set at step 1 of the salary range of the employee's job classification. Most County job classifications are assigned to five step salary ranges (this may vary) with five percent increments between each step. Most job classifications are designated as "variable entry." Appointment above step 1 is possible if the appointing authority requests and if the employee satisfies the variable entry criteria standards. Other types of compensation include premiums such as non-routine shift change, overtime, standby and temporary assignment to a higher class. These premiums are payable when applicable. Contact your Departmental Personnel Officer for further information.

Conviction Disclosure/Criminal Background Check

As part of the County's effort to maintain safe working conditions, applicants for positions are required to disclose any felony convictions on their employment application and will undergo a criminal background check. These and any other specific requirements that may apply are clearly stated on the job announcement. In order to be employed in a peace officer or other law enforcement positions, applicants for these positions must meet the guidelines established by the Commission for Peace Officer Standards and Training (POST) and those in Section 1031 of the Government Code. (Must be at least 21 years of age, a U.S. citizen or have applied for citizenship.) Applicants considered for employment in peace officer positions must pass a criminal and personal background investigation (felony convictions are disqualifying; misdemeanor convictions may be disqualifying); a polygraph examination and a psychological and medical evaluation which includes drug screening. Contact your Departmental Personnel Officer for further information.

Direct Deposit

All employees must arrange for and maintain direct deposit of their paychecks into the financial institution of their choice. Your Payroll Clerk will provide you with the proper forms and additional information.

Emergency Contact Information

Employees must designate a person(s) to contact in the event of an emergency. Changes to this designation may be made either through the Departmental Personnel Officer/ Payroll Clerk or electronically through the Employee Self-Service link on the County's Intranet

website at: <http://cww.co.san-diego.ca.us/dhr/Peoplesoft/index.html>



Employee Identification

All employees are individually assigned their own unique six character employee identification (ID) number. This number is permanently assigned to the employee and is used to track the employee which helps ensure employee privacy. The employee ID number is part of the Employee Self-Service and time collection log-in and is printed on the employee photo identification badge.

Identification Badges

New employees are issued photo identification badges when initially processed for payroll. Employees are expected to have their photo identification badges in their possession and visible during their work day/schedule. When terminating County employment, employees must return their identification badges to their supervisor.

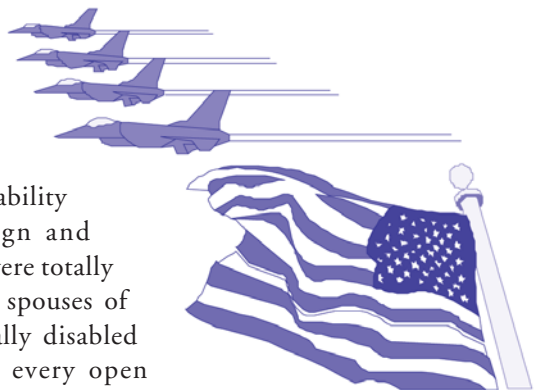
Medical Examinations

Appointment to County service is contingent upon successful completion of a pre-employment medical examination that includes drug screening. Peace Officer positions also require successful completion of a psychological examination.

Military Service – Preferential Credits

Successful examinees that have served during a war or campaign (as defined in Section 205 of the State Revenue and Taxation Code) in the military or naval service of the United States are eligible to receive a credit of five points in open civil service examinations. Eligible individuals include those who: have not been employed since leaving the military, served within the last eight years during a time of war or national emergency, and are not retired veterans. Veterans receive the credit only once and only upon their first employment or reemployment after disengagement from service and only during the eight year period following their disengagement.

Veterans with a service-connected disability received during a war or campaign and spouses of war veterans who died or were totally disabled are also eligible. Surviving spouses of war veterans who died or were totally disabled receive a credit of five points on every open examination taken and passed. (cont.)



Military Service – Preferential Credits (cont.)

In addition, eligible veterans with a service-connected disability receive a five point credit that is separate and distinct from that described above on every open examination. If you are a veteran and meet the eligibility criteria described above, the preferential credit must be requested and copies of DD214, Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at time of application for open examinations (recruitments). For additional information, contact the Department of Human Resources Services Division at (619) 236-2191.

Paydays

Payday is on the Friday between the first and second weeks in a bi-weekly payroll period. Employees who begin County employment at the beginning of a payroll period can expect to receive their first paycheck three weeks after their first working day. Contact your Payroll Clerk for additional information.

Probationary Period

The probationary period serves as a trial period during which an employee demonstrates the ability to perform the duties and carry out the responsibilities of his/her position. The probationary period provides an employee time to adjust to the job and the County to determine if this is the right job for the employee.

Probationary periods may range from 6 to 12 to 18 months. Probationary periods of less than 12 months can be extended up to 12 months by the Human Resources Director upon request of the appointing authority and employee concurrence.

If an employee does not successfully complete the probationary period, they will revert to their previous permanent county position. If none, they will be terminated from County service.

Recruitment

The County's merit-based civil service system encourages open competition. In the process of becoming County employees, applicants participate in a competitive process for placement of their names on an employment list(s). The County has over 1,200 different job classifications and separate employment lists are established and maintained for each.

The County accepts applications for job classifications only during specified recruitment periods. Recruitments may be open to the public and County employees alike or promotional, which means one must be a permanent County employee or be on leave from one's County position or be on a reinstatement list to be eligible to apply. Most recruitments are conducted to fill current vacancies. Other recruitments are held to establish an employment list for anticipated vacancies. The evaluation (method of testing) is job related and designed to assess applicant's knowledge, skills and abilities to perform the work. Successful applicants' names are placed on an employment list that typically remains in effect for one year. When vacancies occur, the Department of Human Resources provides the names, in alphabetical order, of the top ranking applicants on the employment list to the department. The department then determines who is most qualified to fill the vacancy through a variety of job-related assessment processes and makes the selection.



Work Schedule

The work schedule in most County departments is generally five days per week; eight hours per day with a one-hour unpaid meal break and two paid fifteen minute rest periods daily. Some departments or work units have a different length work-day and/or workweek. Schedules for 24-hour operations vary according to the services provided. Questions concerning work schedules should be directed to your Departmental Personnel Officer.

On the Job

Accidents - Workplace

Employees are expected to adhere to safety and health rules, develop and demonstrate safe work habits, follow all Departmental safety procedures and use all required personal safety protective equipment. Employees must immediately report any work related injuries or illnesses to their Supervisor. The employee's Supervisor will then provide the injured employee with the Employee's Claim for Workers' Compensation Benefits form (DWC-1) and a medical release form. The employee and Supervisor then complete the General Claim Worksheet form (RM-10). All documents are then sent to the Department of Human Resources Risk Management Division (Workers' Compensation Unit) at Mail Stop D-226.

Administrative Leave

A Department Head may place an employee on paid time off in emergency or unusual situations when an investigation involving the employee is necessary. This leave is not disciplinary.

Awards

The County honors and rewards employees through three major awards programs, each of which is summarized below.

SERVICE AWARDS PROGRAM recognizes and rewards employee loyalty and commitment at five, ten, fifteen, twenty, twenty-five, thirty and thirty plus years of employment. Departments present the awards.

EMPLOYEE RECOGNITION AND AWARDS PROGRAM recognizes and rewards exemplary individuals or groups of employees who demonstrate:

- (1) superior performance that positively impacts departmental efficiencies and productivity and/or
- (2) enhanced public relations and customer service. Recognition awards include commendations, cash, non-cash and paid leave awards (up to a maximum of 24 hours each fiscal year of paid Employee Recognition Leave). This program has a maximum total cash or non-cash value of \$1,000 per employee per fiscal year.

Departments' programs are subject to Director of Human Resources

Awards (cont.)

DO-IT-BETTER-BY-SUGGESTION PROGRAM (DIBBS) is administered through the Department of Human Resources. It recognizes and rewards employees by providing cash awards and certificates of appreciation for submitting suggestions for reducing costs, increasing revenues and improving operations through tangible savings, productivity savings and/or intangible benefits to the County. The maximum total cash award for qualified suggestions is \$20,000. DIBBS information and forms can be found on the Intranet at: <http://cww.co.san-diego.ca.us/dhr/Peoplesoft/index.html> or contact your DIBBS Departmental Coordinator and/or DIBBS staff for additional information.



Address Changes

Employees are responsible for submitting address and phone number changes either through their Departmental Personnel Office/Payroll Clerk or electronically through the following Employee Self-Service link on the County's Intranet website: <http://cww.co.san-diego.ca.us/dhr/Peoplesoft/index.html>. Failure to maintain current information may result in delays in receipt.

Advancement within Range

Employees meeting performance standards for their position generally advance to the next step in the salary range for their job at 6 or 12-month intervals until they reach the top of their range. Each salary step is approximately five percent higher than the previous step. Contact your Departmental Personnel Officer for additional information.

Americans with Disabilities Act - ADA

ADA allows qualified applicants or employees with known disabilities to request reasonable accommodations to perform essential job functions and provides protection from disability-based discrimination in all aspects of employment and hiring. This law also requires that County facilities, services and programs be accessible to persons with disabilities. Inquiries regarding accessibility and reasonable accommodations should be referred to your Departmental Facility Coordinator and Departmental Personnel Officer.

Appeals

Employees may exercise their right to appeal a variety of human resources actions that may impact them, including, but not limited to: job classification actions; disqualification or removal from employment lists; performance appraisal results; some aspects of the selection process; and certain disciplinary issues. Contact your Departmental Personnel Officer for additional information.

Automobile/Vehicle Accidents

If an employee has an accident involving a County automobile/vehicle or a mileage-reimbursed vehicle driven for County business, the accident must be **immediately** reported to the employee's supervisor. A Vehicle Accident Report and Accident Investigation Report must be completed at the time of the accident. Forms are available from your Departmental Safety Officer.



Career Counseling Program

The County provides career planning information and assistance to employees to encourage successful, satisfying, effective and productive careers with the County. Contact the Department of Human Resources Employee Development Division at (619) 578-5780 or at: <http://cww.co.san-diego.ca.us/dhr/Peoplesoft/index.html> for further information.

Career Opportunities

Employees are encouraged to enroll in departmental training and career development activities. In addition, the Department of Human Resources publishes via the County Internet a weekly schedule of job announcements. Employees are encouraged to review the weekly schedule and compete in recruitments for which they may qualify. Successful applicants' names are placed on an employment list and may be considered for vacancies that develop in that job classification while the list remains in effect.

Civil Service Commission

The Civil Service Commission is the administrative appeals body for the County in personnel matters authorized by the County Charter. The Commission consists of five persons (Commissioners) appointed by the Board of Supervisors. Each Commissioner serves a six-year term. Commission responsibilities are coordinated through its Executive Officer. General duties of the Commission are to protect the merit basis of the personnel system through its appellate authority, investigative powers and review and approval of the Civil Service Rules. Contact your Departmental Personnel Officer for additional information on this topic.

County Cars/Vehicles Usage

Employees driving on County business must maintain a valid California driver's license of the proper class for the vehicle operated and must wear safety belts while operating the vehicle. No employee shall operate a vehicle on County business while under the influence of alcohol and/or drugs. Employees are responsible for citations received. Refer questions to the Department of Human Resources Risk Management Division.

County Property



County-owned property such as vehicles, computers, telephones, fax or copy machines, etc. is only to be used for official County business. Employees are trusted to use County equipment safely and properly. Abuse or misuse of County property may be cause for disciplinary action.

CWW - County-Wide Web

The County has developed an internal website for employees that offers a wide variety of information and tools at <http://cww.sdcounty.ca.gov>. Key features include a box for important notices, an automated employee directory and a calendar of County events. Also, you will want to familiarize yourself with the resources offered under the tabs at the top of the page, such as County policies, benefits, services, employee development (training), e-tools and information about the General Management System (GMS).

Many departments have developed internal CWW pages that offer information especially of interest to employees. Departments such as Purchasing and Contracting, General Services, Human Resources, Clerk of the Board and County Counsel, along with many other departments, post forms, manuals and reference material on their CWW pages as an efficient way to make the most up-to-date information available to you.

Disaster Service Worker Duty

County employees are a vital and important part of the San Diego County Operational Area Emergency Plan. Under State law, all government employees are Disaster Service Workers who can be called upon in any emergency. Specifically, the California Government Code states, in part, that: "All public employees are hereby declared to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by superiors or by law." This means that, in addition to our everyday duties, we have an added responsibility to help in a disaster. (cont.)

Disaster Service Worker Duty cont.

Many of us are already trained to respond. During a disaster some departments will respond in their traditional roles (such as public safety or road crews). Other departments may be required to perform their day-to-day tasks as well as other duties to support the activities of the County's Emergency Operations Center (EOC). Employees who do not have a specific disaster assignment, and who have not received specific training, may be asked to perform other duties to support the emergency response and recovery efforts—from answering telephones and delivering supplies to helping in a shelter or filling sandbags.

Driver Authorization

Employees operating a County vehicle and/or private mileage vehicle on County business must have written authorization to do so and must complete an "Authorization to Drive a Vehicle for the County of San Diego" form. Employees operating private mileage vehicles on County business must show proof of liability insurance for at least the minimum amount required by law. Employees are also required to immediately report all on-the-job vehicle accidents, maintain and update information on the Authorization to Drive form as needed to reflect current status and immediately inform their supervisor in the event their driver's license is expired, revoked or suspended. Continued employment in jobs that require the employee to drive is subject to maintenance of driver authorization. Contact the Department of Human Resources Risk Management Division and/or your Departmental Personnel Officer for additional information.

Employee Assistance Program - EAP

EAP is an external professional counseling education and referral service to assist employees and their dependents through a period of personal difficulty. The EAP provides confidential programs for a wide range of concerns that include:

- Relationship and Family Difficulties
- Personal Problems
- Stress
- Conflicts at Work
- Alcoholism
- Drug Abuse

Employee Assistance Program - EAP (cont.)

Referrals can also be made for financial and legal problems. Contact the Department of Human Resources Employee Benefits Division at (888) 550-2203 for additional information.

Employee Development

Many opportunities are available for employees interested in professional development. Employee Development courses are offered both by individual departments and by the Department of Human Resources, Employee Development Division. Employees may be required to complete certain training courses as part of California State mandates or to maintain professional certifications. Employees may also want to develop skills that are part of the work they currently do or they may choose to take courses that will benefit them in their aspirations for a future position. Employee Development coursework is available in areas ranging from supervision and management, to customer service and diversity, to computer skills. The County of San Diego's training program has been designed to give broad access to development opportunities within the department, within the County and in alliance with selected external providers such as universities, community colleges, regional consortia and private vendors. Training opportunities must be preapproved by the employee's supervisor and coordinated through their respective Departmental Training Coordinator.

Employee Self-Service

Employees may make changes to and/or view certain aspects of their own personal work related information by using the Employee Self-Service link on the County's Intranet website at: cww.co.san-diego.ca.us/dhr/PeopleSoft/index.html.

Employees may make changes to their own:

- Home phone number(s) and mailing address
- Emergency contact notifications
- Withholding deductions for federal or state income taxes

Employees may view information relating to their own:

- Paychecks, including earnings and/or deductions
- Benefits, including designated dependents and/or beneficiaries

Grievances

It is County policy to support the resolution of problems at the lowest possible level. Employees are encouraged to make every effort to informally discuss and resolve concerns with their immediate supervisors. However, if issues cannot be resolved at that level, employees may pursue matters formally through the appropriate grievance procedure. Unrepresented Classified Employees (employees in job classifications not represented by an employee organization) may use the grievance procedure in Board of Supervisor's Policy C-2. Represented employees (employees in job classifications represented by employee organizations with an effective Memorandum of Agreement) may use the grievance procedure included in the applicable MOA. Since procedures and time limits vary among the different bargaining units, contact your Departmental Personnel Officer or the Department of Human Resources Labor Relations Division at (619) 531-5160 for additional information.

Job Announcements

Employees are encouraged to seek career advancement or explore other career opportunities within County service. See Open Competition and Career Opportunities in this Handbook. The Department of Human Resources publishes a weekly schedule of all job announcements (recruitments) on DHR's Website. Additionally, many recruitments are advertised in local newspapers while various promotional recruitments may be listed only on the county Human Resources website.

Job Hotline

The Department of Human Resources (DHR) maintains a 24 hour recorded job line that lists all recruitments for which applications are currently being accepted. This can be accessed by calling (619) 531-5764. This information is also available through DHR Telecommunications Device for the Deaf (619) 531-5362 and Hearing-Impaired on the California Relay Service: (800)-735-2929.

The San Diego County web site updates the current recruitment list daily. You can search for current recruitment information by job category or by searching the complete recruitment listing. Job announcements and general information are available at: <http://www.sdcounty.ca.gov/hr/>, or by calling (619) 236-2191.

Jury Duty/Court Leave

Court leave is paid leave granted by the County to an eligible employee to enable that employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the employee is not a party, before a Federal or Superior Court located within San Diego County or within the employee's county of residence. The court provides employees with statements of time in attendance at Court, which must be attached to the employees' request for Court leave.

Mail

The County provides an inter-departmental mail system for Official County business only. This mail system is not for personal use.



Marital Status Changes

Employees are responsible for submitting marital status changes through their Departmental Personnel Office/Payroll Clerk. This is important for benefits and insurance coverage purposes if the change in marital status is the result of a marriage, divorce or other qualifying event. Legal proof of the change in marital status is required.

Mileage Reimbursement

Employees authorized by their Department Head to use their personal vehicle for County business are reimbursed monthly. Contact your Departmental Personnel Officer for the current reimbursement rate.



Name Changes

Payroll and employment records are maintained in the name on the employee's official social security card. Employees should contact the Social Security Administration for a new social security card bearing their new name or provide a copy of a marriage certificate in order to change County payroll and employment records. Contact your Payroll Clerk for additional information.

Nepotism

Section 915 of the County Charter states that "No person related by blood or marriage to an officer or department head may be employed in the department of that officer or department head." Although the County welcomes applications from all, in keeping with this Charter requirement, County ethics policies and to avoid potential conflicts of interest, employees should disclose if they have relatives working in the same department. Each situation is reviewed to ensure that no conflict results.

Non-Discrimination - Union Activities

California law provides that no one can deny or abridge a person's rights because of membership or non-membership in a labor union. Employees have the right to join or not join unions.

Overtime

Overtime work is managed with care and utilized only when absolutely necessary. Employees in job classifications that are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) receive overtime pay at time and one-half in accordance with the FLSA and/or the appropriate collective bargaining agreement. Overtime work must be authorized and approved in advance. For further information, contact your Departmental Personnel Officer.

Performance Appraisals

It is County policy to provide employees with regular reviews of their job performance through the use of performance appraisals. The performance appraisal is intended to assist employees in understanding how well they are performing their work and/or how they can improve. Typically, employees receive formal, written appraisals of their work performance at mid-probation; end of probation and annually thereafter. The performance appraisal is the basis for recommendation of performance-based step advancement salary increases. If an employee's overall performance is rated below standard, the employee may not advance to the next higher step in the salary range until overall performance improves and the employee is rated standard or above in the next performance appraisal. Refer questions to your Departmental Personnel Officer.

Permanent Appointment

In the classified Civil Service, permanent appointments are made only to permanent positions. In order to be appointed to a regular position, candidates must be successful in the recruitment process and must be certified as eligible for appointment from an employment list. Appointments to regular positions are subject to satisfactory completion of probation. Upon successful completion of probation, an employee in a regular position who has maintained continuous service gains permanent employment status. An employee's permanent appointment may be terminated for cause in accordance with the County Charter and the Civil Service Rules or through the lay off process if the position is eliminated due to lack of work or lack of funds.

Political Activities

Section 914 of the County Charter states that "Officers and employees shall not engage in political activities during hours when they have been directed to perform assigned duties." Contact your Departmental Personnel Officer for additional information on this subject.

Poll Worker Leave

It is County policy to encourage County employees to volunteer to participate in the Employee Poll Worker Program to assist the Registrar of Voters and ensure that adequate staffing for the polls is available on a designated County sponsored Election Day. This volunteer activity allows County employees to make a positive difference in providing service to the public in this County on Election Day. For further information concerning eligibility requirements, procedures and general provisions of this activity, contact the Department of Human Resources Labor Relations Division at (619) 531-5160.

Premiums

The County recognizes and compensates employees in the form of premium pay, in addition to base wage, for performing several different specialty functions or for working in remote areas of the County. Premiums include such items as bilingual pay or possession of desirable licenses and/or certificates. Premiums may also be given for remote or rural assignments. Contact your Departmental Personnel Officer for additional information.

Promotional Opportunities

The County encourages employees to participate in promotional recruitment activities for which they may qualify to advance their careers. A weekly schedule of promotional recruitments is available via County Internet at <http://www.sdcountry.ca.gov/hr/> and at the Department of Human Resources office located at 1600 Pacific Highway, Room 207, San Diego, Ca. 92101. Contact the Department of Human Resources or your Departmental Personnel Officer for additional information.

Quality First - Pay for Performance

Quality First is a pay for performance program that prospectively rewards employees with temporary hourly salary increases in recognition of employees' contributions toward the achievement of departmental goals. Each employee's Quality First earnings (zero to four percent of annual salary) are calculated and payable in the form of a temporary salary increase over six payroll periods determined by the success of the department or department subdivision in achieving its Quality First goals. Eligibility requirements are contained in the applicable labor contract. For further information, please review the Quality First Program section on the Labor Relations Intranet homepage located at: <http://cww.co.san-diego.ca.us/dhr/labor>.

Re-employment

Former County employees who achieved permanent employment status and who performed at a satisfactory level (and who desire to be rehired) may have their names placed on a re-employment list within three years after resignation and make themselves eligible for re-employment. Re-employment is limited to the same class

(cont.)

Re-employment cont.

where permanent status was last achieved or to a class having the same or lower top salary step within the same occupational grouping. Former County employees receiving retirement benefits may be re-employed for temporary employment subject to specific time limitations during a fiscal year. Contact your Departmental Personnel Officer for additional information.

Resignation

In order to resign in good standing, employees must file written notice with their appointing authority of their intent to resign at least one week prior to their planned date of separation. Once accepted, it may not be withdrawn without approval pursuant to Civil Service Rules. Employees absent for three consecutive working days without authorized leave and employees who fail to report for duty within three calendar days after expiration of an authorized leave of absence are considered to have resigned effective the last day the employee worked or the last day of the employee's leave.

Safety - Job

Safety is everyone's business. A safe and healthy work environment is the mutual responsibility of each employee and supervisor. Each employee is responsible for immediately reporting unsafe working conditions to his/her supervisor. Each supervisor is responsible for investigating alleged unsafe working conditions. Contact your Departmental Safety Officer and/or the Department of Human Resources Risk Management Division for further information.

Seasonal Positions

The County hires individuals for seasonal positions to perform work during a seasonal or temporary period of time. Employees are hired as temporary extra help and are paid on an hourly basis.

Seat Belts

Employees are required to wear seat belts while operating County or private mileage vehicles. If an employee is injured in a vehicle accident, the failure to wear safety belts can be cause for denial of injury leave benefits. In addition, the passenger restraint systems in County vehicles may not be modified.

Smoking

All County offices and vehicles are smoke free and smoking is permitted only in designated outdoor areas.

Student Workers

The primary purpose of the Student Worker Program is to encourage students who are in the process of completing their education to become interested in County employment. All appointments to Student Worker positions are part-time hourly. Student Workers are employed at the discretion of their appointing authority. Work can continue until the student no longer meets program requirements or the department determines the position is no longer needed. A maximum workload of 20 hours/week is allowed during the school year and 40 hours/week is allowed during the summer and school holidays. In order to continue in the program, a college student must be a full-time student as determined by his/her college or university. High school students are required to have a GPA of 2.0 or better and a citizenship record of satisfactory or better. Students under the age of 18 must have a valid work permit. For a complete description of the program, see the Department of Human Resources Student Worker Program Policy #113, or contact your Departmental Personnel Officer.

Telecommuting

Department Heads may request approval to implement a telecommuting program by submitting a plan to the Human Resources Director. Telecommuting is a voluntary work assignment program. It allows flexibility in work schedules so that a maximum reduction in air quality degradation and traffic congestion can be achieved. Contact your Departmental Personnel Officer for additional information.



Transfers

Voluntary, lateral transfer career moves within the County are available to employees. Some employees may be interested in moving from one department to another in the same job classification. Others may be interested in moving to a job classification of equal or lower top salary step. (cont.)

Transfers cont.

Others may have attained permanent employment status in a higher paying job classification, left the job classification within the past three years and desire to return to the former job classification. County employees interested in transferring should contact their Departmental Personnel Officer or the Department of Human Resources Services Division at (619) 236-2191 for eligibility criteria and transfer list placement forms. Forms are also available through DHR's Intranet Website at: <http://cww.co.san-diego.ca.us/dhr/Forms/index.html>

Violence and Threats in the Workplace

County policy clearly states there is zero-tolerance for any threats, intimidation, or violent behavior, implied or actual, from employees or former employees, that are directed at other employees, the public or property. Every County employee is personally responsible for conducting himself or herself in a manner that meets with the intent of this policy. Violence or the threat of violence by any employee is unacceptable, must be immediately reported to a departmental supervisory employee when it occurs for further investigation. For further information, refer to Board of Supervisor's Policy A-121, Department of Human Resources policy #1104 or contact your Departmental Personnel Officer.

Weapons

Employees shall not bring on their person, belongings or vehicle any non-job-related weapons, firearms, knives or materials to any county occupied building, work site or area.

Workforce Support Services

Employees who are facing a job transition either because of their own choosing (see "Promotional Opportunities") or through a reduction in workforce, are encouraged to use the services provided by Workforce Support in the Department of Human Resources. Services include vocational assessment, resume writing, interviewing workshops, individual counseling and assistance with placement. Contact Department of Human Resources Employee Development Division at cww.co.san-diego.ca.us/dhr/EmpDev/index.html or (619) 578-5770 for additional information.

For your benefit

This section of the Employee Handbook addresses Employee Benefits which are managed and administered through the Department of Human Resources (DHR) Employee Benefits Division.

Questions concerning your benefits plan and spending accounts, COBRA, dental, vision, health and life insurance along with requests for additional information, listings of benefit providers and requests for various benefit forms should be directed to DHR's Employee Benefits Division at <http://cww.co.san-diego.ca.us/dhr/BENEFITS/index.html>, (619) 236-2203 or call toll free at (888) 550-2203.

Bereavement Leave

Employees may receive paid leave at the time of death or funeral of a member of the employee's immediate family as defined in labor agreements and the compensation ordinance. Bereavement leave generally may be granted for up to three working days and two days of sick leave may be added. Contact your Departmental Personnel Officer for additional information.

Catastrophic Leave

Employees may donate vacation or up to 24 hours of sick leave credits to another employee who, due to catastrophic illness or injury, has exhausted all paid leave and is facing financial hardship. Transfers of vacation and sick leave credits are allowed between employees of different departments with prior approval. The transfers must be for at least four hours per transaction and whole hours thereafter. The transfers are irrevocable and subject to all taxes required by law.

Please refer to DHR policy #604 or your Departmental Personnel Officer for additional information.

CECO - County Employees Charitable Organization

CECO (County Employees Charitable Organization) is an employee-managed organization that gives 100% of the money it collects to local non-profit agencies. CECO has no paid staff. All members are County employees who volunteer their own time or use release time during working hours. Since it was founded in 1956, County employees have distributed millions of dollars in the San Diego community through this grassroots program.

Donations are made via automatic payroll deductions. These donations provide local agencies with grants that help them serve more people or expand and improve existing services.

CECO also offers a Government Employees' Crisis Fund to assist employees who are on the active payroll experiencing a "one-time financial crisis." Applicants are expected to have met their basic needs, as well as any dependents' needs, from their own resources prior to the current crisis. When the crisis is over, the applicants must again be able to meet the basic needs of their family.

For more information on the CECO Government Employees' Crisis Fund, visit the CECO page at <http://cww.co.san-diego.ca.us> and click the link under county - sanctioned organizations.

Child Care Discount Program

The Department of Human Resources Employee Benefits Division maintains a listing of San Diego County licensed childcare providers that offer discounts and/or priority placements to County employees. Interested employees should contact the Department of Human Resources Employee Benefits Division at <http://cww.co.san-diego.ca.us/dhr/BENEFITS/index.html> or call (888) 550-2203.

COBRA - Consolidated Omnibus Budget Reconciliation Act

In accordance with Federal and State Law, employees and/or their dependents enrolled in a County-sponsored health plan who lose their benefits may be entitled to a temporary extension of coverage. COBRA is available in certain instances where coverage under the plan would otherwise end. The same medical, dental and vision plans you participated in as an active employee can be continued, subject to change if the group coverage changes. Under Federal COBRA, a participant's coverage for medical, dental and vision may be extended for up to 18 months at the cost of 102% of the group plan premium. The continuation of coverage for a dependent losing eligibility is 36 months. Cal-COBRA provides a participant with the ability to continue medical coverage for an additional 18 months (total 36 months) at 110% of the group plan premium. Dental and Vision coverage may not be extended. Contact the Department of Human Resources Employee Benefits Division at (888) 550-2203 for detailed information.

Deferred Compensation

The County's Deferred Compensation Program is administered by the County Treasurer-Tax Collector. The County of San Diego offers two retirement savings plans to employees: The 457 Deferred Compensation Plan and the 401(a) Incentive Retirement Deferred Compensation Plan. Eligible employees may choose to join either the 457, 401(a), or both. These plans allow an employee to defer a portion of their compensation on a pre-tax basis, which means any contributions or earnings in the plan are tax deferred until the money is withdrawn, typically at retirement. All tax deferred contributions plus earnings are immediately 100% vested.

Employees choosing the 457 Plan may enroll at anytime during their employment with the County. Employees must select a dollar amount to be deducted from their paycheck and contributed to the plan. The contribution amount can be changed at anytime.

Employees choosing the 401(a) Plan must do so within the first 90 calendar days of their employment. After that time, their participation is waived. Employees must select a percentage (2.5%, 5%, 10%, 15% 20% or 25%) of their salary to be contributed to the plan. The percentage may never be changed, although contributions may be suspended.

For additional information, enrollment applications, or assistance, contact the Deferred Compensation Division of the Treasurer-Tax Collector's office at (619) 531-5840 or on the Internet at http://www.sdtreastax.com/edc_info.html.

Dental and Vision Insurance

Dental and vision insurance is offered to benefit eligible employees and their dependents through the flexible benefit plan. Benefits include preventative care, some basic dental procedures as well as basic vision care. Enrollment is voluntary. Employees may join during their initial eligibility period or during the annual Open Enrollment period.



Dependent - For Employee Benefits

An eligible dependent is defined as a legal spouse, domestic partner or any unmarried, dependent child to age 25. Dependents must be added to the employee health, dental or vision coverage within 60 days of change in family status. After that eligibility period passes, dependents can be added only during Open Enrollment without a qualifying event.

Dependent and Spouse Life Insurance

The County provides a \$2,000 basic term life insurance policy for a benefit eligible employee's legal spouse, state registered domestic partner and each eligible dependent, age 6 months to 21 years. Dependents from 14 days to 6 months of age have a \$500 term life insurance benefit.

Disability Leave

This leave may be granted to permanent employees who have exhausted all their paid leave balances and who are certified by a physician as being unable to perform the duties of their position. Disability leave is granted at the discretion of the appointing authority, is without pay and provides the employee with the right to return to a position in their same job classification in their same department within specific time limitations. Contact your Departmental Personnel Officer for additional information.

Employee Discount Passes

Employees can receive discount passes to a variety of services and theme parks located throughout Southern California. These discounted passes range from Disneyland and Sea World to laser eye surgery. Contact Employee Benefits at (888) 550-2203 or visit http://cww.co.san-diego.ca.us/dhr/BENEFITS/Discount_Program.html.

Family and Medical Leave Act - FMLA

This law requires employers to provide eligible employees with up to 12 weeks of leave during a 12-month period for certain medically related reasons. This includes the birth or adoption of a child, to care for an immediate family member with a serious illness, or for employees' serious illness. Employees are eligible for this leave if they have been employed by the County of San Diego for at least 12 months and have at least 1250 hours of service during the 12 month period immediately preceding the commencement of the leave.

Family and Medical Leave Act - FMLA (cont.)

The County of San Diego is required to provide group health coverage at the same level and conditions as if the employee was actively at work. Contact your Departmental Personnel Officer/Payroll Clerk for additional information.

Flexible Benefits Plan

The County's flexible benefit program gives employees the freedom to choose from a menu of benefits. An employee may designate the County contributions, or flexible benefit credits, for distribution among various available benefit options. Employees are also permitted to establish flexible spending accounts for reimbursement of qualified medical and dependent care expenses. The County requires, as a minimum, that eligible employees be enrolled in Basic life and accidental death and dismemberment (A D & D) insurance. Optional coverage also includes dependent health insurance, dental insurance, vision insurance, supplemental life insurance, supplemental A D & D insurance and flexible spending accounts.

Flexible Spending Accounts

Employees can pay for certain health care and dependent day care expenses with tax-free dollars under the County's benefit plan. The Health Care Flexible Spending Account is used to pay for eligible medical, dental and vision expenses that are not covered by a health plan. The Dependent Day Care Spending Account is used to pay for childcare or care for other dependent family member(s).

Health Insurance

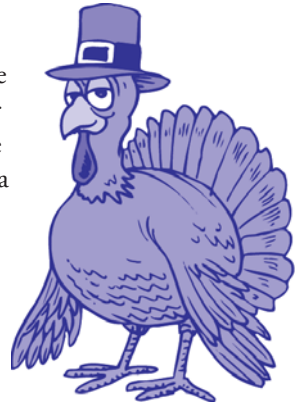
Under the County's flexible benefit program, employees have the choice of two medical plans: a point-of-service plan and a health maintenance organization. Enrollment in a health plan must be made within 30 days from date of eligibility. Employees who fail to make a health plan selection during their initial enrollment period will be enrolled in the "Employee Only" category of the lowest cost health plan available through the County. Any excess benefit credits will be forfeited.

Holidays

The County observes the following fixed holidays:

1. Independence Day shall be observed on July 4*
2. Labor Day, First Monday in September
3. Veterans Day, November 11*
4. Thanksgiving Day, Fourth Thursday in November
5. Day after Thanksgiving, Fourth Friday in November
6. Christmas Day, December 25*
7. New Year's Day, January 1*
8. Martin Luther King, Jr. Day, Third Monday in January
9. Presidents Day, Third Monday in February
10. Cesar Chavez Day, March 31*
11. Memorial Day, Last Monday in May

In addition, up to 16 hours of floating holiday time may be granted as described in the applicable labor contract. Only employees paid at a regular rate are entitled to paid holidays. An employee must be in a paid status the entire work day before and after the holiday to be paid for that holiday. Permanent part-time employees' holiday time is equivalent to one-tenth (1/10th) the number of regularly scheduled hours in that employee's bi-weekly pay period during which the holiday occurred.



* If a holiday falls on a Saturday, the holiday will be observed on Friday. If a holiday falls on a Sunday, the holiday will be observed on Monday. Holidays are subject to the negotiation process and may change from year to year.

Injury Leave

This is paid leave granted to a biweekly eligible employee while disabled and unable to perform his/her job duties because of a job-related injury and entitled to workers' compensation temporary total disability benefits. Contact the Department of Human Resources Risk Management Division at http://www.co.san-diego.ca.us/dhr/Risk_Management/index.html or call (619) 578-5727 for a complete description of injury leave provisions including compensation, eligibility requirements, duration limitations and light duty assignment.

Life Insurance

The County provides a basic life insurance and basic accidental death and dismemberment insurance for each eligible employee. The amount varies depending upon job classification.

Long Term Disability

Employees in job classifications designated as management, unclassified management and executive are eligible for long term disability. This County paid benefit provides for two-thirds of the employee's monthly salary with a maximum benefit of either \$8,000 or \$12,000 per month, dependent upon job classification.

Military Leave

Benefit eligible employees who are or become members of the Armed Services, Militia, or Organized Reserves of California or the United States are entitled to the leaves of absence and employment rights/privileges provided by the Military and Veterans Code of the State of California. Essentially, these rights and privileges provide for up to 30 calendar days of



County-paid military leave per fiscal year, with a guaranteed right to return to the same or comparable position at the conclusion of military service. Contact your Payroll Clerk with questions on this subject.

Miscellaneous Leave

This is leave without pay for good cause not otherwise covered by other leaves without pay. Miscellaneous leave may be granted with or without right to return to a vacant position in the same class in the same department. It is granted at the discretion of the Appointing Authority and the Human Resources Director. Contact your Departmental Personnel Officer for a description of the eligibility requirements for and the types of miscellaneous leave available.

Open Enrollment

Employees, who wish to enroll in a health plan, change from one plan to another, add/delete eligible dependents, and/or begin or continue their flexible spending accounts have an opportunity to do so during the annual open enrollment period. For more information, contact the Department of Human Resources Benefits Division at (888) 550-2203 or <http://cww.co.san-diego.ca.us/dhr/BENEFITS/index.html>.

Optional Life and Accidental Death & Dismemberment Insurance



Supplemental life and accidental death & dismemberment insurance are available. Employees can choose one, two or three times their annual base salary in coverage. A completed Medical History Statement form is required to increase your Supplemental Life Insurance request. Benefit forms are available on the County's Intranet at: <http://cww.co.san-diego.ca.us/dhr/Benefits/index.html>, or they may be obtained from your Departmental Payroll Clerk.

Retirement

All eligible employees paid at a biweekly rate working 20 hours or more per week are automatically enrolled in the County's Retirement System. Depending on the employee's job classification and rate of contribution, the County may pay all or a portion of the employee's contribution.

(cont.)

Retirement (cont.)

Employees with 10 or more years of service may retire at age 50, or after 30 years retirement service credit, regardless of age. Employees leaving County service before retirement are entitled to a refund of accumulated contributions paid by the employee, and the interest credited while the funds were on deposit. Those with at least 5 years of retirement service credit may defer withdrawal of their funds. In addition, employees may be able to receive retirement service credit based on employment in other public agencies. Contact the San Diego County Employees' Retirement Association for additional information on retirement benefits at (619) 515-0130 or www.sdccera.org.

Sick Leave

Sick leave is paid leave for eligible employees for absences from work caused by personal illness or injury, for emergency or routine medical or dental appointments, and for reasonable travel time to and from health care facilities. An employee may also use sick leave to care for an immediate family member who is ill or injured. Some restrictions may apply.

Sick leave is earned at the rate of five percent of the employee's paid hours during the payroll period up to a maximum of four hours biweekly. It is credited in tenths of hours.

In case of illness, an employee or immediate family member must notify the immediate supervisor in accordance with departmental procedures and any applicable collective bargaining agreements.



Social Security

Where required, the County contributes an amount equal to an employee's contribution to OASDI and Medicare. Employees and the County pay no Social Security on pre-taxed benefit premiums or amounts allocated to medical or dependent reimbursement accounts.

State Disability Insurance

Some County employees are covered under State Disability Insurance (SDI) for short-term disabilities. Premiums are paid by the employee. Payroll Clerks can advise employees if they are in a job classification that participates in SDI and on processing claims.

Survivor Benefits

A surviving spouse of a deceased benefit eligible County employee and/or a deceased retired County employee should immediately contact the Department of Human Resources Employee Benefits Division at (888) 550-2203 for information concerning survivor benefits and extension of insurance benefits.

Transit Pass

The County contributes up to \$65 per month towards the purchase of a mass transit pass for benefit eligible employees. These passes can be purchased at any location that sells mass transit passes. Employees pay the full price at the time of purchase then receive reimbursement of up to \$65 in their paycheck. Reimbursement forms may be obtained from your Payroll Clerk.



Tuition Reimbursement

Employees are encouraged to continue formal education for developmental purposes after normal working hours. To help defray the costs, the County may reimburse a portion of the cost of tuition when a college course, which will improve job skills, is successfully completed with a grade of "C" or better. If no grade is given, evidence of satisfactory completion must be provided. Reimbursement covers the cost of tuition only. In order to be eligible, the employee must be in biweekly pay status, application must be made in advance of taking the course, funds must be available, and the appointing authority must approve. To apply for tuition reimbursement, contact your Departmental Personnel Officer. Please refer to Department of Human Resources Policy #801 for more information.

Unemployment Insurance Compensation

Former employees may file for unemployment insurance compensation. Basic eligibility criteria include:

- You must be unemployed, able to work and available for any suitable work;
- You must be unemployed through no fault of your own;
- You must file a claim and register for work with the State of California Employment Development Department and continue to report as directed;
- You must have had employment and wages in the base period as specified by law.

The Department of Human Resources Risk Management Division is responsible for communication with the State of California Employee Development Department on all matters related to a claim for benefits.

Vacation Leave

Vacation is paid time off for eligible employees. The amount of vacation credit earned depends on the employee's length of service. A full time employee with less than five years service earns approximately 10 days per year. Full time employees with five to fifteen years service earn approximately 15 days per year and full time employees with more than fifteen years service earn approximately 20 days per year. Vacation leave requests require prior approval. Vacation is available for use as it is accrued. When an eligible employee separates from County service after a minimum of one year of service, the monetary value of all vacation entitlements is paid. Monetary value is computed on the basis of the employee's rate of pay at the time of separation.

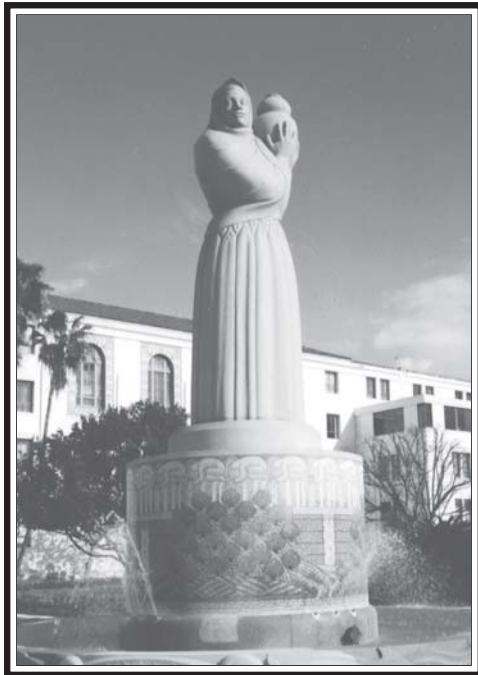


Employees are required to report all work-related injuries, no matter how minor, to their supervisor as soon as possible. Injuries requiring treatment by a physician must be reported to the Department of Human Resources Risk Management Division (Workers' Compensation Unit) within 24 hours of the incident. If an injury requires medical attention, the employee must obtain medical treatment from a County approved medical facility. However, emergency medical attention for serious or life-threatening injuries should be sought at the nearest available and appropriate medical facility.

For more information, please contact the Department of Human Resources Risk Management Division at (619) 578-5700 or http://cww.co.san-diego.ca.us/dhr/Risk_Management/Workers_Comp/index.html

County of San Diego

Employee Handbook



This publication is distributed by the
Department of Human Resources

Revised: December, 2006

APPENDIX 2

Leveraging Documentation

Not Applicable

APPENDIX 3

Certifications

(1) **Affirmatively furthering fair housing.** County HCD will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.

(2) **Anti-displacement and relocation plan.** County HCD has in effect and is following a residential anti-displacement and relocation assistance plan.

(3) **Anti-lobbying.** County HCD will comply with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.

(4) **Authority of Applicant.** County HCD possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and other program requirements.

(5) **Acquisition and relocation.** County HCD will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24, except as those provisions are modified by the Notice for the NSP2 program published by HUD.

(6) **Section 3.** County HCD will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

(7) **Citizen Participation.** County HCD will carry out citizen participation in accordance with NSP2 requirements.

(8) **Use of funds.** County HCD will comply with Title III of Division B of the Housing and Economic Recovery Act of 2008 by using, as modified by the American Reinvestment and Recovery Act by spending 50 percent of its grant within 2 years, and spending 100 percent within 3 years, of receipt of grant.

(9) **County HCD Certifies:**

a) All of the NSP2 funds made available will be used with respect to individuals and families whose incomes do not exceed 120% of area median income; and

b) County HCD will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if NSP funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with NSP2 funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than NSP funds if the jurisdiction certifies that it lacks NSP or CDBG funds to cover the assessment.

(10) **Excessive Force.** County HCD certifies that it has adopted and is enforcing:
(a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations;
and
(b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from, a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

(11) **Compliance with anti-discrimination laws.** County HCD certifies that the NSP2 grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

(12) **Compliance with lead-based paint procedures.** County HCD certifies that its activities concerning lead-based paint will comply with the requirements of 24 CFR part 35, subparts A, B, J, K, and R of this title.

(13) **Compliance with laws.** County HCD certifies that it will comply with applicable laws.

Signature/CATHERINE TROUT LICHTERMAN

Date

Director
Title

APPENDIX 4

Calculation of Removal of Negative Effects using HUD Provided Rubric

Not Applicable

APPENDIX 5

Summary of Citizen Comments

URL where the County HCD NSP2 plan is posted: www.sdhcd.org

Insert Comments

APPENDIX 6

Definitions

1. DEFINITION OF “BLIGHTED STRUCTURE”

The State of California Health and Safety Code Section 33031 defines the physical conditions that cause blight to include a “blighted structure” that is unsafe or unhealthy for persons to live or work. These conditions may be caused by serious building code violations, serious dilapiaation and deterioration caused by long-term neglect, construction that is vulnerable to serious damage from seismic or geologic hazards, and faulty or inadequate water or sewer utilities. In addition, physical conditions that cause blight would include conditions that prevent or substantially hinder the viable use or capacity of building or lots. These conditions may be caused by buildings of substandard, defective, or obsolete design or construction given the present general plan, zoning, or other development standards.

2. DEFINITION OF “AFFORDABLE RENTS”

The NSP2 definition of “affordable rents” is the same as the definition of “affordable rents” for the HOME Program at 24 CFR 92.25 2(a), (c), (e), and (f), and 92.254. The NSP2 NOFA intends to use the HUD published annual schedule of affordable rents for the HOME program (High HOME and Low HOME rents).

The guidelines used for the determination of affordable rents under the HOME program are found in the following HUD guidebook:

<http://www.hud.gov/offices/cpd/affordablehousing/training/materials/building/index.cfm>

3. CONTINUED AFFORDABILITY FOR NSP ASSISTED HOUSING

Downpayment/Closing Cost Assistance and Rehabilitation Program

County HCD will require that all single family home purchases funded through the NSP2 DCCAR Program be occupied by the eligible Low-, Moderate- & Middle-Income Household (LMMH) homebuyer for a period of at least 15 years. If a property purchased with NSP2 assistance is not continually occupied by the borrower as his/her primary residence during the 15 years, at a minimum, the NSP2 funds must be repaid, or, if greater, an amount equal to the current fair market value of the property less the value attributable to the non-NSP2 portion of the acquisition and improvements to the property must be repaid, per a requirement established in the loan documents. Also, if the home is refinanced during the 15 year period, at a minimum, the NSP2 funds must be repaid, or, if greater, an amount equal to the current fair market value of the property less the value attributable to the non-NSP2 portion of the acquisition and improvements to the property must be repaid, per a requirement established in the loan documents. However, the borrower may refinance to a lower interest rate on the primary loan without requiring

repayment as long as equity is not removed at the time of refinancing and lien position remains the same.

Rental Acquisition, Development, and Rehabilitation Program

Housing acquired, developed, or rehabilitated with NSP2 NOFA funds for the purpose of providing permanent housing for LMMH individuals or families must be maintained as affordable housing for a period of 15 years and, in the case of rental properties, restrictive covenants will be placed on the title of the properties, which will hold a superior position to all liens and encumbrances.

4. HOUSING REHABILITATION STANDARDS THAT WILL APPLY TO NSP2 ASSISTED ACTIVITIES

County HCD will use the housing rehabilitation standards applicable for housing rehabilitation under the HOME program as described in the program guide at: <http://www.hud.gov/offices/cpd/affordablehousing/training/materials/building/index.cfm>. These standards are summarized as follows:

Local written rehabilitation standards and state and local code requirements will apply, or if no state and local code requirements, then the Uniform Building Code (ICBO), the National Building Code (BOCA), the Standard Building Code (SBCCI), the Council of American Building Officials one – or two –family code (CABO), or the minimum property standards at 24 CFR 200.925 or 200.926 (FHA) will apply, as well as, handicapped accessibility requirements, where applicable.

County HCD will target rehabilitation funds to improvements that will improve energy efficiency. All rehabilitation will be performed under the supervision of a licensed contractor in compliance with all local code requirements.

In addition, any NSP2 housing construction will meet the accessibility standards at 24 CFR part 8, and will be energy efficient and incorporate cost effective green improvements. All gut rehabilitation (i.e., general replacement of the interior of a building that may or may not include changes to structural elements such as flooring systems, columns or load bearing interior or exterior walls) of residential buildings up to three stories must be designed to meet the standard for Energy Star Qualified New Homes. All gut rehabilitation of mid-or high-rise multifamily housing must be designed to meet American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 90.1-2004, Appendix G plus 20 percent (which is the Energy Star standard for multifamily buildings piloted by the Environmental Protection Agency and the Department of Energy).

Other rehabilitation must meet these standards to the extent applicable to the rehabilitation work undertaken, e.g., replace older obsolete products and appliances (such

as windows, doors, lighting, hot water heaters, furnaces, boilers, air conditioning units, refrigerators, clothes washers and dishwashers) with Energy Star-labeled products. Water-efficient toilets, showers, and faucets, such as those with the WaterSense label, must be installed. Where relevant, the housing should be improved to mitigate the impact of disasters (e.g., earthquake, hurricane, flooding, fires).

APPENDIX 7

Targeted Geography

Census Tract	Place Name	Foreclosure Rate	Vacancy Rate	Low Mod	Total Population	% of Low Mod
21203	Alpine/Jamul	19	12	3111	9030	34.5%
17032	Bernardo Heights	20	7	0	112	0.0%
13410	Bonita	19	8	788	3234	24.4%
13411	Bonita	18	10	407	2263	18.0%
18803	Bonsall	18	13	1286	3935	32.7%
21000	Borrego Springs	18	18	1698	3194	53.2%
16501	Bostonia	18	10	3926	7270	54.0%
16701	Bostonia	19	11	1280	3384	37.8%
18700	Camp Pendleton	18	9	13561	20038	67.7%
13605	Casa de Oro-Mount Helix	18	11	766	5426	14.1%
13606	Casa de Oro-Mount Helix	18	12	1947	6225	31.3%
16901	Eucaliptus Hill	18	14	2595	6863	37.8%
17029	Fairbanks Ranch	19	12	448	3052	14.7%
18802	Fallbrook	19	13	1707	7332	23.3%
19001	Fallbrook	18	12	1444	5140	28.1%
19207	Gopher Canyon	18	11	346	1785	19.4%
15601	Granite Hills	18	9	32	244	13.1%
19303	Guajome	19	10	324	792	40.9%
20307	Harmony Grove	18	12	82	456	18.0%
21303	Jamul	19	11	859	4926	17.4%
3107	La Presa	19	11	586	1422	41.2%
3214	La Presa	19	13	1098	2415	45.5%
13903	La Presa	18	14	1417	3985	35.6%
13905	La Presa	18	16	1141	3110	36.7%
13909	La Presa	19	16	1879	4315	43.5%
17030	Lake Hodges	20	8	308	1190	25.9%

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21100	Lake Morena/Boulevard	19	18	3322	6079	54.6%
20010	Lake San Marcos	20	12	1019	3301	30.9%
20013	Lake San Marcos	20	10	30	218	13.8%
20019	Lake San Marcos	18	13	148	421	35.2%
16702	Lakeside	18	12	3529	6992	50.5%
16804	Lakeside	18	11	3856	7536	51.2%
16809	Lakeside	18	10	1943	5027	38.7%
3003	Lemon Grove	18	10	111	322	34.5%
14002	Lemon Grove	18	11	1665	4113	40.5%
14102	Lemon Grove	18	11	14	69	20.3%
14200	Lemon Grove	19	12	2027	5776	35.1%
18611	Morro Hills	20	12	299	1114	26.8%
17007	Poway	19	10	1244	9189	13.5%
17041	Poway	18	7	1723	6187	27.8%
17042	Poway	18	6	57	366	15.6%
17044	Poway	18	7	0	36	0.0%
19101	Rainbow	18	15	3361	6990	48.1%
20808	Ramona	20	14	1604	9892	16.2%
20809	Ramona	19	12	2313	6570	35.2%
15405	Rancho San Diego	18	7	521	2760	18.9%
17105	Rancho Santa Fe	20	10	95	1298	7.3%
17106	Rancho Santa Fe	19	19	609	5123	11.9%
20306	San Elijo	19	16	134	448	29.9%
20705	San Pasqual	18	13	240	1295	18.5%
20706	San Pasqual	18	10	913	4267	21.4%
20709	San Pasqual	19	13	215	519	41.4%
17304	Solana Beach	17	18	2017	5680	35.5%
20020	Twin Oaks	19	10	157	273	57.5%
19103	Valley Center	18	12	1447	5455	26.5%
19105	Valley Center	19	14	1352	5096	26.5%

19106	Valley Center	19	16	1749	5995	29.2%
20103	Valley Center	18	12	883	3809	23.2%
19702	Vista/San Marcos	18	11	0	60	0.0%
20304	West Escondido	19	12	229	561	40.8%
19807	West San Marcos	19	13	74	189	39.2%
16807	Winter Gardens	18	13	1828	6396	28.6%
Total				83764	240560	34.8%