



**City and County of San Francisco
Office of Economic and Workforce Development (OEWD)**

Attachment G: First Source Hiring Form

Several compliance requirements may be applicable for nonprofit and for-profit organizations that receive an award or funding notification from the City and County of San Francisco's (City) Office of Economic and Workforce Development (OEWD). For contract or grant awards that are in the amount of \$50,000 or more, compliance with the First Source Hiring Program is required.

Below are several resources including a Fact Sheet about the First Source Hiring Program, the link to complete the required First Source Hiring Program form, and a sample of the form.

First Source Hiring Program Fact Sheet

What is the First Source Hiring Program?

The First Source Hiring Program (First Source) was enacted in 1998 under Chapter 83 of the City's Administrative Code and is administered by OEWD. The First Source Hiring Program requires that developers, contractors, and employers use good-faith efforts to hire economically disadvantaged San Franciscan residents for new entry-level positions.

The First Source Hiring Program provides a ready supply of qualified workers to employers with employment needs, and it gives economically disadvantaged individuals the first opportunity to apply for entry-level positions in San Francisco. Entry-level positions are defined as those requiring less than two years of training or specific preparation and includes temporary and permanent jobs.

How can the First Source Hiring Program help your business at no cost?

- Promote job announcements to over 6,000 recipients in the San Francisco community
- Connect you with a pool of qualified, pre-screened candidates
- Refer graduates of OEWD-funded industry sector training programs
- Coordinate customized recruitment and hiring events
- Provide access to City-wide recruitment facilities and events

Which Businesses are required to comply with the First Source Hiring Program?

- Businesses who have leases with the City on City Property
- Businesses with City contracts for goods, services, grants or loans in excess of \$50,000
- Businesses with City-issued construction contracts in excess of \$350,000
- Developers with building permits for residential projects over 10 units and all employers engaged in commercial activity to be conducted in said development project, including residential services
- Any building permit application for a commercial activity over 25,000 square feet and involving new construction, an addition, or alteration which results in the expansion of entry and apprentice-level positions for a commercial activity
- Cannabis-related businesses
- Special projects required by the Board of Supervisors and administered by OEWD

I need to comply with the First Source Hiring Program, where do I start?

- **Step #1:** Contact the Employer Services Team at OEWD by emailing employer.services@sfgov.org. You can also call 628-652-8400 and ask to speak with a First Source Hiring Program Specialist.
- **Step #2:** The Employer Services Team will assist you with registering your business in the OEWD's data system.
- **Step #3:** Once you have registered with the OEWD's data system, the Employer Services Team will assist you with recruitment for your open positions.

What are the penalties for non-compliance with the First Source Hiring Program?

Liquidated damages up to \$5,000 can be assessed for each entry-level job improperly withheld from the First Source Hiring Program process.

For more information, please visit the [Comply with the First Source Hiring Program website](#), email us at employer.services@sfgov.org, or call us at 628-625-8400 and ask to speak with a First Source Hiring Program Specialist.

Where do I find the form?

Use the [First Source Hiring form link](#) to submit the required form.

Sample of the First Source Hiring Form (Screenshots)

First Source Program Projection Form and Fact Sheet

Business Name: _____

Main Contact: _____

Contract ID (If applicable): _____ Supplier ID (If applicable): _____

Phone: _____ Email: _____

Date: _____ Signature: _____

Name of Authorized Representative: _____

* By signing this form, the company agrees to participate in the San Francisco Workforce Development System established by the City and County of San Francisco, and comply with the provisions of the First Source Hiring Program pursuant to Chapter 83 of the San Francisco Administrative Code

Sample of the First Source Hiring Form (Continued)

Instructions:

This form must be submitted via email to the Office of Economic and Workforce Development at employer.services@sfgov.org with the subject line First Source Hiring Workforce Projection Form

- If an entry-level position becomes available at any time during the term of the lease and/or contract, the company must notify the First Source Hiring Program Administrator at employer.services@sfgov.org

Section 1: Select your Industry:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Educational Services | <input type="checkbox"/> Mining, Quarrying, and Oil and Gas Extraction | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Finance and Insurance | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation and Warehousing |
| <input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting | <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Professional, Scientific, and Technical Services | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Arts, Entertainment, and Recreation | <input type="checkbox"/> Information | <input type="checkbox"/> Public Administration | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Management of Companies and Enterprises | <input type="checkbox"/> Real Estate and Rental and Leasing | <input type="checkbox"/> Other Services (except Public Administration) |

Section 2: Indicate Industry NAICS code if known: _____

Section 3: Provide information on all Entry Level Positions:

Entry-level Position Title	Job Description	Number of New Hires	Projected Hiring Date

Sample of the First Source Hiring Form (Continued)

Section 4: Select the type of First Source Project:

- Contractor Scene in San Francisco Rebate Applicant
- Subcontractor City Contract (Department) _____
- City of San Francisco
Tenant Cannabis _____
- Subtenant Other _____
- Developer