



FIRST SOURCE HIRING PROGRAM FOR PUBLIC WORKS CONSTRUCTION PROJECTS

OVERVIEW

- Applies to publicly funded projects with an estimate in excess of \$350,000
- Contractors are required to work in good faith with the CityBuild unit within the San Francisco Office of Economic and Workforce Development (OEWD) to employ economically disadvantaged individuals in 50% of all new hiring opportunities.
- Contractors must provide CityBuild with a list of Core Employees who will be working on the project, and must notify CityBuild of **all new hiring opportunities**.
- Core Employees are defined as workers who are documented on contractor's active payroll 60 of the previous 100 working days prior to award of contract. New hiring opportunities are work that will not be performed by a contractor's Core Employees. CityBuild has the discretion to require contractors to submit payroll records to verify that employees listed meet the definition of Core Employees.

GUIDELINES

- Prior to starting work on a project, a CityBuild Workforce Meeting is scheduled to discuss construction schedule and labor needs.
- **Form 1: Workforce Projection.** Must be submitted to CityBuild by the Prime Contractor for approval within 30 days of contract award. Contractors are required to list work projections and provide a list of Core Employees who will work on the project.
- **City's Electronic Certified Payroll System:** All contractors will be required to submit certified payroll for all workers through the City's Electronic Certified Payroll System. An account is required to access the system.
- **Form 3: Job Notice** should be submitted to CityBuild at least 3 business days in advance of a *new hire* start date.

PENALTIES

- Liquidated Damages may be assessed for each instance of non-compliance: \$5,000 for the first "New Hire" not properly noticed and \$10,000 for each subsequent violation.
- Failure to comply may lead to delay in release of permits by the Department of Building Inspections.
- A Corrective Action Plan may be negotiated to avoid penalties.