



## FIRST SOURCE HIRING PROGRAM FOR CONSTRUCTION

### OVERVIEW

- Applies to private construction projects consisting of 10 or more residential units and/or 25,000 square feet or more of commercial space, or to public contracts 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 Contractors and Subcontractors prior to commencement of onsite work. Contractors are required to list work projections and provide a list of Core Employees who will work on the project.
- Monthly Workforce Reporting:
  - a. Form 4: First Source Monthly Workforce Summary Report is to be submitted by every contractor performing work on the project during the previous month. The prime contractor must collect and submit these to CityBuild by the 10th of each month; **or**
  - b. Contractors shall utilize the City's certified payroll system on City-awarded projects
- **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.