



Dear Central Market Street and Tenderloin Area Business,

Thank you for your interest and commitment to the Central Market Street and Tenderloin Area. This application packet provides detailed instructions as well as necessary forms for your initial application and for renewals in subsequent years.

If you have any questions at all, please don't hesitate to reach out. We're here to help.

Best Regards,  
Office of Economic and Workforce Development  
centralmarketapplications@sfgov.org  
(415) 554-6969

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## PROCESS

### STEP 1 Application

Complete and submit the attached Application for the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion (first form to follow these instructions) to the Office of Economic and Workforce Development (OEWD) for review and evaluation on or before **November 1, 2016 for the 2016 tax year**. The application is available online at: <http://oewd.org/central-market-street-and-tenderloin-area-payroll-expense-tax-exclusion>. E-mail the completed and signed application to:

Email: [centralmarketapplications@sfgov.org](mailto:centralmarketapplications@sfgov.org)

If you have not been contacted by OEWD within 3 business days of submitting your application, you must contact OEWD staff (listed below) immediately.

### STEP 2 First Source Hiring Program

Applicants seeking the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion must participate in the City's First Source Hiring Program. Applicants must complete the "Non-Construction First Source Employer's Projection of Entry Level Positions" form (second form to follow these instructions) and submit it to OEWD along with the Application for the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion. Applicants must further register on SF Jobs Portal at [www.jobsportal.sfgov.org](http://www.jobsportal.sfgov.org) and follow the instructions provided. For assistance, contact First Source Program staff (listed below).

Applicants must also enter into a First Source Hiring Agreement before they can be deemed eligible to apply for the exclusion. Applicants must contact First Source Program staff (listed below) to discuss this eligibility requirement.

Renewal applicants must resubmit the Non-Construction First Source Employer's Projection of Entry Level Positions form on or before December 31st of every year after the year the business is first deemed eligible to apply for the exclusion.

### STEP 3 Review and Determination

If an applicant is deemed eligible to apply for the Central Market Street and Tenderloin Payroll Expense Tax Exclusion, OEWD will notify the Office of the Treasurer & Tax Collector of the name of the business and notify the applicant by letter.

Please note, applicants indicating an annual San Francisco payroll expense of over \$1 million must complete a Community Benefit Agreement (CBA) with the City Administrator's Office (CAO) before they can be deemed eligible to apply for the exclusion. You must contact CAO staff (listed below) immediately to discuss this eligibility requirement. Applicants that are required to enter into a CBA will only be issued a Letter of Eligibility to apply for the exclusion after the successful completion of a CBA with the City Administrator's Office.

#### STEP 4 Payroll Expense Tax Return

The business must timely file an annual Payroll Expense Tax return with the Tax Collector regardless of the amount of tax liability shown on the return after claiming the exclusion provided for in this program.

Please note that pursuant to Section 906.3(a) of the Business and Tax Regulations Code, only payroll expense attributable to a fixed place of business within the Central Market Street and Tenderloin Area may be eligible for an exclusion from the Payroll Expense Tax.

#### STEP 5 Declaration in Support

File a Declaration in Support of the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion with the Office of the Treasurer & Tax Collector by the later of: (i) February 1 of the year following the year for which the exclusion is being claimed; and (ii) within 10 calendar days of receiving the Notice of Eligibility to apply for the exclusion from OEWD. If the tenth day lands on a weekend or holiday, it is extended to the next business day. A declaration form will be provided to you at the time the Letter of Eligibility to apply for the exclusion is issued. This form is also available online at: <http://sftreasurer.org/business-form-central>.

#### STEP 6 Confirmation of Filing

No confirmation will be sent if an applicant's exclusion is accepted as part of the applicant's Payroll Expense Tax filing/payment to the Office of the Treasurer & Tax Collector. However, if the business is not listed by OEWD as deemed eligible to apply for the Central Market Street and Tenderloin Payroll Expense Tax Exclusion, or if the Tax Collector denies the exclusion, the business will receive a notice of deficiency from the Office of the Treasurer & Tax Collector.

Please note that pursuant to Section 906.3(e) of the Business and Tax Regulations Code, "The Tax Collector shall verify that any exclusion claimed pursuant to this Section [906.3] is appropriate."

#### STEP 7 Renewal

After the year the business is first deemed eligible to apply for the exclusion, there are four documents required annually for a renewal:

1. The business must file an annual "Affidavit for Renewal of the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion" (third document to follow these instructions) with both the Office of the Treasurer & Tax Collector and OEWD affirming that the business continues to meet the eligibility criteria on or before December 31 of every year after the year the business is first deemed eligible to apply for the exclusion.
2. The business must also file with OEWD the "Non-Construction First Source Employer's Projection of Entry Level Positions" form on or before December 31 of every year after the year the business is first deemed eligible to apply for the exclusion.
3. If a business is required to enter into a CBA with the City Administrator's Office, the Agreement covering the next calendar year must be executed with the City Administrator's Office on or before December 31 of every year after the year the business is first deemed eligible to apply for the exclusion.
4. The business must file a Declaration in Support of the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion with the Office of the Treasurer & Tax Collector by the later of: (i) February 1 of the year following the year for which the exclusion is being claimed; and (ii) within 10 calendar days of receiving the Notice of Eligibility to apply for the exclusion from OEWD.

Businesses are allowed to claim the exclusion for a maximum of six years from the later of May 20, 2011 or the date they commenced business in the Central Market Street and Tenderloin Area, and may not claim the exclusion past tax year 2019.

For taxpayers with an annual San Francisco payroll expense of \$1 million or less, a renewal confirmation letter will be issued after receipt of a renewal affidavit and a Non-Construction First Source Employer's Projection of Entry Level Positions form.

For taxpayers with an annual San Francisco payroll expense of over \$1 million, a renewal confirmation letter will be issued after receipt of a renewal affidavit, a Non-Construction First Source Employer's Projection of Entry Level Positions form, and a fully executed CBA covering the calendar year following the year for which the exclusion is being sought.

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## CONTACT INFORMATION Questions? Contact us:

#### For questions related to the Application Process:

Juan Carlos Cancino  
City and County of San Francisco  
Invest In Neighborhoods, OEWD  
Phone: (415) 554-5185  
Email: [juancarlos.cancino@sfgov.org](mailto:juancarlos.cancino@sfgov.org)

#### For questions related to Tax Filings:

Richard Giambastini  
City and County of San Francisco  
Office of Treasurer & Tax Collector  
Phone: (415) 554-4608  
Email: [rick.giambastini@sfgov.org](mailto:rick.giambastini@sfgov.org)

#### For questions related to the First Source Program:

Lowell Rice  
City and County of San Francisco  
Workforce Division Services, OEWD  
Phone: (415) 701-4848  
Email: [lowell.rice@sfgov.org](mailto:lowell.rice@sfgov.org)

#### For questions related to Community Benefit Agreements:

Jack Gallagher / Bill Barnes  
City and County of San Francisco  
Office of the City Administrator  
Phone: (415) 554-4851 / (415) 554-6075  
Email: [jack.gallagher@sfgov.org](mailto:jack.gallagher@sfgov.org) / [bill.barnes@sfgov.org](mailto:bill.barnes@sfgov.org)



# APPLICATION FOR THE CENTRAL MARKET STREET AND TENDERLOIN AREA PAYROLL EXPENSE TAX EXCLUSION FOR TAX YEAR 20\_\_\_\_

This application must be submitted to the Office of Economic and Workforce Development by email to the contact listed below no later than November 1, 2016 for the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion for tax year 2016. After the year the business is first deemed eligible to apply for the exclusion, the business must submit an Affidavit for Renewal of the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion no later than December 31st of every tax year thereafter for which the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion will be sought.

Please type or print neatly using blue or black ink. Form must be signed to be valid.

## Section 1. Company Information

TAXPAYER:		CONTACT PERSON:	
LOCATION(S) IN CENTRAL MARKET/TENDERLOIN PAYROLL EXPENSE TAX EXCLUSION AREA (incl. DBA/LOC) (Street Address, City, Zip):			
MAILING ADDRESS (if different from above) (Street Address, City, Zip):			
TELEPHONE:	FAX:	EMAIL:	
BUSINESS ACCOUNT NUMBER:			

## Section 2. Eligibility Information

Taxpayer is located within the Central Market Street and Tenderloin Area, as delineated in Section 906.3(b)(1) of the Business and Tax Regulations Code (also shown on the next page of this form for your convenience).  YES  NO

Please indicate block and lot number for the Taxpayer's location(s) in the Central Market Street and Tenderloin Area. Block/Lot \_\_\_\_\_

Note: You can look up the block and lot numbers associated with the business address for which you are applying at: [www.tinyurl.com/blocklotlookup](http://www.tinyurl.com/blocklotlookup)

What was the date that the lease, rental or purchase agreement was signed by the Taxpayer for the Taxpayer's location(s) in the Central Market Street and Tenderloin Area? Date \_\_\_\_\_

Note: This information may be used to verify your base year as described in section 906.3(b)(2) of the Business and Tax Regulations Code. All calculations are subject to Treasurer & Tax Collector review.

Taxpayer has an annual San Francisco payroll expense of over \$1 million.  YES  NO

Note: Any business with an annual San Francisco payroll expense of over \$1 million must complete a Community Benefit Agreement (CBA) with the City Administrator's Office (CAO) in order to be deemed eligible to apply for the exclusion. If you have marked 'yes' in this field, you must contact CAO staff (listed above) immediately to discuss this requirement.

Taxpayer is participating in San Francisco's First Source Hiring Program.  YES  NO

Note: Any business wishing to apply for the exclusion must complete a "Non-Construction First Source Employer's Projection of Entry Level Positions" form included in this application packet as well as enter into a First Source Hiring Agreement with the City. You must contact First Source Program staff (listed above) to discuss this requirement.

What is the total number of Taxpayer employees in the Central Market Street and Tenderloin Area in this payroll expense tax year? Total \_\_\_\_\_

### Section 3. Verification

I, \_\_\_\_\_, declare that I have personal knowledge of the facts and information contained in this application and attachments. I believe them to be true and accurate and if called upon to testify, I could and would testify competently to the contents of this application and its attachments. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_

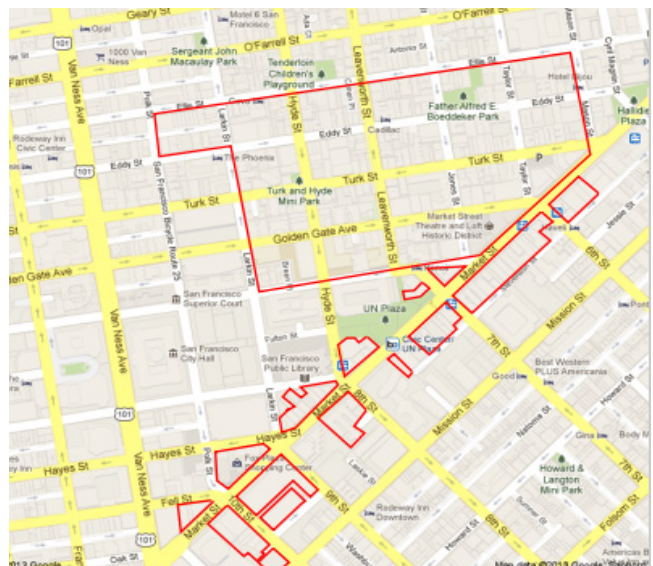
Date \_\_\_\_\_

Name \_\_\_\_\_

Title/Business \_\_\_\_\_

**Submit to:** Please submit this application and any questions to:  
City and County of San Francisco  
Office of Economic and Workforce Development  
(415) 554-6969 | [centralmarketapplications@sfgov.org](mailto:centralmarketapplications@sfgov.org)

As defined in Business and Tax Regulations Code section 906.3(b)(1): "Central Market Street and Tenderloin Area" means the area located in downtown San Francisco, generally including: parcels fronting the south side of Market Street from Eleventh Street to Sixth Street; a portion of the parcels fronting the south side of Market Street from Sixth Street to Fifth Street (odd numbered addresses from 999 to 933 Market Street); parcels fronting the north side of Market Street from Van Ness Avenue to Eighth Street; 875 Stevenson Street; and parcels in the area bordered by: Ellis Street, from Polk Street to Mason Street (south side only); Mason Street, from Ellis Street to Market Street (west side only); Market Street, from Mason Street to Charles J. Brenham Place (north side only); Charles J. Brenham Place, from Market Street to McAllister Street (east side only); McAllister Street, from Charles J. Brenham Place to Larkin Street (north side only); Larkin Street, from McAllister Street to Eddy Street (east side only); Eddy Street, from Larkin Street to Polk Street (north side only); and Polk Street, from Eddy Street to Ellis Street (east side only). The exclusion applies exclusively to the following Assessor's Lots: the entirety of Blocks 0331, 0332, 0333, 0334, 0335, 0336, 0337, 0338, 0339, 0340, 0342, 0343, 0344, 0345, 0346, 0347, 0348, 0349, 0350, and 0740; Block 0813, Lots 7, 8, 9 and 10; Block 0835, Lots 1, 2 and 3; Block 3701, Lots 50 and 59; Block 3702, Lots 1, 45, 46, 47, 48, 48A, and 53; Block 3703, Lots 1, 56, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 70, 74, 75, 76, 78 and 88; Block 3704, Lots 70, 69, 68, 67 and 78; Block 3507, Lots 39 and 41; Block 3508, Lots 1 and 39; Block 0355, Lots 3, 4, 5, 6, 7, 8, 9, 10 and 15; Block 0351, Lots 1, 22, 39, 41, 46, 47, 49 and 51.





# FIRST SOURCE HIRING PROGRAM

## Non-Construction First Source Employer's Projection of Entry Level Positions Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion

By signing this form, employers agree 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. As an indication of good faith efforts to comply with First Source, the employer must complete this form and submit it to the Office of Economic and Workforce Development along with the Application for Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion by November 1, 2016 for new applicants and must renew the application by December 31 of each tax year thereafter for renewals.

**Entry Level Position** means a non-managerial position in the Central Market Street and Tenderloin Area that requires either no education above a high school diploma or certified equivalency, or less than two (2) years of training or specific preparation.

Note: If an **Entry Level Position** becomes available during the tax year, the employer must notify the First Source Hiring Administration according to the terms of the First Source Hiring Agreement required for employers applying for the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion. For information regarding First Source requirements contact First Source Program staff at 415-701-4848 (also listed above).

NAME OF EMPLOYER:		HR CONTACT PERSON:	
ADDRESS (Street Address, City, State, Zip):			
TELEPHONE:	FAX:	EMAIL:	

\_\_\_\_\_  
Signature of authorized employer representative

\_\_\_\_\_  
Date

### Complete the following chart for employees in the Central Market Street and Tenderloin Area

Entry-Level Position Title	Number Currently Filled	Number Currently Available	Number Projected to Become Available in the Next 12 Months	Estimated Date of Next Available Position



Submit to:

Please email this form SIGNED to:

City and County of San Francisco  
Office of Economic and Workforce Development  
(415) 554-6969 | centralmarketapplications@sfgov.org

## What is the First Source Hiring Program?

The intent of First Source is to connect economically disadvantaged individuals participating in San Francisco's workforce development programs with entry level jobs that are generated by the City's investment in contracts or public works; by business activity that requires approval by the City's Planning Department or permits by the Department of Building Inspection; or by businesses seeking the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion.

## How does First Source work?

- In order to be deemed eligible to apply for the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion, applicants must complete a First Source Hiring Agreement. A sample of the First Source Hiring Agreement can be found at: [http://oewd.org/sites/default/files/FileCenter/Documents/331-Workforce%20Development%20First%20Source%20Agreement\\_2014.pdf](http://oewd.org/sites/default/files/FileCenter/Documents/331-Workforce%20Development%20First%20Source%20Agreement_2014.pdf).
- Applicants are required to post their entry level positions with First Source and offer the City the first opportunity to refer qualified candidates to those positions. Entry level positions are defined as those non-managerial positions in the Central Market Street and Tenderloin Area that require no education above a high school diploma (or equivalency) OR less than 2 years of specific training or work experience.
- While the ordinance does not require an employer to hire a specific candidate, it does require that employers make a good faith effort to hire referrals from the City's workforce development system.

## How to contact First Source?

You can contact First Source Program staff by calling (415) 701-4848.



# AFFIDAVIT FOR RENEWAL OF THE CENTRAL MARKET STREET AND TENDERLOIN AREA PAYROLL EXPENSE TAX EXCLUSION FOR TAX YEAR 20\_\_\_\_\_

This affidavit must be submitted to the Office of the Treasurer and Tax Collector and to the Office of Economic and Workforce Development by December 31 of each tax year for which the Central Market Street and Tenderloin Area Payroll Expense Tax Exclusion will be sought after the year the business is first deemed eligible to apply for the exclusion. Affidavits sent after the December 31st deadline will be denied for that tax year.

Please type or print neatly using blue or black ink. Form must be signed to be valid.

## Section 1. Company Information

TAXPAYER:		CONTACT PERSON:	
LOCATION(S) IN CENTRAL MARKET/TENDERLOIN PAYROLL EXPENSE TAX AREA (incl. DBA/LOC) (Street Address, City, Zip):			
MAILING ADDRESS (if different from above) (Street Address, City, Zip):			
TELEPHONE:	FAX:	EMAIL:	
BUSINESS ACCOUNT NUMBER:			

## Section 2. Eligibility Information

Taxpayer continues to be located in the Central Market Street and Tenderloin Area, as delineated in Section 906.3(b)(1) of the Business and Tax Regulations Code (also shown on the next page of this form for your convenience).

YES  NO

Please indicate block and lot number for the Taxpayer's location(s) in the Central Market Street and Tenderloin Area.

Block/Lot \_\_\_\_\_

**Note:** You can look up the block and lot numbers associated with the business address for which you are applying at: [www.tinyurl.com/blocklotlookup](http://www.tinyurl.com/blocklotlookup)

Taxpayer is participating in San Francisco's First Source Hiring Program.

YES  NO

If annual San Francisco payroll expense is over \$1 million, Taxpayer has or plans to execute a Community Benefit Agreement with the City Administrator's Office by December 31st.

YES  NO  N/A

Total number of individuals hired in this payroll expense tax year:

No. Hired \_\_\_\_\_

Total number of individuals who were referred by the San Francisco Workforce Development System during the payroll expense tax year:

Total Referred \_\_\_\_\_

Duration of employment for each individual hired during the year: ( Please complete on reverse )

Duration of employment for each individual hired during this payroll expense tax year:

Employee ID	Date of Hire (MM/YY)	Duration of Employment

### Section 3. Verification

I, \_\_\_\_\_, declare that I have personal knowledge of the facts and information contained in this affidavit and attachments. I believe them to be true and accurate and if called upon to testify, I could and would testify competently to the contents of this affidavit and its attachments. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title/Business

**Submit to:** You must mail a paper copy of this document to:  
City and County of San Francisco  
Office of the Treasurer and Tax Collector  
PO Box 7425  
San Francisco, CA 94102

For UPS/FedEx:  
Room 140, 1 Dr. Carlton B. Goodlett Place,  
San Francisco, CA 94102

Please ALSO email this affidavit or any questions to:  
City and County of San Francisco  
Office of Economic and Workforce Development  
t: (415) 554-6969 | [centralmarketapplications@sfgov.org](mailto:centralmarketapplications@sfgov.org)

As defined in Business and Tax Regulations Code section 906.3(b)(1): "Central Market Street and Tenderloin Area" means the area located in downtown San Francisco, generally including: parcels fronting the south side of Market Street from Eleventh Street to Sixth Street; a portion of the parcels fronting the south side of Market Street from Sixth Street to Fifth Street (odd numbered addresses from 999 to 933 Market Street); parcels fronting the north side of Market Street from Van Ness Avenue to Eighth Street; 875 Stevenson Street; and parcels in the area bordered by: Ellis Street, from Polk Street to Mason Street (south side only); Mason Street, from Ellis Street to Market Street (west side only); Market Street, from Mason Street to Charles J. Brenham Place (north side only); Charles J. Brenham Place, from Market Street to McAllister Street (east side only); McAllister Street, from Charles J. Brenham Place to Larkin Street (north side only); Larkin Street, from McAllister Street to Eddy Street (east side only); Eddy Street, from Larkin Street to Polk Street (north side only); and Polk Street, from Eddy Street to Ellis Street (east side only). The exclusion applies exclusively to the following Assessor's Lots: the entirety of Blocks 0331, 0332, 0333, 0334, 0335, 0336, 0337, 0338, 0339, 0340, 0342, 0343, 0344, 0345, 0346, 0347, 0348, 0349, 0350, and 0740; Block 0813, Lots 7, 8, 9 and 10; Block 0835, Lots 1, 2 and 3; Block 3701, Lots 50 and 59; Block 3702, Lots 1, 45, 46, 47, 48, 48A, and 53; Block 3703, Lots 1, 56, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 70, 74, 75, 76, 78 and 88; Block 3704, Lots 70, 69, 68, 67 and 78; Block 3507, Lots 39 and 41; Block 3508, Lots 1 and 39; Block 0355, Lots 3, 4, 5, 6, 7, 8, 9, 10 and 15; Block 0351, Lots 1, 22, 39, 41, 46, 47, 49 and 51.

