

First Source Hiring 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, which is administered by the Office of Economic and Workforce Development (OEWD). The Program requires that developers, contractors, and employers use good-faith efforts to hire economically disadvantaged San Franciscan residents for new entry-level positions on applicable projects. 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 jobs in San Francisco.

How can First Source help your business at no cost?

- Promote jobs to nearly 2,000 recipients in the community
- Connect with a pool of qualified pre-screened candidates
- Refer graduates of OEWD-funded industry sector trainings
- Coordinate recruitment events in-person and virtually
- Provide access to City-wide recruitment facilities

Which Businesses are required to comply with First Source Hiring?

- Businesses who have Leases with the City on City Property
- Businesses with City contracts for goods, services, and grants in excess of \$50,000
- Businesses with City-issued public construction contracts in excess of \$350,000
- Developers with building permit applications for residential projects over 10 units
- Any activities related to commercial activity over 25,000 sq. ft.
- Cannabis related businesses
- Special projects administered by the Economic Development Division

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

1. Contact the Business Services Team at the Office of Economic and Workforce Development (OEWD) by calling 415-701-4848 or send an email to business.services@sfgov.org.
2. Register your business to www.workforcelinksf.org and add your projected job(s) or post your job opening.
3. Once you have registered with WorkforceLinkSF, you will be contacted by a member of the Business Services Team to orient you to the Program and provide additional tools and resources at no-cost.

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

- Liquidated damages up to \$5,000 can be assessed for each entry-level job improperly withheld from the First Source Hiring process.
- Repeated failure could result in liquidated damages of up to \$10,000 for each entry-level job improperly withheld from the First Source Hiring process.