

## FIRST SOURCE HIRING PROGRAM FOR GOSOLARSF

### PROGRAM OVERVIEW

- The GoSolarSF program offers incentives to San Francisco residents, businesses, and nonprofit organizations who install solar electric systems on their properties. In order for property owners to receive GoSolarSF incentives, they are required to use a GoSolarSF Certified Contractor.
- To become a GoSolarSF Certified Contractor, Contractors are required to work in good faith with the City's Office of Economic and Workforce Development (OEWD) to employ San Francisco residents in 50% of all new hiring opportunities.
- Contractors must provide CityBuild with a list of Core Employees, 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 April 1, 2016. New hiring opportunities include all 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

- To begin the initial certification process, contractors must submit a completed First Source Hiring Agreement and Core Employee List (Form 1).
- To maintain an active certification status within the GoSolarSF program, contractors shall:
  - Utilize a Job Notice Form (Form 3) to notify CityBuild of all new hiring opportunities, including entry-level professional/administrative opportunities, and make good faith efforts to hire workers referred through the FSH Program
  - Provide a Quarterly Hiring Summary Report (Form 4) to CityBuild
- Contractors must also adhere to all local labor laws including the San Francisco Minimum Wage Ordinance.

### CONTACTS

For certification and compliance questions,  
please contact:

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To request for FSH Program worker referrals,  
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