
First Source Manual

October 2014

DC Department of Employment
Services





Table of Contents

Purpose of Document	3
System Requirement.....	4
Login Process.....	5
Change Password.....	7
Add/Edit Employee	9
Company Information.....	10
Verified Employees	12
Employee Status	14
Monthly Report.....	16
Contact Us.....	18



Purpose of Document

The Department of Employment Services (DOES) First Source Program has been in effect since 1984 to ensure that projects developed with District of Columbia funds, or with other funds which the District administers, give priority to District residents for new jobs created by municipal financing and development programs.

The First Source law requires all beneficiaries of contractual agreements totaling \$300,000 or more to enter into a First Source Agreement with DOES and requires that every contractor who qualifies for First Source oversight must maintain a 51% District resident hire rate.

It is vital for the First Source Program to enforce a compliance rule of 51% to ensure qualified District residents are accorded priority hiring preference for all new jobs created by the project. The earlier method used to determine 51% compliance had been a paper-based method. The First Source Program has redeveloped a reporting application to aid in the agency's effort to obtain more reliable information. The First Source application is one of the largest data collection applications DOES offers to employers.

All monthly reporting data for all companies with First Source Agreements is due by the **10th of each month**.

For few users, this user-friendly reporting application can sometimes turn into a complex navigational system where users may need some guidance. The purpose of the First Source Manual is to guide, support, and help employers with the reporting application's supported features.



System Requirement

The following operating systems and browsers are compatible with the First Source Program online application:

Operating Systems

- ✓ Microsoft® Windows 2000, XP, Vista and 7
- ✓ Mac OS X

Browsers

- ✓ Microsoft® Internet Explorer 9.0 and higher
- ✓ Firefox 3.0 and higher
- ✓ Google Chrome 11.0 and higher
- ✓ Safari 3.0 and higher

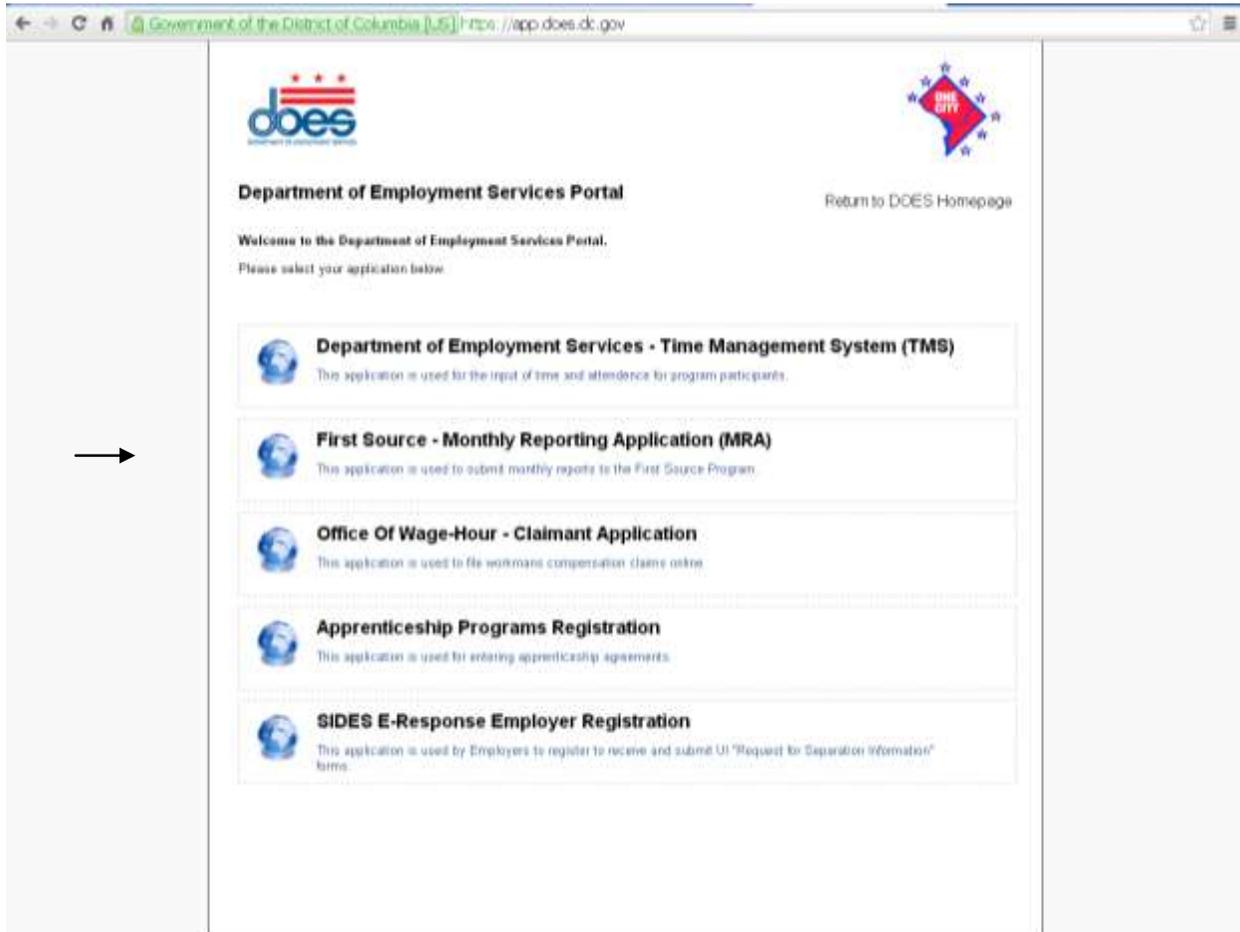
For customers using Internet Explorer 8.0 and below or any version of Netscape, you will be required to upgrade your browser in order to log on to the First Source Program online application. This is to protect the security of your information

Find Your Current Browser Version

To find your current software, select 'Help' located on your browser toolbar. Then select the 'About...' option.

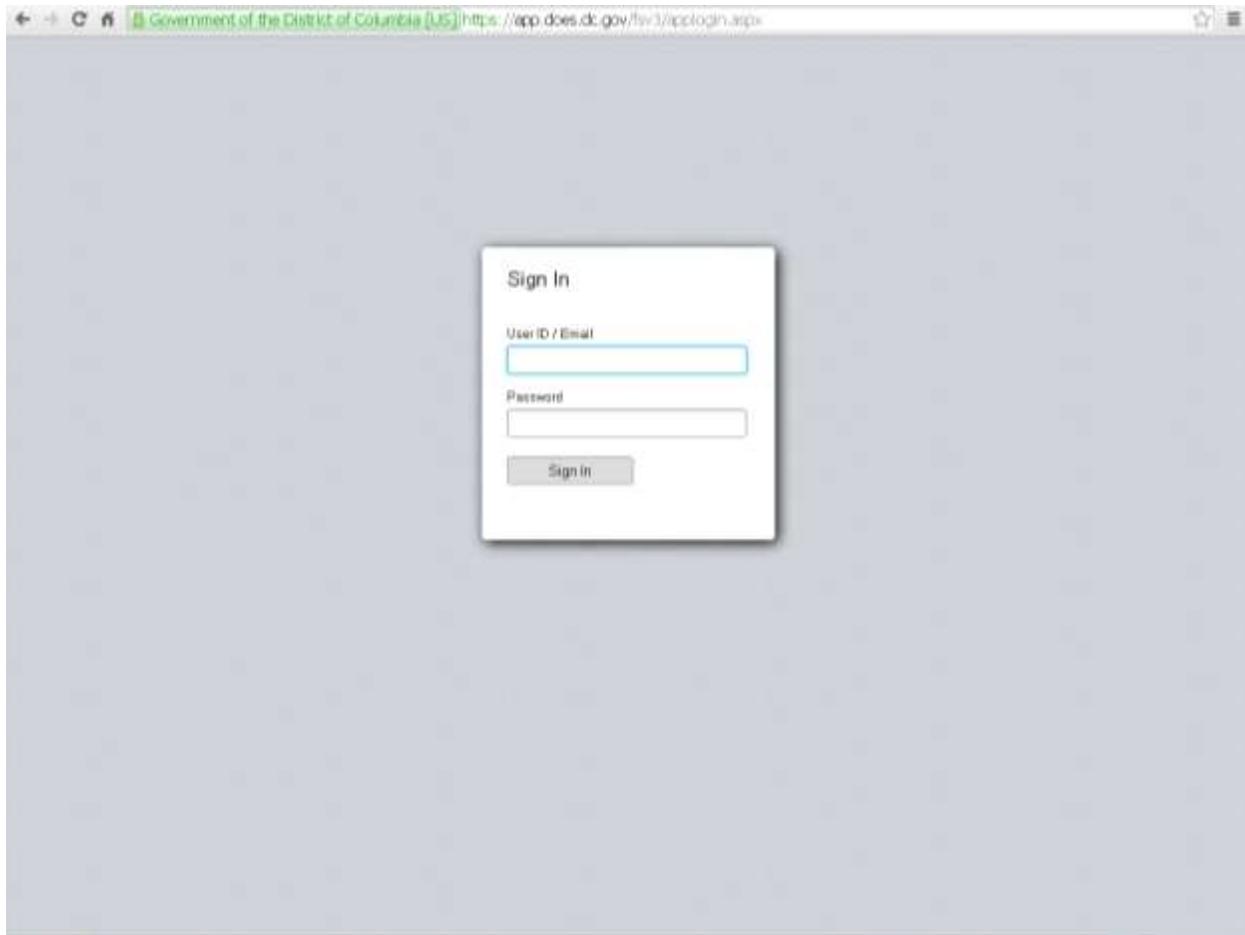
Login Process

The First Source Monthly Reporting Application (MRA) is accessed via the following URL: <https://app.does.dc.gov/>. As a contractor, your User ID and Password will be sent to you via email from the DOES First Source staff upon the endorsement of your First Source Agreement.



The MRA web-based system is accessed via this Department of Employment Services Portal Screen. Select First Source – Monthly Reporting Application (MRA).

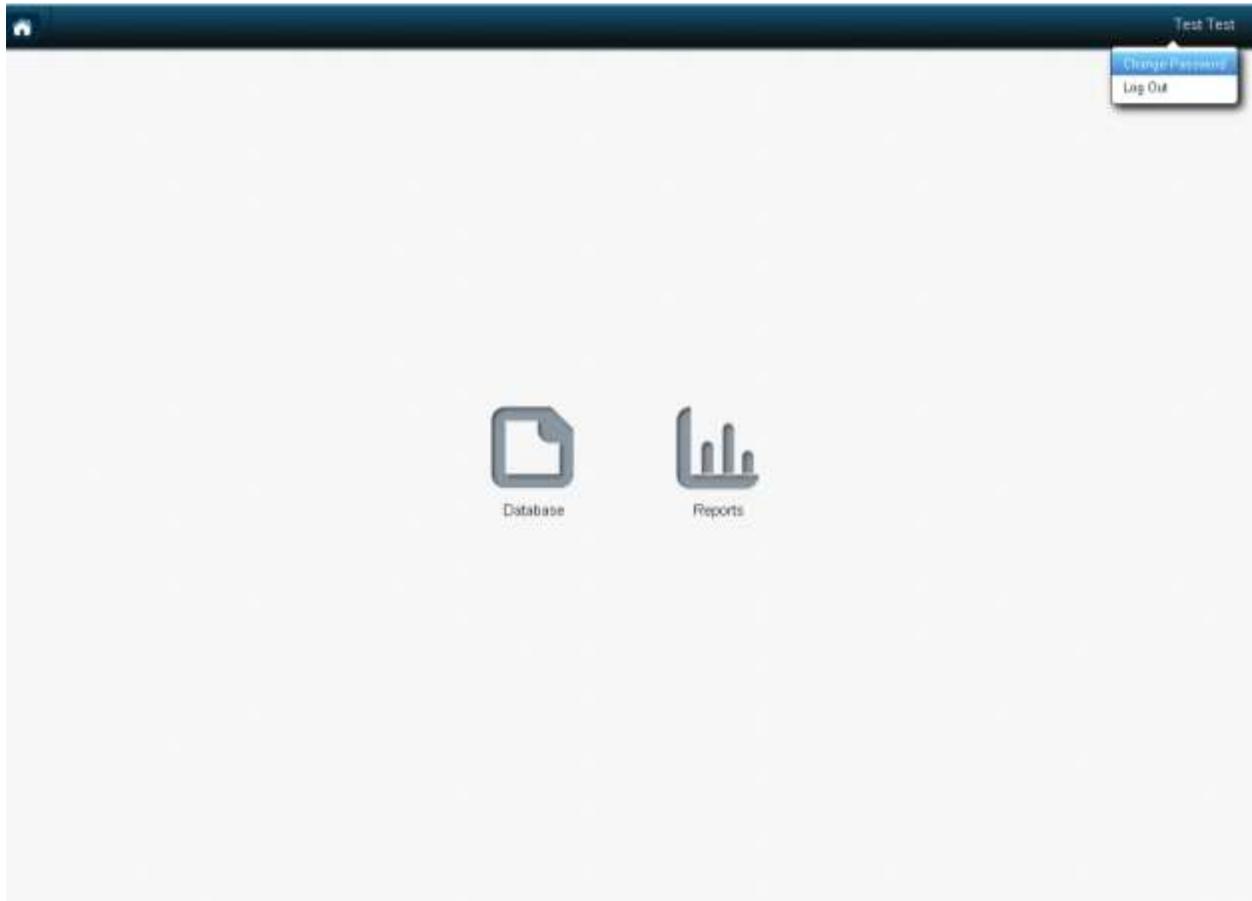
After clicking the First Source – MRA option, the login screen will appear like below. In the appropriate fields, enter your User ID and Password, then click the button.



Next, the main screen will appear with the option to select Database or Report. Click the Database option to enter your monthly reporting data. Everything should be entered in and will be processed from the Database menu.

Change Password

You can change your password at any time. Hover your cursor over the name in the top right corner of the page and select Change Password.



Password
Create a new password below

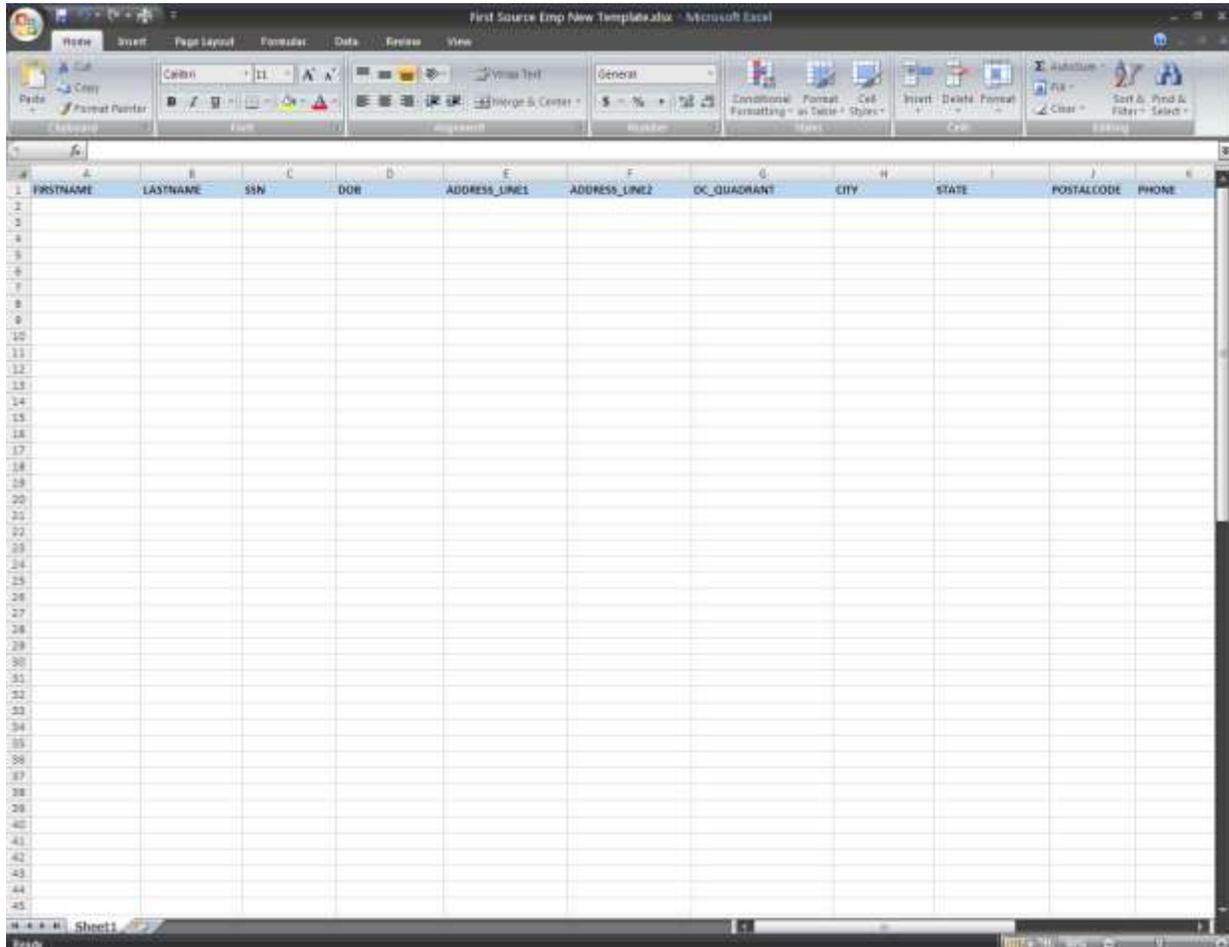
Current Password

New Password (8 - 20 Characters)

Confirm Password

Add/Edit Employee

All employees entered into the Database must successfully pass a government-mandated Social Security Verification process. To add a new employee, companies should request the employee upload template from the First Source staff via email at firstsource@dc.gov or (202) 698-6284. You will be sent a First Source New Employee Template like below:



	A	B	C	D	E	F	G	H	I	J	K
1	FIRSTNAME	LASTNAME	SSN	DOB	ADDRESS_LINE1	ADDRESS_LINE2	DC_QUADRANT	CITY	STATE	POSTALCODE	PHONE
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3											
4											
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To ensure a successful upload, the template cannot be altered in any way. Also, the following fields are required – First Name, Last Name, Social Security Number (SSN), Date of Birth (DOB), Address, DC Quadrant for DC Residents (NW, NE, SW, SE), City, State, Postal Code, and Hire Date. Once the template is complete, return it to the First Source staff via email at firstsource@dc.gov. After the employees have been verified, they would then be listed under the Verified Employees.

Company Information

Company Information is information about your own company: Name, Contact, Phone Number, Email Address, and Agreements. This is initially set by the First Source staff. You can update this information at any time by sending a request via email to firstsource@dc.gov. To access your Company's information, click Company under Select a Category, and next click the Company entry on the left side of the screen.



Select a category

Company

→ First Company
123 Main St.
Created: 09/15/2013

Company

Created: 9/16/2013 (System Admin) Modified: 9/23/2013 (System Admin)

Company Name

Individual As Business **FEIN or SSN for Individuals**

Company Type **Website**

Work Phone **Fax**

Address Information

Address Line 1

Address Line 2 **City**

State **Postal Code**

Ward **PSA**

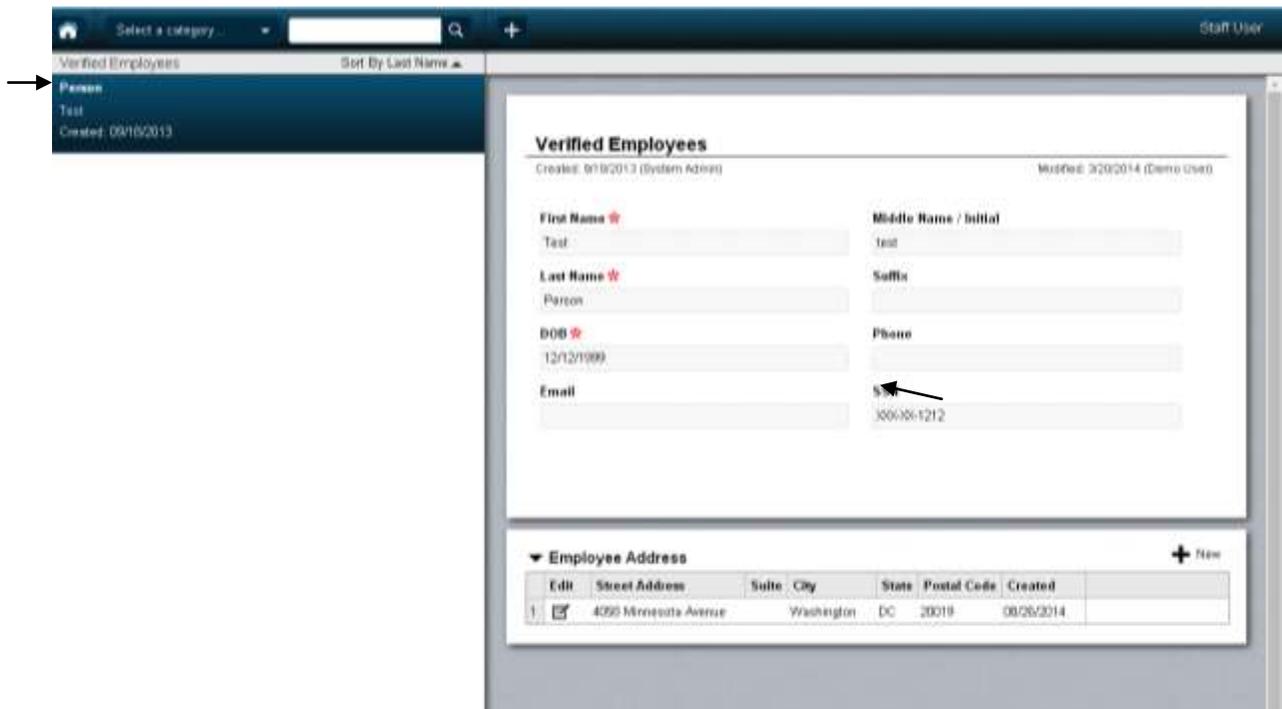
Additional information

Notes

- ▶ Company Contacts
- ▶ Company Agreements
- ▶ Company Access
- ▶ Case Notes

Verified Employees

Verified Employees are a list of all employees who have passed the Social Security Administration verification process. To view Verified Employees, click Verified Employees under Select a Category. All the employees will be displayed on the left side of the screen. The database will only display the first 50 employees. To search for a specific employee, type the employee name in the search box.



To view an employee's information, click on the employee's entry. The information will display on the right side of the screen. Contractors only have access to change the employee's address. To change an employee's address, click "+ New" and enter the updated information in the appropriate fields and click Save.

Staff User

Verified Employees Sort By Last Name

Person →
Test
Created: 09/16/2013

Employee Address

Save Cancel

Employee ☆
Person, Test (xxxx-1212)

Address ☆

Apt, Suite, Box No. **Quadrant** ☆
-

City ☆ **State** ☆

Postal Code ☆ **Ward**
-

+ New

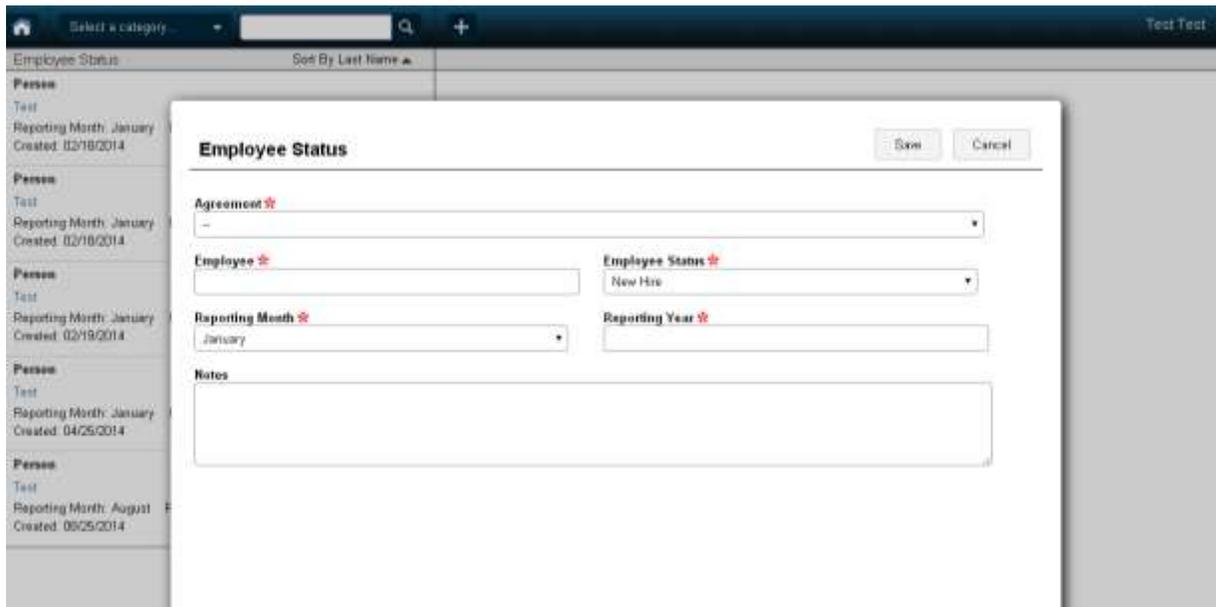
Employee Status

Employee Status is the classification of an employee. Contractors have the ability to assign a Verified Employee to an Agreement and create a status. Each employee will have four (4) possible statuses from which to select: New Hire, Transferred, Laid Off, and Terminated. There should at least be one Employee Status for your verified, active employees before you can generate a Monthly Report.

To create an Employee Status, click Employee Status under Select a Category. Click “+ New” and the Employee Status dialogue box will open like below. Select the Agreement and Employee Status from the drop-down box. Type the employee name (Last Name, First Name) and select the employee from the populated list. Select the Reporting Month from the drop-down box and type in the Reporting Year. The Reporting Month and Reporting Year will be the time the status was created for the employee. New Hires should be created for the company. If there is a current employee assigned to a new contract, the employee should be listed as Transferred.

Example: Jane Doe was hired for Project DOES on February 25, 2004. The Employee Status fields should be entered as follows: **Agreement:** Project DOES; **Employee:** Jane Doe; **Employee Status:** New Hire; **Reporting Month:** February; and **Reporting Year:** 2004.

The Notes box is available for you to provide any additional, pertinent information you would like the First Source staff to know about this employee.



A list of all the employee statuses will be displayed on the left side of the screen. To view an employee’s information, click on the employee’s status. The information will display on the right side of the screen.

Select a category...
Test Test

Employee Status Sort By Last Name ▲

Person
Test Reporting Month: January Reporting Year: 1122 Status: Terminated Created: 02/18/2014
Person Test Reporting Month: January Reporting Year: 1222 Status: Terminated Created: 02/18/2014
Person Test Reporting Month: January Reporting Year: 2014 Status: Terminated Created: 02/19/2014
Person Test Reporting Month: January Reporting Year: 2014 Status: Terminated Created: 04/25/2014
Person Test Reporting Month: August Reporting Year: 2014 Status: Transferred Created: 05/25/2014

Employee Status

Created: 2/18/2014 (System Admin) Modified: 5/6/2014 (George Carr)

Agreement ✪
KIPP DC: Webb School Renovation

Employee ✪
Person, Test

Reporting Month ✪
January

Notes

[Edit](#)

Employee Status ✪
Terminated

Reporting Year ✪
1122

Monthly Report

All monthly reporting data for all companies with First Source Agreements is due by **the 10th of each month**. An Employee Status should be created for **all** active Verified Employees before a Monthly Report is created.

To create a Monthly Report, click Monthly Report under Select a Category. The Monthly Report dialogue box will open like below. Select the Reporting Month for which you wish to report and then type in the Reporting Year. Select the Agreement/Contract from the drop-down box at the bottom. Once you have verified that the Employee Status for each of your employees is current, select Yes from the drop-down box certifying that the information is correct for the selected Reporting Month and Reporting Year.



A list of all the Monthly Reports will be displayed on the left side of the screen. To view a specific Monthly Report, click on the Monthly Report that you wish to view. The information will display on the right side of the screen. Companies can obtain a copy of their detailed Monthly Reports by sending a request to the First Source staff via email at firstsource@dc.gov.

Select a category... Test Test

Monthly Report Sort By Reporting Month ▲

June
2014
Created: 06/13/2014

Monthly Report

Created: 06/13/2014 (Test Test) Modified: 06/13/2014 (Test Test)

Reporting Month **Reporting Year**

I certify that the information is correct for the selected reporting month and year.

Yes

Notes

Agreement **All Current This Month**



Contact Us

For more information about the First Source Program, contact us at:

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Washington, DC 20019
Phone: (202) 698-6284
Fax Number: (202) 698-5717
firstsource@dc.gov