

Affirmative Action Plan Application



City of Madison
8/6/2020

Affirmative Action Division, Department of Civil Rights

The purpose of this document is to list out the steps of entering a model online City of Madison Affirmative Action Plan (including a Request for Exemption) record on [City of Madison Licenses & Permits](#).

Register an Account on Licenses & Permits

1. Use an updated version of Internet Explorer, Edge, Chrome or Firefox to browse to <https://elam.cityofmadison.com/citizenaccess/>
2. Click “Register for an Account”
3. Check the “I have read and accepted the above terms”
4. Click “Continue Registration”
5. Enter Login Information
 - a. User Name
 - b. Email Address
 - c. Password
 - d. Type Password Again
 - e. Enter Security Question
 - f. Answer
 - g. Keep your account info: you will need it again
6. Enter Contact Information
 - a. Click “Add New”
 - b. Select that this is an Organization contact
 - c. Be as complete as possible
 - i. Ensure you enter
 1. Name of Business
 2. City
 3. State
 4. Zip
 - ii. These fields are required for the Affirmative Action Plan
7. Click “Continue Registration”
8. Success
9. You will receive an email with a link to Activate Your Account.
 - a. This email verifies that the email address you entered is valid and allows you to activate your account
 - b. Keep your account info: you will need it again
 - c. This email comes from a “noreply” address: if you do not receive it within 10 minutes, check your Spam folder. If the email is blocked, please contact Technical Support by clicking “Support Center” in the upper right-hand section of your display.

Log In to Licenses & Permits

1. Once your account has been activated
 - a. Use an updated version of Internet Explorer, Edge, Chrome or Firefox to browse to <https://elam.cityofmadison.com/citizenaccess/>
 - b. Enter User Name or E-mail
 - c. Enter Password
 - d. Click Login
 - e. You will see “Logged in as:<your user name>” under the teal-colored bar.

Renewals

Please start here to renew an expiring AA Plan or AA Plan Exemption. Renewing an AA Plan or Exemption will generate a new AA Plan or Exemption application containing the data of the AA Plan or Exemption that is being renewed. After you create the new application, you must then go through each section of the new application and edit the data to ensure that it is up to date and correct. In some cases it is simpler to start from scratch.

From the Home screen:

1. Select “Licenses/Registrations” tab
 - a. Find the license number, written in blue, of the AA Plan or AA Plan Exemption you would like to renew:
 - i. AAPLAN-20XX-00XXX or AAEX-20XX-00XXX
 - b. Click the license number
 - c. On the next page, click “Renew AA Plan”
 - d. A pop-up box will appear. Click “Renew”
 - e. Read and accept the terms
 - f. Click “Continue Application” and proceed with Step 1 of these instructions.

Edit your AA Plan Application for Resubmission

If you have received an incomplete notice and need to edit your AA Plan application:

1. Log in to your account at <https://elam.cityofmadison.com/citizenaccess/>
2. From the Home screen, select “Licenses/Registrations”
3. Find your license number (AAPLAN-20XX-00XXX)
4. Click “Edit” in the Action column all the way to the right.
 - a. This will take you to the Step 7: Review page.
5. Proceed as directed below.

Resume your Saved AA Plan Application that has not been Submitted

1. Log in to your account at <https://elam.cityofmadison.com/citizenaccess/>
2. From the Home screen, select “Licenses/Registrations”
3. Find your temporary license number (TMP-XX-000XXX)
4. Click “Resume Application” in the Action column all the way to the right.
 - a. Choose whether to start from the beginning or to continue where you left off
5. Proceed as directed below.

Begin Your Affirmative Action Plan Application

1. From the Home screen
 - a. Select “Licenses/Registrations” tab
 - i. Select “Apply for a License/Registration”
2. Select a License/Registration Type
 - a. AA Plan Exemption (14 or fewer)
 - i. Choose this Request for Exemption if your organization or company has employees numbering 14 or fewer.
 - b. AA Plan Exemption (Less than \$50k)
 - i. Choose this Request for Exemption if your organization or company will receive less than \$50,000 in one calendar year.
 - c. Affirmative Action Plan – [Community Based Organization](#)
 - i. Choose this application if your community-based or non-profit organization has a contract with or receives funds from Community Services, CDBG or another City agency.
 - d. Affirmative Action Plan – [Individual Developer](#)
 - i. Choose this application if you or your organization have no employees and must file an Affirmative Action Plan as a condition of your Development Agreement with the City of Madison.
 - e. Affirmative Action Plan – [Public Works](#)
 - i. Choose this application if your firm has a Public Works contract with the City of Madison, is applying for Bid Prequalification or is otherwise providing construction services to a City agency.
 - f. Affirmative Action Plan – [Vendors and Suppliers](#)
 - i. Choose this application if your firm provides good or services to a City agency (e.g. Purchasing, IT, Police, etc).
3. Click “Continue Application”

Step 1: General Information

1. Company Information
 - a. Enter:
 - i. Name of CEO
 - ii. Your Website URL (optional)
 - iii. Check the correct box (required for Exemptions):
 1. Public Works
 2. Vendor and Supplier
 3. Community-Based Organization
2. Contact Person
 - a. Select from Account or Add New
 - i. Required fields are denoted with a red asterisk
 - ii. Selecting from Account is less typing
 - iii. Be sure that your Business Name is listed here
3. EEO/AA Officer
 - a. Select from Account or Add New
 - i. Required fields are denoted with a red asterisk
 - ii. Selecting from Account is less typing
 - iii. Be sure that your Business Name is listed here
4. Click “Continue Application” or “Save and Resume Later”

Step 2: Current Workforce Head Count

1. Enter a head count of your paid employee workforce as of today. You may add, edit or delete data in this section.
 - a. Use the AA Plan Sample Worksheets if needed
 - b. Refer to [Self-Identification Form](#) if needed
 - c. Refer to [Guidelines for Classification of Employees](#) if needed
 - d. There are nine (9) Job Categories to choose from
 - i. Each Job Category may have up to four (4) combinations
 1. Female – with a disability
 2. Female – without a disability
 3. Male – with a disability
 4. Male – without a disability
 - ii. You only need to complete each Job Category that applies
 - e. Add rows as needed
 - i. Clicking “Add” will add one row at a time
 - ii. Clicking the down arrow next to “Add” will add multiple rows
 - f. Edit rows as needed
 - g. Delete rows as needed
2. Click “Continue Application” or “Save and Resume Later”

Step 3: Workforce Analysis and Goals (WAGs)

The Workforce Analysis and Goals (WAGs) Table is created from the Current Workforce Head Count in the previous section. All Job Categories are created in this table with five (5) rows each:

- Job Category Subtotal (all employees in that Job Category)
- Racial/Ethnic AA Group
- Women
- With a Disability
- White Males

As in the previous section, please refer to the links on our website if needed:

- [AA Plan Sample Worksheets](#)
- [Self-Identification Form](#)
- [Guidelines for Classification of Employees](#)

The Workforce Analysis and Goals (WAGs) Table is automatically populated from the Current Workforce Head Count on the previous screen.

Please note:

- The Current Number of Employees fields are populated and totaled. You are unable to edit these fields.
- The previous year and next year data fields are populated with the current workforce data by default. You are unable to edit these fields.
- When you edit the employee turnover data for the previous year and the coming year, the WAGs Table will automatically calculate the data in the “Number of Employees 1 Year Ago” and “Target Workforce” fields.
 - These are the only fields you can edit:
 - “Number of Employees Hired During Past Year”,
 - “Number of Employees Who Left During Past Year”,
 - “Estimated Number of Employees to be Hired Within Next Year” and
 - “Estimated Number of Employees to Leave Within Next Year”.
 - You are unable to edit any other fields in the WAGs Table.
- If adjustments are needed to the current workforce data, revisit the Current Workforce Head Count table before attempting to edit the WAGs Table.

Editing the Workforce Analysis and Goals (WAGs) Table

1. Select the rows you'd like to edit and click "Edit Selected"
 - a. Enter accurate information; do not attempt to do math
 - b. You can only edit four fields:
 - i. "Number of Employees Hired During Past Year",
 - ii. "Number of Employees Who Left During Past Year",
 - iii. "Estimated Number of Employees to be Hired Within Next Year" and
 - iv. "Estimated Number of Employees to Leave Within Next Year".
 - c. Enter data for last year and for next year for the Subtotal row and for each demographic group row in each appropriate Job Category: each individual must be entered as one individual in the job category subtotal, and each individual's demographic data must be represented in each appropriate demographic category:
 - A man of color with no disability will be entered in Racial/Ethnic Affirmative Action Group Members.
 - A man of color with a disability will be entered in Racial/Ethnic Affirmative Action Group Members and in With A Disability.
 - A woman of color with no disability will be entered in Racial/Ethnic Affirmative Action Group Members and in Women.
 - A woman of color with a disability will be entered in Racial/Ethnic Affirmative Action Group Members and in Women and in With a Disability.
 - A white woman with no disability will be entered in Women.
 - A white woman with a disability will be entered in Women and in With A Disability.
 - A white male with no disability will be entered in White Males.
 - A white male with a disability will be entered in White Males and in With A Disability.
2. If you are able to enter edits in the WAGs Table but not Submit them, look through the WAGs Table for negative numbers on the left-hand side. Edit those numbers either by revisiting your Current Workforce Head Count or by simply editing them. Once you have no more negative numbers you should be able to proceed.
3. Enter accurate data in the Promotions section
4. Review the Totals section
5. Click "Continue Application" or "Save and Resume Later"

Step 4: Policies

1. Read and Check all Policies that apply
 - a. Review each one if using the "CHECK ALL" option.
 - b. Some Policies require a date if not checked.
 - c. Some Policies are comments and not check boxes.
 - d. Collective Bargaining is a table to complete.
 - e. Some Policies are a Yes/No answer and not a check box.
2. Click "Continue Application" or "Save and Resume Later" throughout Policies

Step 5: Goals and Attestations

1. Read and Check all Goals and Attestations
2. Click “Continue Application” or “Save and Resume Later”

Step 6: Attachments

1. Depending which Policies were selected, attachments may be required
 - a. Make a note of which documents you need to attach: this list will disappear once you start to upload your attachments
2. Attach one document per item, in PDF format
3. Name documents using only alphanumeric characters, without spaces or punctuation
 - a. The simpler the better: you may name the document for the question: “53.pdf”
4. Label each document with the correct Type/Category
5. Do not write in the “Description” text box
6. Save each document you attach; you are unable to remove saved attachments
7. Click “Continue Application” or “Save and Resume Later”

Step 7: Review/Complete

1. Review Application
2. Click “Continue Application”
3. Success
4. To print your application, click “Print/View Summary”
5. To view the record, click the AA Plan number (AAPLAN-20XX-00XXX)
 - a. To print your application, click “Print/View Summary”
 - b. To view attachments, click “Record Info” and then “Attachments”
6. Please note that clicking “Continue Application” from the Step 7: Review page will submit your AA Plan application
7. Once you submit your AA Plan application, you will be unable to make edits to the application until it is reviewed and made editable for you by our office
 - a. If you submit your AA Plan application in error, please send an email to aaplan@cityofmadison.com to request that it be made editable for you. Please include your license number and the name of your company.

Technical Support

If you need technical support, please contact the [Support Center](#) by clicking “Support Center” in the upper right-hand section of your display.

Further Assistance

If you need assistance understanding the content of your AA Plan application, please contact our office by email (aaplan@cityofmadison.com) or by phone: (608) 266-4910.