

Civil Rights Update

MELISSA GOMBAR

AFFIRMATIVE ACTION MANAGER



Step by Step Resource



Contract Compliance Requirements

The City of Madison is proud to have values that support and sustain investing our resources in partners that will help us advance racial equity and social justice. In order to make sure that City of Madison dollars and the dollars of our tax payers are aligned with our values, we will conduct contract compliance on all projects we fund.

Contract Requirements



Subcontracting: Provide Maximum Feasible Opportunity to Targeted Business Enterprises (TBEs)*

- Applies to: Developer and Prime Contractor
- Frequency: Once before bidding for subcontractors
- Details:
 - It is expected that the Prime Contractor subcontract with TBE firms to meet the TBE goal set by the Department of Civil Rights.
 - If the TBE goal is not met, documentation of TBE *Good Faith Efforts* must be submitted so the Department of Civil Rights is sure that the Prime Contractor did all that was possible to subcontract with TBEs.
 - Once the slate of subcontractors is approved and (if necessary) TBE Good Faith Efforts are approved, the contract's commitment to TBEs will be set. This will be the expected percentage of construction costs that will be paid to TBEs.



Affirmative Action Plan (AA Plan) must be approved for the project duration

- Applies to: Developer and Prime Contractor. Also, all subcontractors that earn \$50,000 or more on the project.
- Frequency: One AA Plan per entity must be approved before they begin work on site
- Details:
 - Affirmative Action Plans are submitted online. Federal Affirmative Action Plans may be submitted (via email to aa-plan@cityofmadison.com) in lieu of the model online plan with additional appendices provided to meet the City of Madison requirements.

*Targeted Business Enterprises (TBEs) Include:

- Small Business Enterprises (SBE)
- Minority Business Enterprises (MBE)
- Women Business Enterprises (WBE)
- Disadvantaged Business Enterprises (DBE)
- Section 3 Businesses

Each of these business types have a directory of certified businesses that can be found on our [website](#).

The Targeted Business Enterprise (TBE) Goal that is set depends on the funding source for the project:

- City of Madison Public Works Construction Projects
 - Small Business Enterprises
- Tax Incremental Financing (TIF)
 - Small Business Enterprises
- US Housing and Urban Development (HUD)
 - Small Business Enterprises
 - Minority Business Enterprises
 - Women Business Enterprises
 - Disadvantaged Business Enterprises
 - Section 3 Businesses
- WIHEDA (Wisconsin Housing & Economic Development Authority)
 - We use WIHEDA's Emerging Business Enterprise (EBE) requirements and their 25% EBE goal
- Department of Transportation (DOT) (Madison Metro Projects)
 - We use the DOT's Disadvantaged Business Enterprises and their required DBE goal percentages
- Department of Natural Resources (Madison Water Utility Clean Water Fund Projects)
 - We use the DNR's Disadvantaged Business Enterprises and their required DBE goal percentages, which are usually 8%

Click here
to view



Good Faith Efforts for SBEs: Brief Refresher

Attendance at the pre-bid meeting.

Using the City of Madison's directory of certified SBEs to identify SBEs from which to solicit bids. Assuring that SBEs are solicited whenever they are potential sources.

Referring prospective SBEs to the City of Madison Affirmative Action Department for certification.

Dividing total project requirements into smaller tasks and/or quantities, where economically feasible, to permit maximum feasible SBE participation.

Establishing delivery schedules, where requirements permit, which will encourage participation by SBEs.

Providing SBEs with specific information regarding the work to be performed.

Contacting SBEs in advance of the deadline to allow such businesses sufficient time to prepare a bid and engage in negotiation.

Negotiating directly with SBEs, including those which volunteer a bid.

Utilizing the bid of a qualified and competent SBE when the bid of such a business is deemed reasonable, although not necessarily low.

Current Efforts



Contracting
Equity

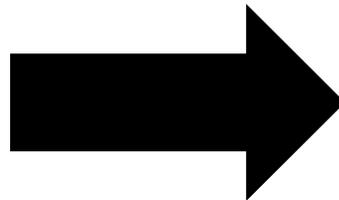
AA Plan
Improvements &
Expand Good
Faith Efforts

Data
Automation

Monthly Reporting Compliance System



1. Current Goals: Minority: 6% Female: 7%		3. Name and Address of Company Reporting																
2. Reporting Period: From: To:		Worksite Address/Location City Contract #																
4. Construction Trade	5. Classification	6. TOTAL CITY OF MADISON CONSTRUCTION WORK HOURS												7. Minority % of Total Hours	8. Female % of Total Hours	9. Total Number of Employees	10. Total Minority Employees	11. Total Number of Sec. 3 Employees
		12. Journey Worker	13. Apprentice	14. Trades	15. Total Hourly	16. Journey Worker	17. Apprentice	18. Trades	19. Total Hourly	20. Journey Worker	21. Apprentice	22. Trades	23. Total Hourly					
12. Company Official's Signature:		Title:																
13. Telephone Number:		Fax Number:																
Date Signed:																		
Prime Contractor:	Contract Amount:	Contract Number:	Report #															
			Total Paid to Prime to Date:															
			Last Payment Amount Made to Prime:															
			Report due by:															
			Final Monthly Report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
SUBCONTRACTORS	SUPPLIER ONLY	CERTIFICATION DEE, MBE, SEC, WBE OR SECTION 3	ORIGINAL CONTRACT	LAST PAYMENT AMOUNT	RETAINED	TOTAL PAID TO DATE	NO WORK / DELIVERIES TO DATE											
		SUBCONTRACTOR TIER / HIRER BY:																
		SUBCONTRACTOR TIER / HIRER BY:																
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CITY OF MADISON LICENSES & PERMITS

We are pleased to offer our customers access, 24 hours a day, 7 days a week, to the Licenses & Permits portal.

Anyone can use this site to research permit or license records and related activities; however, only registered users can use this site to submit applications.

How to Apply for a Permit or License or Submit a Registration:

1. If you do not have one already, you must create an account by clicking ['Register for an Account'](#) in the upper right-hand corner of this page. **A Valid e-mail address is required to register.**
2. Once you 'Login' (upper right-hand corner) to your account go to the Permitting or Licenses/Registrations section, and select the Apply for a Permit or Apply for a License/Registration option.
3. Select the application type.

Login

User Name or E-mail:

Password:

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[Login >](#)

Monthly reports will be submitted in the Compliance System for projects that start after January 1, 2021

Certified Payroll Reporting (Davis Bacon Only)



Certified Payrolls will be submitted in LCP Tracker
for projects that start after January 1, 2021

Trainings



Certified Payroll Reporting LCP Tracker Training

LCP Tracker will
provide
contractors
assistance

Monthly Reporting Compliance Training

Sessions: Every
other Wednesday
starting 1/6/2021

- 1:00-2:00pm

[Click here
to sign up](#)

“Strong and
Compassionate
Leaders for Justice”

