

Affirmative Action Plan Application



City of Madison
6/6/2019

[Affirmative Action Division,](#) [Department of Civil Rights](#)

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

Register an Account on Licenses & Permits

1. Using Internet Explorer, Edge, Chrome or Firefox (latest versions), browse to:
 - a. <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 is valid and allows you to activate your account
 - b. Keep your account info: you will need it again
 - c. If you do not receive this email, check your Spam folder

Log In to Licenses & Permits

1. Once your account has been activated
 - a. Using Internet Explorer, Edge, Chrome or Firefox (latest versions); browse to
 - i. <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.

Enter Affirmative Action Plan

1. From the Home screen
 - a. Select “License/Registration” 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.
 - ii. Choose this Request for Exemption if your organization has no paid employees.
 - 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”

Contact Information

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

- b. Selecting from Account is less typing
 - c. Be sure that your Business Name is listed here
4. Click “Continue Application”

Current Workforce Head Count

1. Enter a head count of your paid employee workforce as of today.
 - a. Click “Add” or the down arrow next to “Add” (adds multiple rows)
 - b. Refer to [Guidelines for Classification of Employees](#) if needed
 - c. Refer to [Self-Identification Form](#) 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. Edit rows as needed
 - f. Delete rows as needed
2. Click “Continue Application”

Workforce Analysis and Goals (WAGs)

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

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

- 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 Workforce Head Count table.

Update 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. Enter accurate data in the Promotions section
3. Review the Totals section
4. Click "Continue Application"

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" throughout Policies

Goals and Attestations

1. Read and Check all Goals and Attestations
2. Click “Continue Application”

Attachments

1. Depending which Policies were selected, attachments may be required
2. Attach all required documents in PDF format
3. Name documents using only alphanumeric characters, without spaces or punctuation
4. Label each document with the correct Type/Category
5. Do not write in the “Description” text box
6. Click “Continue Application”

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”

Resume a Saved Application that has not been Submitted

1. From the Home screen
 - a. Select “License/Registration” tab
 - b. Select “Resume Application” next to the desired application (TMP-XX-XXXXXX)

Edit an Application for Resubmission

1. From the Home screen
 - a. Select “License/Registration” tab
 - b. Select “Edit” next to the desired application (AAPLAN-20XX-00XXX)

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.