



Affirmative Action Plan Requirements

Thank you for your work to further develop the City of Madison. To help further the City's values, you must complete an Affirmative Action Plan.

Your development entity (even if it is a single purpose LLC) must have an approved Affirmative Action Plan within 30 days after your contract with the City of Madison is executed.



Steps to complete your Individual Developer Affirmative Action Plan application:

1. Read through the [Instructions](#).
2. Start your AA Plan application on the City of Madison [Licenses & Permits](#) page.
3. Questions not answered in the instructions – Reach out to AAPlan@cityofmadison.com



FAQ

Why do we need to fill out an Affirmative Action Plan?

The City of Madison's Vision is Inclusive, Innovative, and Thriving. The Affirmative Action Plan one of the tools we use to achieve our vision.

Our single purpose LLC does not have any employees. Do we still have to fill out the Plan?

Yes. While the traditional Affirmative Action Plan has to do with employees, this plan helps us ensure compliance with subcontracting and other important issues that help us achieve our vision.

Our main business has an approved Affirmative Action Plan. Do we still need an approved Affirmative Action Plan for this specific project?

Each legal entity making developments is required to submit an individual development plan, even if it already has another type of active plan.

What are the Articles of Agreement?

The Articles of Agreement contain the key language we include in each one of our contracts to further the City's vision through our contracting.

What is a standard subcontract?

The nature of a development project requires a written agreement between the developer and the General Contractor that you are using to perform the work of the development project. The City calls that agreement a "standard subcontract."

Why do we have to upload our standard contract/subcontract?

The Affirmative Action Plan application for Developers requires that you upload, in one piece, to the Affirmative Action Plan application, either the standard contract/subcontract that you typically use in hiring a General Contractor OR the current contract/agreement that you executed for work on this project/development. We want to ensure that you have included the above referenced Articles of Agreement so that our contract provisions will be passed along to your subcontractors and to their subcontractors as well.

We are a single purpose LLC. What if we don't have a standard contract/subcontract?

You may upload the current contract/agreement with the General Contractor for work on this project/development.

We already signed/executed a contract/agreement with our General Contractor that does not include the Articles of Agreement. What should we do?

Your contract/agreement must be amended to include these articles for your Affirmative Action Plan to be approved. Please amend the contract and upload the amended document.