



Department of Civil Rights

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Affirmative Action Division
Madison, Wisconsin 53703

City of Madison Contract Compliance System Manual

Version 1.2



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Moving Forward

As part of the Inclusive, Innovative and Thriving vision of the City of Madison, we have developed a new compliance system currently in its testing phase. Our goal is to facilitate the process of contract compliance using innovative tools that provide a fast user-friendly experience to our contractors and vendors.

In this new system, you will be able to enter demographic and payment data through a smart interface that will save you time and simplifies the compliance process.

In the process, you will find that you won't have to fill in unnecessary extra columns of rows since you will select the amount of space that you need for your report.

Contract data will already be filled in for you. Your company information will be ready to be selected from a drop down menu.

Emailing demographics and payment information will no longer be necessary since all the information will be stored in this system, and will be readily available for you to review and edit when needed.

Bear in mind that you could still be required to email other information or documents at the discretion of the Contract Compliance Specialists should any additional information be required.



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Types of Reporting

In this manual, you will find the instructions for submitting the two main required reports for contract compliance with the City of Madison.

- Demographic Reporting / Monthly Employment Utilization Report (MEUR):

This form is used to report the demographics, trades, and classification of the workforce in any City funded project. This report is required at least in a monthly basis.

- Payment Reporting / Committed Cost Status Report (CCSR):

This form is used to report payments to subcontractors in a project. This report is required on a monthly basis.

If you don't have any subcontractors in your project, this report is not required as part of your compliance reporting.

The information contained in these reports is used in our department for internal processes. The data in the reports you will be submitting is required by the City in various reports. The accurate and timely submission of these reports is essential for the City of Madison.



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Accessing your Account

Log in to your account using your citizen access login and password.

 <https://aca-prod.accela.com/MADISON/Default.aspx>

[Home](#) [Permitting](#) [Licenses/Registrations](#) [Land](#) [Contracts](#) [Postings](#)

Advanced Search ▼

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.

Search for Permit, License or Registration records

Enter information to search the City of Madison's Licenses & Permit Records.

Search for records by entering in any combination of the following information:

- General Search
- Site Address
- Contractor License Information

What would you like to do today?

Login

User Name or E-mail: 

Password:

[Login »](#)

☐ Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)



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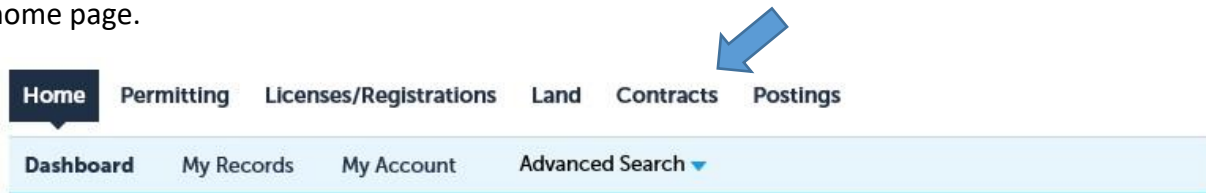
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Demographic Reporting

In order to submit demographic information, click on the contracts tab on the top right in the home page.



Once you are in the contracts page, scroll down to general search, and type the contract four-digit number in the record number box. Select contracts in the drop down menu and press enter.

General Search

Record Number: 1234

Record Type: Contract

☐ Search my records only

Once you are in the contract page, scroll down to record details and click on add report.



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Record Details

Project Description:

Martin Luther King Jr. Blvd Sidewalk Replacement
11164
CONTRACT NUMBER: 8500 CONTRACT: Martin Luther King Jr.
Blvd Sidewalk Replacement Percentage of Contract Completed:
67.39% Associated Projects: Martin Luther King Jr. Blvd Sidewalk
Replacement (11164)

► More Details

Add Report

Example

Click to select the record type MEUR for demographics, and then click on continue application.

Home Permitting Licenses/Registrations Land **Contracts** Postings

Search Contracts

Select a Report Type

Choose one of the following available report types. For assistance or to apply for an report type not listed below please contact us.

Search

- ☐ Committed Cost Status Report
☐ Monthly Employment Utilization Report

Continue Application »

In the Monthly Employment Utilization Report page, fill in the date for the reporting period. You don't need to fill in the fields for contract number, name or City goals as they have been preset for you in the system.



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Monthly Employment Utilization Report

1 Step 1	2 Review	3 Record Issuance
----------	----------	-------------------

Step 1: Step 1 > Fill information

Name and Address of Company Reporting

* indicates a required field.

Period & Contract Information

Enter reporting period

* From:

* To:

City Contract Information

* City Contract Number:

8500

* City Contract Name:

Martin Luther King Jr. Blvd

Current Contract Goals

Percent Hours Worked by Minorities:

6

Percent Hours Worked by Women:

7

Click on the select from account button to select your company as the contractor filling in the demographics report.

Company

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



Once you have selected your company, scroll down to the add employee information section and click on add.



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Add Employee Information

Employees

Showing 0-0 of 0

Construction Trade	Classification	Gender	Race	Total Number of Hours	Total Number of Employees
Add words from the list					
Add Edit Selected Delete Selected					

In the employee menu, use the drop down menus to enter the construction trade, classification, gender, and race data. Then enter the number of hours worked and the number of employees working these hours. Do this for each construction trade.

Employees

* Construction Trade:

--Select--

* Classification:

--Select--

* Gender:

--Select--

* Race:

--Select--

* Total Number of Hours:

* Total Number of Employees:

Submit

Cancel

If you need to revise or edit the information entered, click on edit. If the information you have entered is correct, in the signature attestation section, enter your name, date and click on attestation. Then click on continue application.



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Attestation

SIGNATURE ATTESTATION

*Signature:

*Signature Date:

*Attestation:

☐

[Continue Application »](#)

[Save and resume later](#)

In the next step, you will be able to continue, save and continue later or edit the information you have entered.

Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Once you have submitted your report, you will received a record issuance.

Step 3: Receipt/Record issuance

Receipt



Your application has been successfully submitted.

This concludes the process of submitting demographic information.



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Payment Reporting

Once you are in the contract page, click on add report.

Record Details

Project Description:

Martin Luther King Jr. Blvd Sidewalk Replacement

11164

CONTRACT NUMBER: 8500 CONTRACT: Martin Luther King Jr.

Blvd Sidewalk Replacement Percentage of Contract Completed:

67.39% Associated Projects: Martin Luther King Jr. Blvd Sidewalk

Replacement (11164)

► More Details

Add Report

In the report type section, select Committed Cost Status Report and click on continue application.

Home Permitting Licenses/Registrations Land **Contracts** Postings

Search Contracts

Select a Report Type

Choose one of the following available report types. For assistance or to apply for an report type not listed below please contact us.

Search

☐ Committed Cost Status Report

☐ Monthly Employment Utilization Report

Continue Application »



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Once you are in the Committed Cost Status Report Page, enter the dates for the reporting period.

Monthly Employment Utilization Report

1 Step 1	2 Review	3 Record Issuance
----------	----------	-------------------

Step 1: Step 1 > Fill information

Name and Address of Company Reporting

* indicates a required field.

Period & Contract Information

Enter reporting period

*From:

*To:

City Contract Information

*City Contract Number:

*City Contract Name:

Current Contract Goals

Percent Hours Worked by Minorities:

Percent Hours Worked by Women:

Once you have entered the dates for the reporting period, select your company from the company menu.

Company

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account	Add New
---------------------	---------



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Once you have selected your company, click to add the subcontractors you want to include in your report.

Committed Cost Data

COMMITTED COSTS

From here, enter the correct data in the corresponding fields and hit submit. If no amount was paid enter 0.

Example

Showing 1-1 of 1

☐	Subcontractor	Supplier Only	Last Payment Amount	Payment Date	Retained	TBE	
☒	TestSBMB	No				SM	Actions ▼

Edit Selected

Click on edit selected to enter the payment date, payment amount, retainage, and click on submit. Select supplier only for those subcontractors participating in the project as suppliers only.

COMMITTED COSTS

From here, enter the correct data in the corresponding fields and hit submit. If no amount was paid enter 0.

*Subcontractor:

TestSBMB

☐ Supplier Only

Last Payment Amount:

Payment Date:



Retained:

TBE:

SM

Submit

Cancel



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Once you have entered all payment data, fill in the attestation section to continue your application.

Attestation

SIGNATURE ATTESTATION

* Signature:

* Signature Date:

* Attestation:

☐

[Continue Application »](#)

[Save and resume later](#)

Once you click on continue application, you will move forward to the review page. This is where you can edit your report. If no changes are needed click on continue application.

Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Once you have submitted your report you will receive a record issuance.

Step 3: Receipt/Record issuance

Receipt



Your application has been successfully submitted.

This concludes the process of submitting payment information.



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Contract Main Page

In this section, you will find all the records you have submitted on each one of your contracts. Should you need to review any record, click on the record to display the menu option.

[Home](#) [Permitting](#) [Licenses/Registrations](#) [Land](#) **[Contracts](#)** [Postings](#)

Search Contracts

Records

Showing 1-10 of 10 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Type	Status	ID	Project	Description	Munis #	Action
☐	Monthly Employment Utilization Report	Online Submittal	DCRMEUR-2020-00017				
☐	Monthly Employment Utilization Report	Online Submittal	DCRMEUR-2020-00018				
☐	Committed Cost Status Report	Online Submittal	DCRCCRS-2020-00019				
☐	Committed Cost Status Report	Online Submittal	DCRCCRS-2020-00016				
☐	Committed Cost Status Report	Online Submittal	DCRCCRS-2020-00015				
☐	Monthly Employment Utilization Report	Online Submittal	DCRMEUR-2020-00012				



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Managing Contracts and Records

Entering data can be challenging when you have a large number of records in your contract tab on Citizen Access. Here we will show you how to create subsections called collections.

Collections can make managing contracts and reports easier for you.

1. Click to select the contract you wish to move to a collection folder:

Showing 21-21 of 21 | [Download results Export](#) | [Add to collection](#) | [Add to cart](#)

☐	Type	Status	ID	Project	Description	Munis #	Action
☒	Contract	Contract Approved	CON20-0006	Test	Test project	PW0000	Add Report

< Prev 1 2 3 Next >

2. Click on add to collection:

Showing 21-21 of 21 | [Download results Export](#) | [Add to collection](#) | [Add to cart](#)

☐	Type	Status	ID	Project	Description	Munis #	Action
☒	Contract	Contract Approved	CON20-0006	Test	Test project	PW0000	Add Report

< Prev 1 2 3 Next >

3. Name your collection and click on the add button:

Create a New Collection

* Name:

Description:

[spell check](#)

AddCancel



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- Click on your collections tab to find your contract folder.

contracts

Total Records: 1 (1 Contracts)

Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)

Fees Summary: \$0.00 Paid, \$0.00 Due

Rename Collection

Delete Collection

Contracts

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-1 of 1 | [Download results](#) [Export](#) | [Add to cart](#)

☐	Type	Status	ID	Project	Description	Short Notes	Action
☐	Contract	Contract Approved	CON20-0006	Test		PW0000	Add Report

[Export](#)



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Contacts

Please refer to the contacts below should you have any questions on how to use the City of Madison Contract Compliance System.

Contract Compliance main inbox: contractcompliance@cityofmadison.com

Contract Compliance Specialists:

Kirsten Donkle kdonkle@cityofmadison.com 608-2671127

 Jesus Sanchez-Cruz JSanchez-Cruz@cityofmadison.com 608-2619162 Recepción:

Civil Rights Front Desk: 608-2664910

If you need help accessing your account, please contact the Licenses and Permits Support Center: <https://www.cityofmadison.com/licensesPermits/support/>