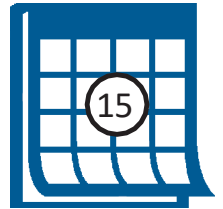# Non-Public Works Subcontractor Requirements

Congratulations, you're a subcontractor on a City of Madison project! Before you start work, here are a few things to know:

Subcontractors are responsible for submitting online reports by the 15th of each month for the previous month of work.

Monthly Employment Utilization Report

» You will need to report hours worked every month for all workers, breaking out hours worked by women and people of color.

Committed Cost Status Report

» You only need to submit this report if you have your own subcontractors that you pay.
» You will need to report original contract amount and how much you pay the subcontractor(s) each month.

Davis Bacon Certified Payroll Reports

» Only applicable if you have Federally funded projects subject to Davis Bacon wage reporting requirements.
» Wages for each job code classification will need to be set by DCR 10 days prior to bid opening, and then verified by DCR before starting work
» Certified Payroll Reports need to be turned in weekly as opposed to monthly like the rest of the reports
» Certified Payroll will be logged in *LCP Tracker*.
   – *Guide* for using LCP Tracker

Section 3 Workforce Reporting

» Only applicable if you have qualifying Housing and Urban Development funds.
» You will need to report hours worked every month for all workers, breaking out hours worked by Section 3 Workers and Targeted Section 3 Workers
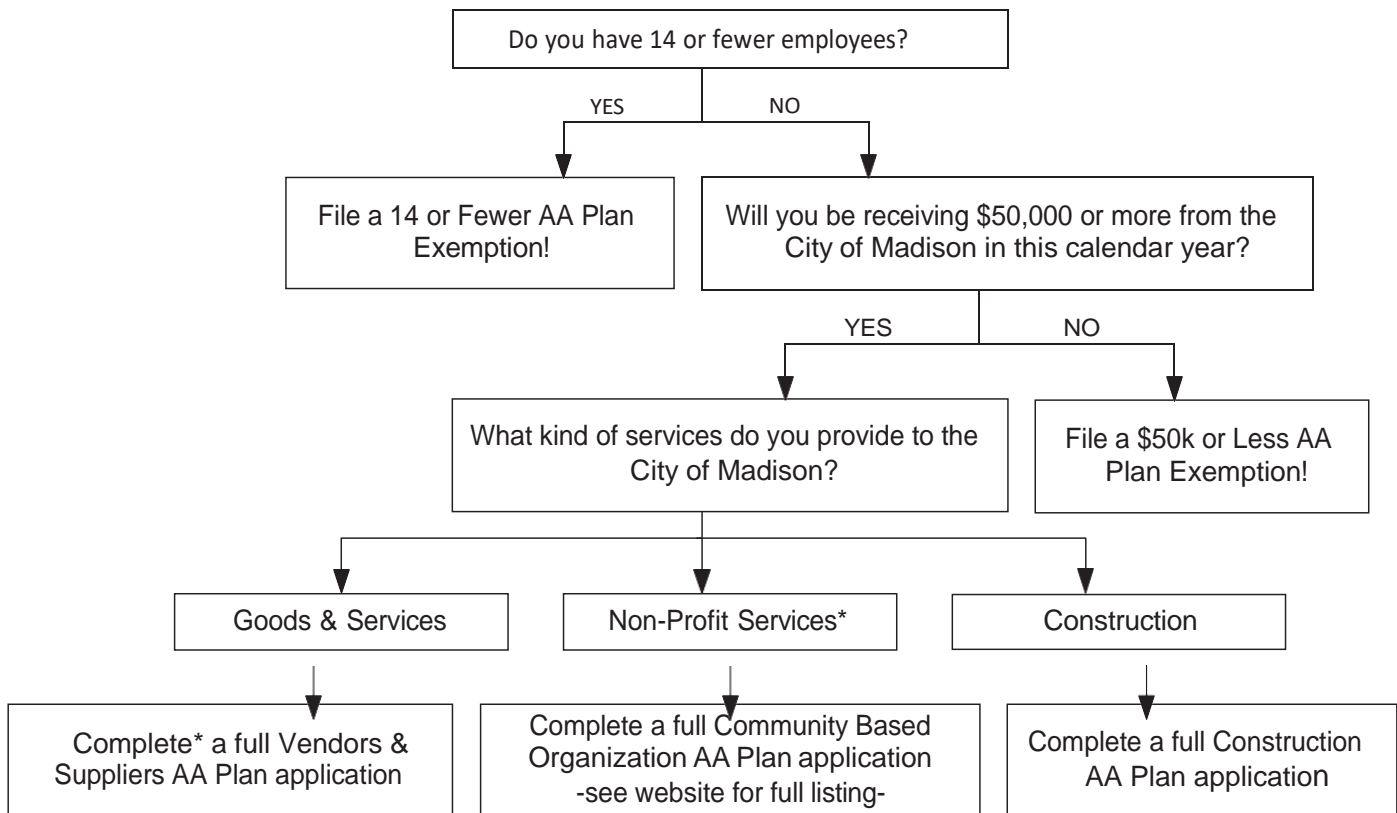
Resources for Submitting Reports:

» *Online Reporting System*
» Online reporting *Step by Step Guide* in both English and Spanish
» Trainings on entering online reports are offered on a case by case basis, reach out to your Compliance Specialist to request one.
» Questions – Reach out to *contractcompliance@cityofmadison.com*

Subcontractors are responsible for having an approved *Affirmative Action Plan* or Exemption on file before starting work on site.

Below are steps to help you determine what kind of Affirmative Action Plan or Exemption you need to file:

```
          ┌─────────────────────────────────────┐
          │  Do you have 14 or fewer employees?  │
          └─────────────────────────────────────┘
            YES                    NO
             │                      │
             ▼                      ▼
┌──────────────────────┐  ┌────────────────────────────────────┐
│ File a 14 or Fewer   │  │ Will you be receiving $50,000 or   │
│ AA Plan Exemption!   │  │ more from the City of Madison in   │
│                      │  │ this calendar year?                │
└──────────────────────┘  └────────────────────────────────────┘
                             YES                  NO
                              │                    │
                              ▼                    ▼
                 ┌────────────────────────┐  ┌──────────────────┐
                 │ What kind of services  │  │ File a $50k or   │
                 │ do you provide to the  │  │ Less AA Plan     │
                 │ City of Madison?       │  │ Exemption!       │
                 └────────────────────────┘  └──────────────────┘
```

Goods & Services	Non-Profit Services*	Construction
Complete* a full Vendors & Suppliers AA Plan application	Complete a full Community Based Organization AA Plan application -see website for full listing-	Complete a full Construction AA Plan application

*Vendors & Suppliers working on Non-Public Works projects do not have to submit an AA Plan nor an AA Plan Exemption

Steps to complete your 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*

Post your open jobs to the *RaISE Program*:

» All job openings must be posted to the RaISE Program between when the contract is signed through one year after that date.
» If you receive a referral from one of our partner agencies, it is expected for you to offer an interview to the candidate they are referring.
» *Instructions* are available for posting jobs online.

Here are some additional resources to assist you in doing business with the City:

» Check out the *Vendor Resources* webpage for additional information and resources for doing business with the City of Madison.
» Sign up to get direct emails about bidding opportunities with the City:
  – *VendorNet*
  – *Demandstar*
» *Office of Business Resources* – sign up for their newsletter to hear about future opportunities for small businesses.
» *Engineering* – sign up for their bidders lists online under the project scopes your business does work in and listen to their *podcast* to learn about projects the City is working on.

» *Community Development Division* – subscribe to the CDD Funding Opportunities email.
» Are you a small business? Are you a business owned by a woman or person of color? Apply to the *Targeted Business Enterprise* program!
  – Certified firms will be listed on our online directories
  – Certification Types
    » Small Business Enterprise
    » Minority Business Enterprise
    » Women Business Enterprise
    » Disadvantaged Business Enterprise