

Directions for Grantees and Grantee Subcontractors:

Your organization intends to receive funds under a Commission grant. As a result, your organization is required to comply with certain state contractor affirmative action requirements. In order to comply with these requirements, your organization must either submit an affirmative action plan or request an exemption.

Grantees must submit applicable affirmative action related documents to PSCBroadbandGrantReimbursement@wisconsin.gov within **15 working days of Grant Agreement execution**. Additionally, grantees must submit applicable affirmative action related documents on behalf of subcontractors within **15 working days of Grant Agreement execution** if a prior agreement between the grantee and subcontractor exists and within **15 days of recipient-subcontractor agreement execution** if the agreement between the grantee and subcontractor is executed at a later date.

STEP ONE: Determine if your organization qualifies for an allowable exemption from submitting an affirmative action plan. An exemption to completing an affirmative action plan may be granted when any of the following applies.

- The contractor has less than 50 employees.
- The contractor is a foreign company with a work force of less than 50 employees in the United States.
- The contractor is a federal government agency or a Wisconsin municipality.
- The contractor has a balanced work force.
- The contractor demonstrates that the U.S. Office of Federal Contract Compliance (OFCC) has audited the contractor's affirmative action program within the last year.

Additional information on the exemption process can be found on page 4 of the [Instructions for Contractors](#) document. Proceed to the applicable portion of STEP TWO.

STEP TWO: Complete applicable affirmative action plan or exemption request documents. If your organization is receiving more than one grant, you must submit applicable affirmative action related documents for each project. Note, you will have the option to be included on the Wisconsin Department of Administration's Contract Compliance Program's Contractor Directory as an "eligible contractor" for three years from the date of the contract or the life of the contract, whichever is greater. If you agree to be included, you will not need to resubmit new affirmative action documentation except for form DOA 3023 if you receive another award from the State of Wisconsin prior to the expiration of eligibility.

To complete an affirmative action plan, complete the following documents.

- [Affirmative Action Plan Contractor Data \(DOA 3784\)](#)
Please ensure that all applicable sections of the form are fully completed.
 - Consent to inclusion in Contract Compliance Program Directory
 - Commodity: Broadband infrastructure
 - Contracting State Agency: Public Service Commission of Wisconsin
 - Total Contract Amount: Total grant award amount excluding matching funds

- Award Date: Ask your Grants Specialist
- Bid, Contract or Purchase Order Number: The ERF Ref ID of your application, which can be found on the “Related Documents” page of your grant application
- Affirmative Action Plan
 - Additional information on required affirmative action plan content can be found beginning on page 6 of the as outlined in the [Instructions for Contractors](#), including using [Workforce Analysis - Contractor \(DOA 3022\)](#) form.

To request an exemption to completing an affirmative action plan, complete the following documents.

- [Request for Exemption from Submitting Affirmative Action Plan \(DOA 3024\)](#)
Please ensure that all applicable sections of the form are fully completed.
 - Consent to inclusion in DOA Contract Compliance Program Directory
 - Commodity: Broadband infrastructure
 - Contracting State Agency: Public Service Commission of Wisconsin
 - Total Contract Amount: Total grant award amount excluding matching funds
 - Award Date: Ask your Grants Specialist
 - Bid, Contract or Purchase Order Number: The ERF Ref ID of your application, which can be found on the “Related Documents” page of your grant application

STEP THREE: Complete [Contractor’s Subcontractor List \(DOA 3023\)](#). If your organization is receiving more than one grant, a separate Contractor’s Subcontractor List must be submitted for each grant. The Bid, Contract or Purchase Order Number will be the Application ERF number associated with the award. If you anticipate using contractors for the project but do not yet have those contracts executed, please state “TDB” in the first subcontractor line and return the form. Once the contracts have been executed, please complete and submit this form again within 15 working days.

STEP FOUR: Post [Contract Compliance Law Poster \(DOA-3031P\)](#) in conspicuous places, available for employees and applicants for employment.

DOCUMENT	DOCUMENTS NEEDED		WHO NEEDS TO COMPLETE	
	Plan	Exemption	Grantee	Subcontractor
DOA-3784 WISCONSIN AFFIRMATIVE ACTION PLAN CONTRACTOR DATA	X		X	X
AFFIRMATIVE ACTION PLAN	X		X	X
DOA-3024 REQUEST FOR EXEMPTION FROM SUBMITTING AFFIRMATIVE ACTION PLAN CONTRACT COMPLIANCE PROGRAM		X	X	X
DOA-3023 CONTRACTOR’S SUBCONTRACTOR LIST	X	X	X	X

STEP FIVE: Identify any **subcontractors that will receive \$50,000 or more** under the grant agreement. These subcontractors must also comply with state contractor affirmative action requirements. Each such subcontractor will also need to complete STEPS ONE through FOUR. The grantee is responsible for coordinating with subcontractors and submitting applicable affirmative action documents to the Commission.