

**CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE**

DATE: October 27, 2011

TO: Pam Rood, Community Development Grants Supervisor

FROM: Norman D. Davis, Affirmative Action Division Manager

SUBJECT: Proposed Affirmative Action Commission Review of Section 3 Certification Decisions

CC: Lucía Nuñez, Department of Civil Rights Director

Pending approval of the Section 3: Policies, Procedures, and Plan Guidebook, the City Affirmative Action Division proposes to revise Madison General Ordinance 39.02 to include the following duties of the Affirmative Action Commission (AAC):

- To provide administrative review of the decisions of the Contract Compliance Officer to grant, deny or revoke certifications as a Section 3 Business Enterprise

This addition is consistent with the existing duties of the AAC to provide administrative review of Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Disadvantaged Business

Enterprise (DBE) certification decisions on behalf of Community Development. Please contact me with any questions or concerns. Thank you.