



AFFIRMATIVE ACTION INSTRUCTIONS

Prior to entering into any contract with or receiving any franchise from the city, the person shall submit in writing to the city a certificate of compliance as defined in section 38-1 when requested by the city. In no event shall a contractor receive its first payment under a city contract prior to providing a certificate of compliance to the city.

All companies must fill out and submit all of the documents required for the appropriate category. Upon receipt of all required documents, a certificate of compliance will be issued that is valid for two (2) years. It is the responsibility of the company to confirm and renew this status at the end of each two (2) year period.

For companies with less than 25 employees: (Class 3E)

Step 1: Fill out the Affirmative Action Questionnaire.

Step 2: Hand deliver, mail or e-mail to the Human Relations Department.

For companies with 25 or more employees that are certified with another government entity: (Class 2D)

Step 1: Fill out the Affirmative Action Questionnaire.

Step 2: **Attach** a copy of the certificate.

Step 3: Hand deliver, mail or e-mail to the Human Relations Department.

For companies with 25 or more employees that will not do over \$123,500* in business with the City during the fiscal year: (Class 3D).

***Note: Dollar amount is adjusted annually based on the CPI.**

Step 1: Fill out the Affirmative Action Questionnaire.

Step 2: Hand deliver, mail or e-mail to the Human Relations Department.

For companies with 25 or more employees that don't fall under the prior two categories: (Class 2C)

Step 1: Fill out the Affirmative Action Questionnaire.

Step 2: **Attach** Company's Affirmative Action Plan.

If your company does not have an Affirmative Action plan, a sample Affirmative Action Plan is available under the forms section at <http://www.kcmo.org/humrel.nsf/web/home>.

Step 3: Fill out the Breakdown of Current Work Force Form.

Step 4: Hand deliver, mail or e-mail to the Human Relations Department.

If you are completing a Supplier Application, you may submit these forms with the rest of the package as directed.