



# 2022 Annual Report

## HUMAN RIGHTS AND EQUAL ECONOMIC OPPORTUNITY



**SAINT PAUL**  
MINNESOTA

# MISSION

**Serving Saint Paul residents and businesses by advancing justice and equity through education, advocacy, and enforcement.**



*HREEO Commission and Committee members swearing in.*

# HREEO COMMISSIONS & COMMITTEES

The mayor and city council rely on the thoughtful advice of over thirty boards and commissions to create city policies and develop programs. The commissions and committees cover a wide range of topics and appeal to a variety of interests.

HREEO staffs several advisory boards,

- [Advisory Committee on Aging](#)
- [HREEO Commission](#)
- [Labor Standards Advisory Committee](#)
- [Mayor's Advisory Committee on People with Disabilities](#)
- [Police Civilian Internal Affairs Review Commission](#)

Applications to city boards, commissions, and committees are accepted on a rolling basis. To find out more about HREEO commissions and committees, or to apply online, visit [Boards and Commissions, Openings and Application](#).

## PROCUREMENT

The Procurement Division (Contract & Analysis Services) provides buying, contracting, and surplus disposal services to the City of Saint Paul, Saint Paul Regional Water Services, and the Saint Paul Port Authority. Procurement collaborates with city departments to provide cost-effective, transparent, and convenient bidding on City of Saint Paul contracting opportunities.

### Supplier Portal

To do business with the City of Saint Paul, businesses must be registered on the [Supplier Portal](#). Visit the City of Saint Paul supplier portal to find resources that guide vendors through the portal and business registration process.

### Purchasing Activity

In 2022, the City of Saint Paul saw a large increase in purchasing activity due to a range of factors. Many projects were postponed during the pandemic and supply chains were disrupted. By 2022 projects started again in earnest, aided by a significant increase in federal American Rescue Plan funding.

## Purchasing Activity

			<div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;"> <b>%</b>                      from                      2021 to 2022                 </div>
Number of contracts managed	<b>889</b> (2021)	<b>1039</b> (2022)	<b>+14%</b>
Total number of contracts issued	<b>304</b> (2021)	<b>422</b> (2022)	<b>+28%</b>
Total number of purchase orders issued	<b>1,959</b> (2021)	<b>2,212</b> (2022)	<b>+11%</b>
Total number of purchasing solicitations	<b>107</b> (2021)	<b>118</b> (2022)	<b>+9%</b>

The total purchase order spend was \$357,181,909.76 in 2022.



*HREEO staff at HREEO Open House event.*

## CERT

The Central Certification (CERT) Program is a small business certification program recognized by the City of Saint Paul, City of Minneapolis, Ramsey County and Hennepin County. The CERT Program certifies local small, small-women-owned, and small-minority-owned Business Enterprises (S/W/MBEs). To be certified, a business must be a small business and, when applicable, be owned and controlled by women or entrepreneurs of color. Once approved, businesses are certified for all participating jurisdictions, as well as several other contracting agencies and programs which subscribe to CERT. As a certified small business, S/W/MBEs have an advantage in public contracting opportunities, as federal, state, and local agencies require the use of local small businesses.

For more information, visit [Procurement](#). Individuals can also call 651-266- 8966 or email [procurement@ci.stpaul.mn.us](mailto:procurement@ci.stpaul.mn.us).

# CONTRACT COMPLIANCE AND BUSINESS DEVELOPMENT

The Contract Compliance and Business Development Division ensures that the community can participate in the economic opportunities created by the City of Saint Paul. Contract Compliance is responsible for several compliance and business development programs.

- o Affirmative Action and Equal Employment Opportunity (AA/EEO)
- o Prevailing Wage
- o HUD Section 3
- o Vendor Outreach Program

## AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY

All vendors with \$50,000 or more in city contracts must register their Affirmative Action Program (AAP) with the City of Saint Paul prior to contract signing. An AAP must include hiring goals for the employment of women, minorities, and people with disabilities.

- o Over 337 vendor Affirmative Action Plans were reviewed and registered in 2022 (a 35% increase from 2021).

Construction contracts receiving city funding must comply with workforce inclusion goals set by the Minnesota Department of Human Rights.

2022 CONSTRUCTION WORKFORCE INCLUSION	
Minority Inclusion	Women Inclusion
264,210 total minority hours	63,655.09 total women hours
Goal 32%   Achieved 28.03%	Goal 20%   Achieved 6.75%

# PREVAILING WAGE

Contract Compliance educates, monitors, and enforces federal, state, and local prevailing wage laws on applicable City of Saint Paul construction projects.

In 2022, Contract Compliance monitored labor compliance requirements on over 250 construction projects totaling more than \$1 billion dollars in total development costs. More than 6,100 workers were reported on prevailing wage compliance payrolls totaling more than 1,010,550 construction hours. Contract Compliance Coordinators also recovered over \$16,500 in restitution owed to underpaid individuals working on City of Saint Paul-funded construction projects.

## HUD SECTION 3

The Department of Housing and Urban Development (HUD) Section 3 program requires that opportunities generated by HUD financial assistance be directed to low-income families and individuals. Section 3 also benefits businesses that employ and train local low-income residents. The city is committed to working with local vendors, community partners, and other local government agencies to ensure Section 3 continues to benefit local and low-income businesses and workers.

The City of Saint Paul is also the lead-agency of the local [HUD Section 3 Collaborative](#). The Section 3 Collaborative streamlines HUD Section 3 certification, connects certified businesses to public contracting opportunities, and provides Section 3 certification reciprocity across agencies.



*HREEO staff at Little Africa event.*

## HUD SECTION 3 PROJECTS

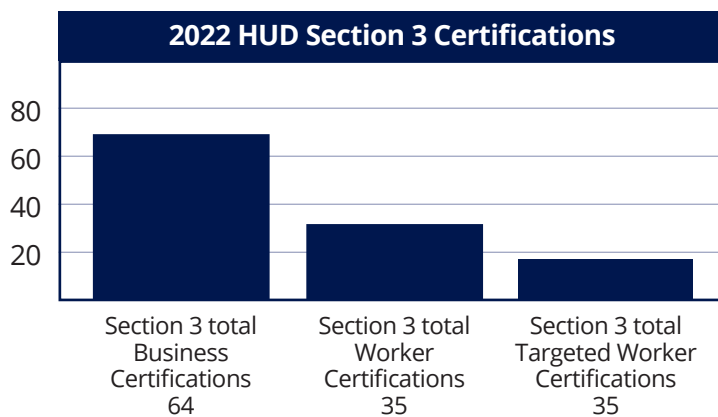
For 2022, the City of Saint Paul has four projects with a combined \$1,957,000 of CDBG funding and \$1,500,000 in HOME, with a total development cost or business opportunity of \$43,712,435.00.

In 2022, the City of Saint Paul exceeded the 20% Section 3 Worker goal at 26.5% for total labor hours. We also exceeded the 5% Section 3 Targeted Worker goal at 11.7% of all labor hours being Section 3 Targeted Workers.

With an overall combined goal of 25% labor hours, we surpassed the goal with 38.2% of combined Section 3 Workers and Targeted Workers. Between the four active projects on this report, there are a combined 37 contractors/subcontractors/businesses, with 15 businesses certified as Section 3 Businesses, which enabled their workforce and labor hours to count towards each project. We will continue to identify and reach out to income qualified and/or Section 3 certified businesses to continue to meet Section 3 goals.

## City of Saint Paul HUD Section 3 Projects

	HUD fund	Project Start and End Date	Total Development Cost	Total Labor Hours	Total Section 3 Worker Labor Hours	Section 3 Worker 20% Goal Met	Section 3 Targeted Worker Labor Hours	Targeted Worker 5% Goal Met
American House – 352 Wacouta	\$750,000 CDBG	5/6/22 – 12/1/22	\$3,818,171	11,283.85	1,857.5 16%	No	1,521 13%	Yes
SIR Boxing – 965 Arcade	\$207,000 CDBG	3/1/22 – 8/31/22	\$325,000	1,597.50	147.25 9%	No	90.50 5.6%	Yes
Dale Street Place	\$1,000,000 CDBG	7/1/22 – 3/31/23	\$25,084,237	2,984.50	1,780 59%	Yes	659 22%	Yes
Stryker Ave Senior Housing	\$1,500,000 HOME	6/1/22 – 12/31/23	\$14,485,027	4,822	1,702.5 35%	Yes	160 3%	No
Total	\$3,457,957	N/A	\$43,712,435	20,687.85	5,487.25 26.5%	Yes	2,430.50 11.7%	Yes



In 2022, the city partnered with the Latino Economic Development Association (LEDC) and Makee Companies to train local small, small minority-owned, small woman-owned, and Section 3 businesses, as well as train local job seekers (Section 3 Workers and Targeted Workers). The Section 3 Program seeks to strengthen the pipeline of residents and business owners who are underutilized on public contracts because of social and economic barriers and increase their access to city business opportunities. In 2022, there were 14 workshops in both Spanish and English, and over 477 participants attended the workshops.

## VENDOR OUTREACH PROGRAM

The Vendor Outreach Program (VOP) is the small business inclusion program for CERT-certified, small, woman-owned, and minority-owned business enterprises (S/W/MBEs).

The 25% business inclusion goal is broken down as follows:

- 5% to minority-owned business enterprises (MBE)
- 10% to woman-owned business enterprises (WBE)
- 10% to other small business enterprises (SBE)

In 2022, the City of Saint Paul met the Vendor Outreach Program goals.

## 2022 Local Small Business (VOP) Inclusion

Dollars	\$15,224,464.96	\$27,853,821.61	\$22,367,790.71	\$65,446,077.28
Percentage	<b>7.1%</b>	<b>13%</b>	<b>10.4%</b>	<b>30.5%</b>
Business Certification	Small Minority-Owned Subcontracting	Small Women-Owned Subcontracting	Small Business Subcontracting	Overall Small Business (S/W/MBE) Subcontracting

For more information, visit [Contract Compliance and Business Development](#). Individuals can also call 651-266- 8966 or email [contractcompliance@ci.stpaul.mn.us](mailto:contractcompliance@ci.stpaul.mn.us).

# LABOR STANDARDS EDUCATION & ENFORCEMENT

Labor Standards Enforcement and Education Division is responsible for all aspects of the City of Saint Paul Earned Sick and Safe Time (ESST) and Minimum Wage Ordinances as related to enforcement, outreach, and education. In 2022, Saint Paul City Council also sunset the Hospitality Workers COVID-19 Pandemic Related Re-Employment Rights ordinance. Labor Standards ordinances apply to individuals performing work in the geographic boundaries of the City of Saint Paul.

### 2022 Labor Standards Investigation Data

- o Official complaints received: 11 cases that involve 1334 employees
- o Inquiries from employees and employers: 133 (a 56% increase from 2021)
- o Investigations closed: 8
- o Employees impacted in closed cases: 475 workers
- o Determination of Violation issued: 2
- o Financial remedies ordered: \$32,942.15

### Earned Sick and Safe Time (ESST)

As we navigate post-pandemic work environments, HREEO continues to work with employees to help them understand their rights in caring for their health and for their family's health. The Labor Standards team began offering free training for employers on requirements under the ESST ordinance to help with better compliance. The team created a notice poster that has now been translated into 5 additional languages to support employers in notifying their workers of their rights to accrue and use ESST.



*HREEO staff outreach at Selby Jazz Festival*



## Minimum Wage

The Saint Paul Minimum Wage increases for all business each year. The Saint Paul minimum wage for businesses in the Macro category reached \$15.00 dollars on July 1, 2022. The HREEO Director announced that the 2023 City Rate for employees of the City of Saint Paul and businesses in the macro category would be \$15.19. The other three (3) business categories also had minimum wage increases in 2022 and will continue their annual increase on July 1, 2023.

The following hourly Minimum Wage rates went into effect on July 1st, 2022:

- o Macro Business (10,000 + employees) \$15.00
- o Large Business (101-10,000 employees) \$13.50
- o Small Business (6-100 employees) \$12.00
- o Micro Business (5 or fewer employees) \$10.75

For more information, visit [Labor Standards Education and Enforcement](#). Individuals can also call 651-266-8966 or email [laborstandards@ci.stpaul.mn.us](mailto:laborstandards@ci.stpaul.mn.us).

## HUMAN RIGHTS

The Human Rights Division enforces the City of Saint Paul Human Rights Ordinance, which prohibits discrimination in the city. The Human Rights Division investigates alleged acts of discrimination in the areas of housing/real property, employment, education, and public accommodations. The team determines findings of “cause” or “no cause” of discrimination and mediates settlement discussions before and after an investigation is concluded.

The Human Rights Division has workshare agreements with two federal partners, the Department of Housing and Urban Development (HUD) and the Equal Employment Opportunity Commission (EEOC). The agreements expand the enforcement capacity of each of the agencies and provide local services to Saint Paul. HREEO is the only agency in the entire state of Minnesota that is empowered to investigate HUD cases.

2022 HUMAN RIGHTS CASES						
Case Opened		Case Closed		Charge Outcomes		Settlement Amount
Housing/Real Property	6	Housing/Real Property	7	Cause	3	Pre-Determination Settlement Agreement (PDSA) \$29,250.00
Employment	25	Employment	29	No Cause	18	
Education	0	Education	0	Administrative Closure	6	
Public Accommodations	2	Public Accommodations	7	Withdrawn	3	
Business	0	Business	0	Referred	10	Cause Case: \$37,500.00
Public Services	0	Public Services	0	PDSA	2	
Credit	0	Credit	0	Failure to Pursue	1	
<b>Total</b>	<b>33</b>		<b>43</b>		<b>43</b>	<b>\$66,750</b>

For more information, visit [Human Rights](#). Individuals can also call 651-266-8966, or email [hrightscomplaints@ci.stpaul.mn.us](mailto:hrightscomplaints@ci.stpaul.mn.us).

## Accessibility and Americans with Disabilities

Within the Human Rights Division, the Accessibility Coordinator enforces Title II of the Americans with Disabilities Act (ADA) and Limited English Proficiency (LEP) services across the city. The Accessibility Coordinator works with city departments to ensure community members do not face barriers to accessing the programs and services the city provides.

In 2022, working with departments across the city, the Accessibility Coordinator facilitated the coordination of over twenty (20) community requests for accessibility and one (1) ADA Grievance. The City of Saint Paul LEP Plan was also updated in 2022 to include Karen as a critical language, in addition to Spanish, Hmong, and Somali. The Accessibility Coordinator was also an integral part of an interdepartmental team in drafting the city's first Digital Accessibility Charter to promote website accessibility and compliance with Web Content Accessibility Guidelines 2.1. Website accessibility is critical for the city to meet the needs of LEP individuals and people with disabilities.

If you or someone you know encounters barriers to access in the City of Saint Paul, please visit [Accessibility Coordinator and Accommodation Requests](#), or contact the City of Saint Paul Accessibility Coordinator at 651-256-3015 VP or email [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us).



*HREEO staff visiting Como Zoo*

## Police Civilian Internal Affairs Review Commission

Established in 1993, the Police Civilian Internal Affairs Review Commission (PCIARC) reviews investigations and

makes disciplinary and policy recommendations to the Saint Paul Chief of Police on civilian-initiated complaints concerning police conduct. Oversight of this Commission was moved to HREEO in 2017. The PCIARC is composed of nine (9) Saint Paul residents from diverse backgrounds, representing a variety of neighborhoods, races, cultures, abilities, and incomes. The PCIARC publishes its own annual report with case data that is available online at [www.stpaul.gov/pciarc](http://www.stpaul.gov/pciarc).

Complaints may be submitted via U.S. mail, on email to [CivilianReview@ci.stpaul.mn.us](mailto:CivilianReview@ci.stpaul.mn.us), online at [www.stpaul.gov/pciarc](http://www.stpaul.gov/pciarc), by phone at 651-266-8970, or in-person at HREEO.

## HREEO staff at AAPI Small Business Workgroup



### **Attention**

If you want help translating this information or need an accommodation, please contact [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us) 651-266-8966.

### **Atención**

S-i desea recibir asistencia gratuita para traducir esta información o necesita un alojamiento, contactor [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us) 651-266-8966.

### **Hmong**

Lus ceev

Yog koj xav tau kev pab txhais cov ntaub ntawv no los sis xav tau kev npaj kom yooj yim, ces thov tiv toj [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us) 651-266-8966.

### **Karen**

ဒိကန့်

နမ့်လိၣ်ဘၣ်တၢ်မၤစၢၤလၢတၢ်ကွဲးကျိၣ်ထံဘၣ်တၢ်ဂ့ၢ်တၢ်ကျိၣ်အံၤ မ့တမ့ၢ် လိၣ်ဘၣ်တၢ်ဟ့ၣ်ကူၣ်ဟ့ၣ်ဖးန့ၣ် ဝံသးစူၤဆဲးကျါ [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us) 651-266-8966.

### **Somali**

Haddii and rabto in macliiumaadkan lagu tarjumo ama and u baahantahay adeeg nala soo xiriir [adacoordinator@ci.stpaul.mn.us](mailto:adacoordinator@ci.stpaul.mn.us) 651-266-8966.

**Department of Human Rights and Equal Economic Opportunity**  
**15 Kellogg Boulevard West, 280 City Hall**  
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