



Human Rights & Equal Economic Opportunity

More Accountability • Better Communication • Smarter Use of Resources



2011 Annual Report

EMSAcademy
Vendor Outreach
Procurement
Newsletter
Human Rights
Chapter 183
Equal Economic
Affirmative Action
Bilingual Website
NOR
River Print Section's
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Simp
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Labor Standards
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HREEO 2011 Annual Report

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Message from the Mayor

Since its creation roughly three years ago, the Human Rights and Equal Economic Opportunity (HREEO) department has made significant contributions to the economic well-being of the City of Saint Paul. By working towards large scale and integrated economic inclusion, this department helps improve the lives of our residents and contributes to making Saint Paul the most livable city in America. Even through tough economic times, HREEO's commitment to the betterment of our community has allowed for meaningful growth and real change.



This year, the City of Saint Paul is searching for a passionate and dedicated Director to lead HREEO. This individual will be someone who is ready to continue providing economic opportunities that are inclusive and equally accessible to all Saint Paul residents. I am confident that through this leadership change, HREEO will continue to be a leader in strengthening our community.

It is my honor to present the Department of Human Rights and Equal Economic Opportunity's 2011 Annual Report. This summary of programs, services, activities, and achievements demonstrates the ways in which HREEO has made a positive difference in our community in three short years. I look forward to many more years of extraordinary work to come.

Sincerely,

A handwritten signature in black ink that reads "Christopher B. Coleman". The signature is fluid and cursive, written in a professional style.

Christopher B. Coleman
Mayor



The Most Livable
City in America





Director's Message

2011 signaled the third year since the creation of the Human Rights & Equal Economic Opportunity (HREEO) Department. We want to first thank our partners who have supported and guided us: HREEO Commission members; local business partners; non-profits and foundations; and federal, state, county, and city offices and agencies. 2011 was again guided by our departmental values: More Accountability, Better Communication, and Smarter Use of Resources. Over the past three years our department has continued to grow in size and responsibilities, and 2011 was full of new opportunities to better serve the city. While it is difficult to briefly communicate all of the responsibilities and efforts of our department, we hope the chosen summaries provide an understanding of what we accomplished in 2011.



Before highlighting the successes of our department, we would like to say thank you and farewell to departing HREEO Director, Luz Maria Frias. Before resigning from her position, Luz had been the director of HREEO since the department was created in 2009. Luz's tenure was filled with challenges and accomplishments, and her work leading the department was remarkable. Her leadership and innovativeness will be missed and we wish her good luck in her future endeavors.

One of the principle factors that led to the formation of our department was the need to increase the city's efforts to direct contracting and employment opportunities to low-income, small-, women-, and minority-owned businesses. Upon reading our report, you'll see that our Section 3, Vendor Outreach, and Affirmative Action/Equal Employment Opportunity programs continue to work to increase local economic development opportunities. Our Section 3 program contains one of the largest databases of registered Section 3 businesses and residents in the entire nation. Through outreach and compliance efforts, the Section 3 and Vendor Outreach Programs continue to exceed their programs' goals.

One program that symbolizes challenge and opportunity is the Saint Paul EMS Academy. The goal of the EMS Academy is to build an Emergency Medical Technician and firefighter workforce that reflects the residents of our city. In 2011 we graduated our fourth EMS Academy class, and to date 73 students have graduated from the EMS Academy. Congratulations to the students who have earned valuable opportunities to pursue education or careers in the medical field.

We also continue to publish a quarterly newsletter that can be found electronically on our homepage. We invite you to add your name to the list of recipients who currently receive our newsletter.

On behalf of HREEO, thank you for partnering with us in 2011. We look forward to collaborating with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Readus Fletcher". The signature is written in a cursive style.

Readus Fletcher,
Interim Director

About HREEO

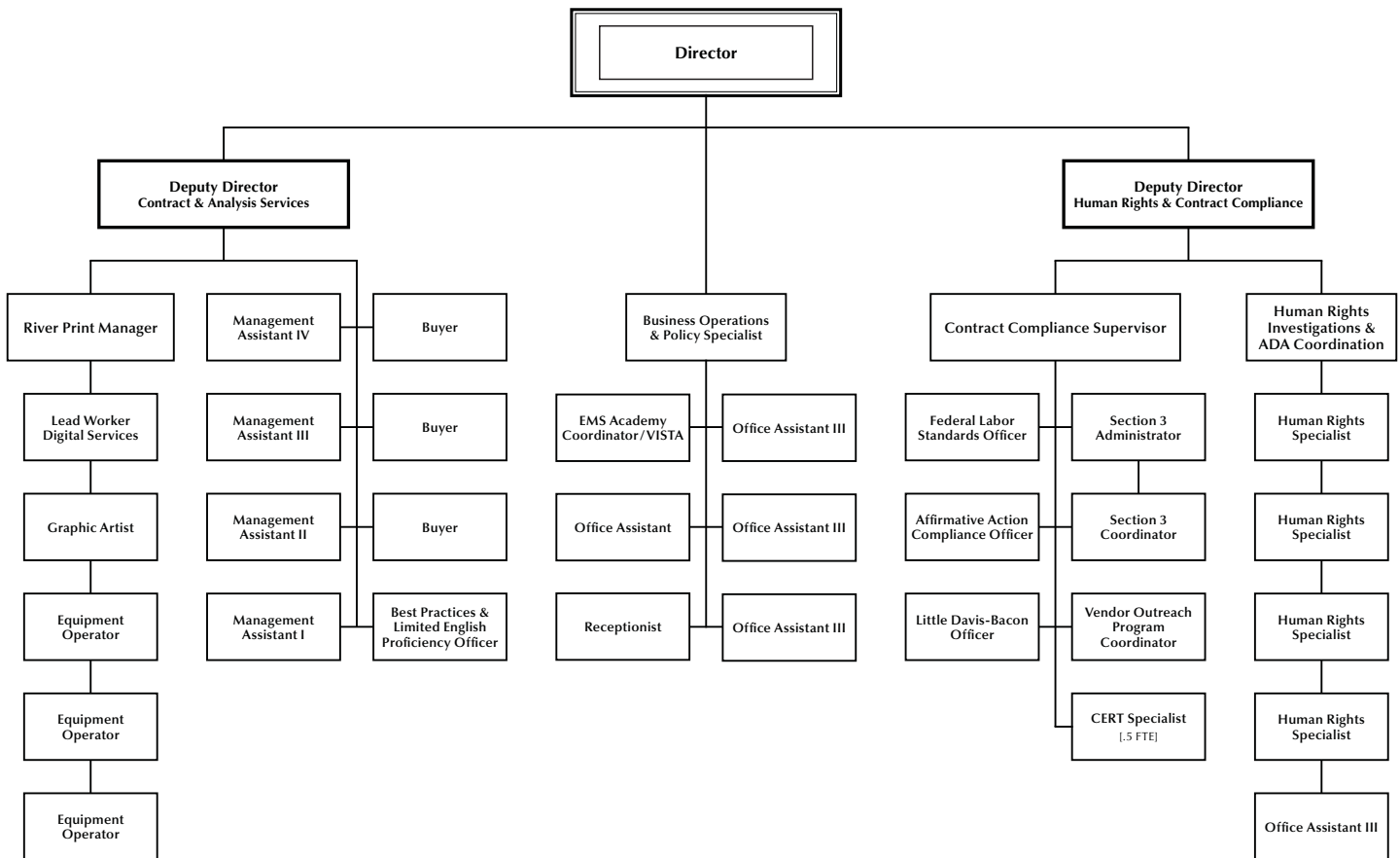
Mission/Vision:

The Saint Paul Department of Human Rights and Equal Economic Opportunity will undertake a holistic view in the approach and delivery of economic development opportunities, inclusive business initiatives, and equal access for the residents of Saint Paul.

Department Values:

- More Accountability
- Better Communication
- Smarter Use of Resources

Organization Chart:



Human Rights

The Human Rights Division is primarily responsible for investigating complaints of discrimination. In addition to investigating discrimination complaints, Human Rights staff engage in outreach activities in the community, receive training to expand their skills, and are responsible for special projects assigned by the director or the mayor's office.

Human Rights Investigations

Investigations are a core function of the Human Rights Division. In 2011, the Human Rights Division opened 89 new cases and closed 88 cases. The total settlement amount for the year was \$66,882.79.

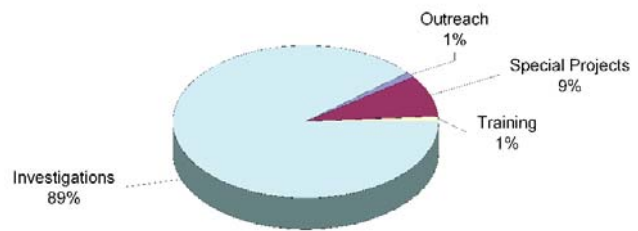
2011 investigation outcomes:

- Total Settlement Amount: \$66,882.79
- 9 Probable Cause Determinations: \$32,200 (10.2%)
- 5 Pre-Determination Settlement Agreements: \$34,682.79 (5.6%)
- 64 No Probable Cause Determinations (72.7%)
- 6 Administratively Closed (6.8%)
- 2 Withdrawn (2.25%)
- 2 Referred to the Equal Employment Opportunity Commission (2.25%)

Case Investigation Time

Case investigation time is calculated from the date the case is assigned to the date of the case summary or closure. Current law, Sec. 183.20(e), requires a final administrative disposition within 365 days of receipt of the charge. With an average case investigation time of 234 days, we are proud to say that the Saint Paul Human Rights Division continues to have one of the shortest average case investigation periods in the state

Division Activities



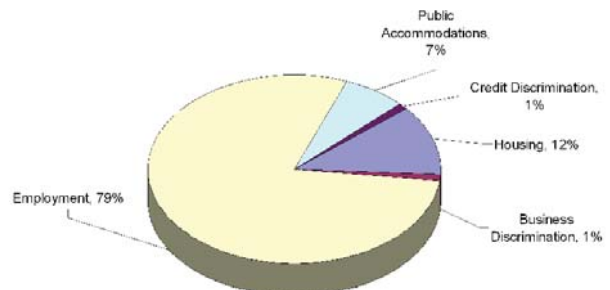
Areas of Discrimination

Human Rights staff conduct intake interviews to assist the complainant in filing a charge of discrimination.

Discrimination charges include:

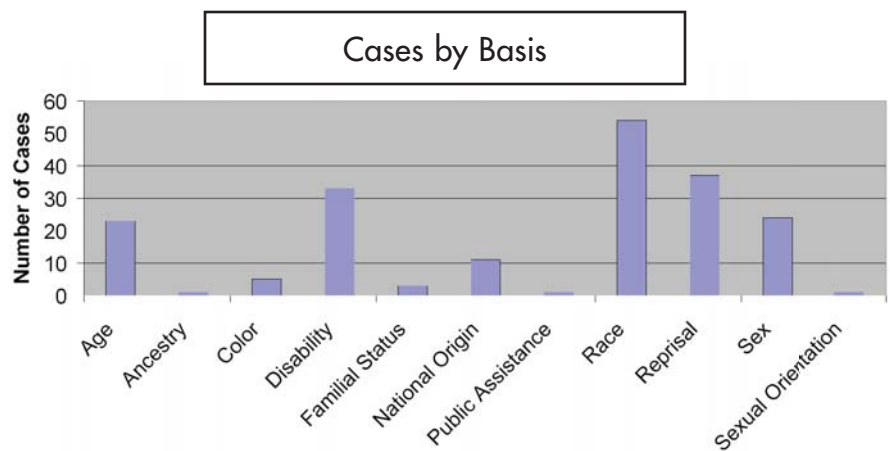
- Employment
- Housing
- Public Accommodations
- Public Services
- Education
- Credit Discrimination
- Business Discrimination

Cases by Area



Basis of Discrimination

The basis for discrimination consists of one or more of the thirteen protected classes listed in Chapter 183 of the Saint Paul Legislative Code.



Special Projects

At the request of the director, Human Rights staff have worked on the following projects and/or served in the following areas:

- Amending the Human Rights Ordinance to achieve Substantial Compliance with the Fair Housing Act
- Staff Liaison to the Human Rights and Equal Economic Opportunity Commission
- Saint Paul and Ramsey County Black History Month Committee
- ADA Coordinator to Coordinate Title II Compliance
- Accommodations Coordinator
- Mayor’s Advisory Committee for People with Disabilities
- Wellness Committee
- Responding to Data Practice Requests
- Green Sheets and Desk Audit
- Human Rights Division Case Activity Reports
- Translations for LEP Information
- Submissions to HREEO’s quarterly newsletter
- Human Resources Liaison
- Database Proposal to Project Management & Development
- FBI Civil Rights Advisory Group

Community Outreach

In 2011, the Human Rights Division increased the visibility of the department and informed the community about its rights through outreach efforts including:

- Panelist at Immigrants and Fair Housing Conference
- Invest in Saint Paul Community Events
- Hubbs Center Presentation to Adult Education Students
- Rondo Days
- Kickoff Parade: American Indian Month
- Immigrant Community Round Table
- Somali Youth Conference
- Hallie Q. Brown Family Fun Day
- Ward One Beach Party
- Twin Cities Rise!
- “You and the Police – Your Rights” Cards
- La Familia Youth Commission
- Resource Table at One Minneapolis Conference
- Regional Human Rights Forum
- Disability Rights Outreach Info. in AccessPress
- MN Diversified Industries
- Martin Luther King, Jr. Day Celebrations
- World Without Genocide
- Minnesota League of Human Rights Commissions
- AccessPress Charlie Award Banquet
- Community Meeting Organized by Aurora/St. Anthony Neighborhood Development Corporation



Other Human Rights Division 2011 Activities

Human Rights & Equal Economic Opportunity Commission

The HREEO Commission is appointed by the Mayor to serve three-year terms in an advisory capacity to the Director Of Human Rights and Equal Economic Opportunity. JaPaul Harris is the current Chair of the HREEO Commission. Highlights of the 2011 HREEO Commission include:

- Completed 3-year survey and review of HREEO operations
- Organized standing committees to address strategic interests
- Held public outreach events in an effort to reach out to the community
- Maintained an active role within the League of Minnesota Human Rights Commissions

Americans with Disabilities Act (ADA) Coordinator

Alyssa Wetzel-Moore, a staff member of the Human Rights division, also serves as the Americans with Disabilities Act (ADA) Coordinator for the City of Saint Paul. The ADA Coordinator acts to:

- Coordinate city-wide efforts to comply with Title II requirements – Title II prohibits state and municipal governments from denying access to public facilities.
- Serve as the contact person for any inquiries and/or ADA related complaints for non-employment related cases
- Refer complaints to appropriate city department
- Conduct investigations of any non-employment complaints
- Convene regularly scheduled meetings with city team to ensure compliance with Title II

For more information regarding the city's ADA efforts please visit:
www.stpaul.gov/index.aspx?nid=3949



Skyway Reopens!

In November, downtown Saint Paul celebrated the unveiling of the new skyway between the 340 Cedar Building and the Alliance Bank Building. The skyway section was removed in early April for Central Corridor construction, and the intervening months presented accessibility challenges as planned alternate routes did not fully meet accessibility concerns.



Jim Ivey, from the Skyway Advisory Committee, worked with ADA Coordinators Alyssa Wetzels-Moore and Habtamu Awetu to review a number of recommendations for improving accessibility while the skyway section was closed. Although the Metropolitan Council has primary responsibility for ensuring accessibility during Central Corridor construction, the City of Saint Paul reviewed the Skyway Advisory Committee's recommendations to facilitate accessibility. HREEO partnered with the Department of Safety and Inspections, Councilmember Dave Thune, the Department of Planning and Economic Development, and the Metropolitan Council to review the recommendations of the Skyway Advisory Committee and took action to improve accessibility. The improvements made alternate skyway routes useable, accessible, and less cumbersome while the skyway bridge was closed.



Mayors Advisory Committee for People with Disabilities

Residential Emergency Response Form

The Residential Emergency Response Information Form ("Emergency Form"), developed by the Mayor's Advisory Committee for People with Disabilities provides a way for people with disabilities and others needing special assistance to alert emergency responders to be prepared in the event of an emergency.

The Emergency Form will help emergency responders avoid surprises and arrive prepared for individuals needing special assistance. Saint Paul is the first jurisdiction in the United States to provide this service to its residents.



Mayor's Advisory Committee Recognized by Saint Paul City Council

On October 19, 2011 the Saint Paul City Council recognized the MACPD for its work on the successful passage of the Sidewalk Café Ordinance. Sponsored by Councilmember Dave Thune, the Sidewalk Café Ordinance required a 48 inch right-of-way to be maintained between sidewalk cafés and the curb. The 48 inch right-of-way was an improvement over the previous 36 inch right-of-way, and allows the City of Saint Paul to meet ADA-recommended guidelines for pedestrian traffic. The ordinance strikes a balance between recognizing the importance of sidewalk cafes in the city while still allowing for the safe and accessible movement of pedestrians.



Members of the MACPD testified in favor of the Sidewalk Café Ordinance at the public hearing before the city council. The compelling testimonies of MACPD members contributed to the passage of the bill and as a further act of recognition, the Saint Paul City Council declared October 18, 2011 as Full Mobility Day in the city.





Contract & Analysis Services

The Contract and Analysis Services Division (CAS) provides buying, contracting, and surplus disposal services to the City of Saint Paul, Ramsey County, Saint Paul Regional Water Services, Saint Paul Port Authority, and other entities.

With heavy demand for their services, CAS had another busy year. CAS staff played a key role in the design and testing of the purchasing module of the city's COMET project, attended various purchasing and economic development outreach events, as well as continuing with their daily procurement activities which include:

- 226 Advertised Bids
- 526 Quotes
- 90 Master contracts
- 289 Master Contract Renewals
- Managing over 900 Master Contracts



International Visitors

The city's initiatives to promote small business development have also gained us international attention. In 2011, CAS hosted a group of international leaders through the U.S. Department of State program. The attendees were interested in the city's efforts to promote small business participation and economic development. The leaders were from around the world and included Members of Parliament, Treasury, international trade, and journalists. The international leaders heard presentations from Mayor Coleman, leaders of community-based organizations, small business owners, and other emerging businesses. The leaders learned how the city is encouraging and aiding the establishment and growth of small businesses through its contracting efforts.

HREEO Staff Presented with Lars Lawson Award

On January 25, Lisa Bartels, Jacqueline Howard, Elizabeth Maher, Beverly Miller, and Lucie Passus received the Lars Larson Award for their extraordinary work on the City Operations Modernization & Enterprise Transformation (COMET) project. COMET is a financial data management tool meant to achieve greater efficiency, quality, and accountability within and across city departments. The COMET team recognized not only our staff's dedication to the project, but the volume and time consuming nature of the work.



Small Business Initiatives

Itasca Business Bridge to Jobs – Job Growth Task Force

To further support efforts to increase small business opportunities, CAS Deputy Director Ruth Richardson served on the inaugural “Itasca Sourcing Roundtable” with sourcing decision makers from UnitedHealth Group, City of Minneapolis, General Mills, Health Partners, Pentair, and Medtronic. The Itasca Sourcing Roundtable was formed to bring sourcing leaders together in order to launch the inaugural “Minnesota Supplier Showcase.” The concept stems from the Minnesota Job Growth Task Force’s objective of strengthening

our region’s community of small and mid-size businesses.

One important concern the task force heard from small business leaders was the significant challenge they face in gaining access to large companies. Another concern is the challenge that sourcing departments at large companies face in sorting through many potential suppliers to find innovative, responsive suppliers capable of meeting the needs of leading companies.

On May 24th, the inaugural “Minnesota Supplier Showcase” was

held at Medtronic. The focus of the event was computer and information technology services. Local suppliers presented on ensuring that purchasing and technology leaders are aware that innovative and capable suppliers reside in our community. Minnesota companies with 500 or more employees spend about \$86 billion annually on everything from paper clips to food to technology. A redeployment of just 1% of that spending to local small companies would amount to nearly \$900 million.

Other Purchasing Highlights

Saving Saint Paul’s Trees

- Ruth Richardson worked with city Forestry staff to develop a master contract that was funded by a state grant to remove trees that have been affected by the Emerald Ash Borer.
- Sue Feuerherm worked with city Forestry staff to establish two contracts for management of trees and stumps throughout the city. The contract came at the urgent request of the city council. The first contract was to hire four contractors to remove over 4,000 tree stumps on city boulevards. Due to staffing and budget constraints, city crews could not remove all of the tree stumps under budget and it was felt that we should hire crews to just “get it done.” CAS organized and invited interested contractors to a pre-bid conference, and awarded the contract to four vendors.

Sustainability Projects

CAS Buyers were heavily involved with projects that sought to increase city sustainability efforts.

- Lisa Bartels, who is a LEED accredited Buyer, was tasked with mastering the myriad of Federal Department of Energy purchasing requirements. Through Lisa’s expertise, multiple solar panel and electrical vehicle charging stations were awarded and installed by local contractors
- In 2011, CAS also purchased the first electric cars to be added to the city’s fleet of vehicles. 2 Chevy Volts were purchased and are currently being used by the city.



Sustainable Purchasing

- In the fall of 2011, HREEO welcomed Alex Lee as a HECUA (Higher Education Consortium for Urban Affairs) intern from the University of Minnesota. During his internship, Alex focused on the city’s sustainability and environmental protection efforts. Alex worked closely with Anne Hunt, the Mayor’s Environmental Policy Director, and the Sustainable Saint Paul Working Group, to develop and promote Saint Paul’s environmental stewardship and sustainable purchasing efforts.



River Print

River Print is the in-house print facility for the City of Saint Paul and Ramsey County. Using state-of-the-art equipment and best practices, River Print serves the city, county and other local governmental jurisdictions with high-quality graphic design and printed products at reasonable rates.

2011 brought great challenges and opportunities to the River Print operation. The challenges were met and the River Print team capitalized on the opportunities for growth.

Highlights of 2011 include:

- Successfully completed 3,263 work orders for printing, copying, mailing, and graphic design services, a high percentage of which contain multiple projects per work order.
- Delivered 660 orders for office and specialty paper to city and county departments.
- River Print's revenues increased by almost 3%, primarily due to revenue increases for mailing and graphic design services, as well as the expanded use of digital color printing by city and county departments and external government clients.
- An exhaustive study was conducted by River Print management along with Contract and Analysis Services staff aimed at positioning the print shop for future growth through collaborative efforts with other local governmental agencies.
- Due to the scheduled closing of the Ramsey County Government Center West Building, an extensive search was conducted for a new print facility location. After negotiations for the new facility were completed, the River Print team designed a layout with efficiency, safety, and future growth potential in mind. The move to the new location was completed December 23rd, 2011.
- Large cost savings were realized with the elimination of service contracts on the shop's mailing equipment and re-working of the maintenance agreement for the facility's print production equipment.
- Several pieces of under-utilized production equipment were advertised for sale on the public surplus web site. Cost savings were realized by eliminating the necessary maintenance required on this equipment, and revenue was added to the fund balance in the sale of an unneeded large 2-color press.



Contract Compliance

Section 3 Program

Section 3 is a part of the Housing and Urban Development Act of 1968 that promotes local economic development, neighborhood economic improvement, and self-sufficiency. This measure strives to increase our ability to direct economic opportunities in Saint Paul to low-income individuals and the businesses that employ them—a group that has historically been under-represented in the marketplace. HREEO is responsible for capacity building to help ensure that residents and workers in Saint Paul have opportunities to develop their skills and enter the workforce successfully, enabling self-sufficiency.

The goal of Section 3 is to create visibility and economic opportunities for Section 3 certified businesses and residents. These efforts enhance the city's ability to achieve numerical goals placed on construction projects funded with CDBG, NSP, HOME, and other HUD dollars.

The numerical goals for the Section 3 Program are:

- 30% of new hires must be Section 3 residents,
- 10% of the total dollar amount of covered construction contracts awarded must be directed to Section 3 businesses, and
- 3% of the total dollar amount of covered non-construction contracts must be awarded to Section 3 business concerns



Neighborhood Stabilization Program (NSP)

One area of particular achievement for the Section 3 program is the Neighborhood Stabilization Program (NSP). In 2011, the City of Saint Paul's Neighborhood Stabilization Program awarded a total of 46 single family home renovation projects.

- Of the 46 renovation projects, 33 were awarded to Section 3 prime contractors. Amounting to \$5.4 million dollars;
- In addition, 33 Section 3 contractors were awarded subcontractor work. Amounting to \$1.14 million dollars;
- In total, 43 unique Section 3 businesses received work from the city's NSP program in 2011.



2011 Section 3 Certifications

In 2011, 72 businesses received Section 3 certification. Overall, the Section 3 business list includes 252 businesses – one of the largest Section 3 business lists in the country.

Approximately 400 individuals registered with the Section 3 program as Section 3 residents. Overall, the Section 3 resident list includes approximately 850 residents.





Section 3 Project Highlight – 501 Magnolia

501 Magnolia Avenue E. was a vacant home purchased by the HRA under the Neighborhood Stabilization Program (NSP). The property is a 4 bedroom single family home built in 1916. The cost of rehabilitation was estimated at \$160,000 and included major interior renovation and building a new garage. 501 Magnolia is an example of HREEO's continued success in achieving Section 3 goals on the city's NSP program.

Through our efforts, we tripled the Section 3 subcontracting inclusion goals. The contract was awarded to a Section 3 prime contractor, Global Construction. Global Construction was able to exceed the 10% Section 3 subcontracting goal. They awarded \$22,000 to Section 3 subcontractors totaling 32% of all total subcontract dollars.





Vendor Outreach Program (VOP)

The Vendor Outreach Program seeks to improve access in the marketplace for small businesses, minority-owned businesses, and woman-owned businesses. The annual utilization goal for all city procurement activities is 25% for small business participation, comprised of:

- Small Business Enterprise (SBE) – 10%
- Woman-owned Business Enterprise (WBE) – 10%
- Minority-owned Business Enterprise (MBE) – 5%

The Vendor Outreach Program experienced success in 2011. The city was able to exceed both its women- and minority-owned business goals, as well as awarding more than \$44 million to small businesses. Notably:

- \$163.1 million in total VOP business opportunities
- 28% of business opportunities awarded to VOP businesses, for a total of \$44.8 million
- 9% awarded to small business enterprises, for a total of over \$14.9 million
- 11% awarded to woman-owned business enterprises, for a total of \$17.8 million
- 7% awarded to minority-owned business enterprises, for a total of over \$12 million

In addition to setting VOP goals on development projects and city construction projects, the VOP Coordinator also sets VOP goals on many Neighborhood and Cultural STAR projects for PED, represented the city and the CERT program at numerous conferences and outreach events, and connected contractors with certified subcontractors.

Central Certification Collaborative (CERT)

In 2011, the City of Saint Paul continued to act as the lead agency for the CERT Collaborative, certifying minority-owned, woman-owned and small-business enterprises for the City of Saint Paul, Ramsey County and Hennepin County.

Our CERT database is the most extensive vendor database in the region with over 1,500 certified companies. In 2011, 229 certified companies were added to the CERT database, for an 18% overall annual increase.



Federal Labor Standards

The Federal Labor Standards Compliance Officer ensures that laborers working on federally-funded construction projects are paid prevailing wages, that contractors comply with Davis Bacon Act requirements, and complaints of underpayment of prevailing wages are investigated. In addition, the Federal Labor Standards Unit offers Davis-Bacon and Related Acts contractor and union training, and fulfills public data requests related to federal labor standards.

The Davis–Bacon Act of 1931 is a federal law that established a requirement for paying prevailing wages on public projects. Most construction contracts with federal assistance must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.

In 2011, our Federal Labor Standards Compliance Officer worked to increase contractor compliance with prevailing wage laws and improve contractor efficiency when submitting compliance documents. Going forward, the city will continue to increase on-site visits and contractor trainings to ensure prevailing wage compliance. The goal is to make sure all workers performing labor on Saint Paul construction projects are paid appropriately and fairly.

City Labor Standards

In August 2011, HREEO created the position of City Labor Standards Compliance Officer, also referred to as the Little Davis-Bacon Compliance Officer, to centralize city labor compliance enforcement. Previously, each individual city department was responsible for Little Davis-Bacon compliance monitoring and enforcement. The goal of centralizing labor compliance is to ensure greater consistency and efficiency in enforcing local prevailing wage laws, improve communication with contractors regarding compliance requirements, and to increase onsite interviews with construction workers to help ensure prevailing wage requirements are followed.

Federal Labor Standards 2011 highlights:

- Attended contractor and industry events to train interested parties on prevailing wage requirements.
- Completed over 25 onsite visits to interview employees to make sure they are receiving prevailing wages.
- Investigated employee and union complaints of prevailing wage violations. Recovered over \$40,000 in employee restitution for underpaid workers.
- Monitored federal prevailing wage compliance on construction projects totaling over \$60 million in total development costs.



2011 highlights include:

- Introduction of the Little Davis-Bacon program to all city departments
- Training of city department project managers on role of Little Davis-Bacon Compliance Officer and cross-department workflow
- Centralization of processes and procedures related to Little Davis-Bacon, including a standardization of contract language and wage information in relevant city contracts



Affirmative Action / Equal Employment Opportunity Compliance

City of Saint Paul ordinances require all employers, with city contract awards greater than \$50,000 within the preceding twelve month period, to file Affirmative Action Plans. In addition, the developers and general contractors have the contractual responsibility to ensure that city assisted construction projects achieve an employment utilization goal of 6% females and 11% minorities. Each subcontractor hired to work on the project must also demonstrate their good faith efforts to achieve the project goals.

In 2011, over \$279 million in construction projects were monitored for minority and women employment utilization in the City of Saint Paul's construction projects. The projects monitored ranged in awards from \$50,294 to \$75 million.

A total of 87 projects were monitored over 2011 and the utilization goals were exceeded. Skilled minorities reached a utilization goal of 18.60%, while unskilled minorities reached 46.87%. The utilization goal for women reached 6.11%.



Minority Business Development & Retention (MBDR)

The City of Saint Paul's Minority Business Development and Retention (MBDR) program aims to increase small, women-owned, and minority-owned business participation and employment opportunities.

In 2011, residents, entrepreneurs, and small business owners participated in a variety of capacity building events including classroom instruction, marketing events, and individual consultation sessions aimed at business development.

- “Road to Success” Commercial Drivers License program: Was a workforce collaboration program launched by the city and the YWCA, designed to assist people train for and obtain a Class B Commercial Driver's License (CDL). 46 of the 50 participants (92%) earned their Class B CDL.
- ProBid, LLC: Provided classroom instruction on estimating and bidding techniques, as well as individual business development services.
- Aguilar Productions: Sponsored conferences focused on marketing to emerging multi-cultural populations.
- Latino Economic Development Center (LEDC): Provided business development instruction and assistance to Limited English Proficiency (LEP) individuals interested in participating in the construction industry.



Construction Partnership Program

The Construction Partnering Program (CPP) was developed by the City of Saint Paul, Metropolitan Economic Development Association (MEDA), and the Association of Women Contractors (AWC) to partner developing firms owned by women and minorities with larger, more established firms. The larger businesses provide mentorship, expertise, and industry connections to their smaller partners. The objective of the program is to develop, competitive, self-sufficient contractors owned by women and ethnic minorities.

2011 CPP highlights include:

- 10 meetings of partners and supporters
- 181 businesses attended CPP meetings
- CPP partnerships continue to grow. 17 contractor partnerships currently exist (9 partnerships existed in 2007)
- CPP partnerships of note:
 - ✦ Reiling Construction (Section 3, S/M/WBE) and Kraus Anderson
 - ✦ Eden Resources (Section 3, S/M/WBE) and Amcon Construction
 - ✦ Covenant Electric (Section 3, S/M/WBE) and Hunt Electric
 - ✦ Total Insulation (Section 3, S/WBE) and NYCO

The CPP works with governments and private developers to promote the involvement of CPP partnerships in new projects. Here are some of the CPP projects worked on as a partnership in 2011:

- Hamline University
- Union Depot
- Gillette Hospital
- Regions Hospital
- Central Corridor
- Payne/Maryland Project

Minority- and woman-owned partners in the CPP report that they generally perform 15% to 25% of their annual work with their program partner. The CPP experience allows smaller partners to undertake larger projects on their own, and often enables them to structure additional partnerships with other larger firms.

Socially Responsible Investment Fund

The goal of the City of Saint Paul's Socially Responsible Investment Fund (SRIF) is to promote lending opportunities offered by local banks to: female, minority and small businesses; housing initiatives; community development corporations (CDC); and low-income communities in Invest Saint Paul (ISP) areas.

The fund is part of the city's Minority Business Development and Retention initiative in the Saint Paul Department of Human Rights and Equal Economic Opportunity and Financial Services. The city had purchased certificates of deposits amounting to eight million dollars that matured at three community banks with a successful track record of investing loan dollars to support community development. Those banks paid the City of Saint Paul \$98,016.44 in interest earned and originated 169 business and home loans in ISP targeted areas amounting to \$22,335,650.52.

Some noteworthy achievements in 2011 were:

- Partnering to extend loans to renovate and reconfigure space for an existing Saint Paul business. This expansion will create approximately 132 new jobs in addition to the current 125 employees.
- Providing first mortgage financing on 1-4 family residences for a nonprofit that provides affordable homeownership for families in Saint Paul.
- Investments in an Equity Equivalent providing capital and construction costs for the retail portion of the Frogtown Square project.
- Providing a discretionary facility for credit facilities with a maximum exposure of \$5 million to a company that provides and maintains affordable housing communities and services to lower income families. Of this \$5 million, a maximum letter of credit obligation exposure of \$4 million is available for affordable housing projects. A one million revolving line of credit is available for general operations
- Providing \$1,045,150 in financing to projects related to a bank's Houses-to-Homes program.
- Opening a second branch in the East Side of Saint Paul. See universitybank.com to see a video on the importance of this expansion.
- A rail to semi-transfer company was able to relocate and expand in Saint Paul thanks to New Markets Tax Credit financing for the purchase and rehab of a commercial real estate property.
- A software development company was able to relocate and expand in Saint Paul thanks to New Markets Tax Credit financing for the purchase and rehab of a commercial real estate property.



Commitment to Equal Economic Opportunities... Outreach Efforts



Throughout 2011, HREEO partnered with other city departments and agencies to hold outreach events. The goal of these networking events was to connect small businesses with larger general contracting firms in order to increase the participation of small, minority- and women-owned businesses working on city projects. Two of the most successful outreach events were for the Como Zoo and Penfield projects.



Como Zoo Networking Event

On July 11, the CAS and Contract Compliance units, in collaboration with Como Zoo and the Department of Parks & Recreation, hosted a networking event for contractors interested in bidding on two Parks & Recreation construction projects at Como Zoo.

Over 75 contractors attended the event to learn about the Gorilla Forest Habitat and Japanese Garden Experience projects. The event, held at the Como Park Zoo and Conservatory Auditorium, brought together city staff from several divisions, including representatives from Parks & Recreation, the Vendor Outreach Program, and Contract and Analysis Services.



To facilitate the networking process, over 30 CERT and Section 3 certified contractors were invited to present basic information on their companies to potential general contractor bidders and other attendees. In addition, the event doubled as a pre-bid conference whereby attendees learned about the project and available subcontracting opportunities, and could ask any project and compliance related questions.



Penfield Networking Event

HREEO also hosted a contractor networking event with the goal to connect small, minority-, and women-owned businesses with general contracting firms for the upcoming Penfield project. Over 100 contractors were invited and over 75 attended the event held on Wednesday, September 7, at the Rondo Community Outreach Library. The Penfield is a \$54 million dollar construction development project that will include a full service Lund's grocery store and 256 market rate apartments in downtown Saint Paul.

EMS Academy

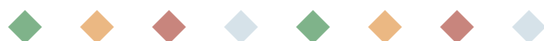
Since its inception in 2009, HREEO has spearheaded the formation, development, and advancement of the nationally recognized EMS Academy. The fourth EMS Academy was held from June 2011 to August 2011 and produced the highest graduation rate to date. Prior to the creation of the EMS Academy, only one person of color per year in the state received EMT certification.

The EMS Academy is an intensive 240-hour Emergency Medical Technician (EMT) certification and firefighter awareness program aimed at building a diverse EMS workforce that is reflective of Saint Paul. Recruitment is targeted to low-income youth (ages 18–24) of diverse ethnicities, gender, and linguistic ability. To date, 73 individuals have completed the EMS Academy and pursued meaningful and well-paying careers thereafter.

Students are hired and receive a paycheck while attending the 10–14 week certification and job-competency program by the City of Saint Paul Parks and Recreation YJC program. Additional partners in 2011



included Saint Paul Fire, Saint Paul Police, Ramsey County Sheriff, Saint Paul Human Resources, Saint Paul Public Schools Hubbs Center, Community Action Partnership of Ramsey and Washington Counties, and Inver Hills Community College. EMS Academy graduates receive national EMT certification and receive 9 college credits. Within two years of graduation, 65% of our alumni secure employment or continue higher education in the healthcare field. Including all fields of work and education (i.e. non-healthcare), over 95% are employed or studying, versus roughly 50% upon enrollment. On average, EMS Academy graduates see their income rise \$12,000 within two years of graduating. Congratulations to the 2011 EMS Academy graduates.





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