

Affirmative Action Program FAQ

1. **Do you have a modified AAP?**
 - a. The city provided AAP Registration is the modified and simplest version of a full AAP available.
2. **I am not a contractor.**
 - a. For the purpose of AA/EEO compliance monitoring everyone is a “contractor.” Please see the definition of terms.
3. **The AA/EEO document is written for construction projects, and we are not a construction vendor. I don't think the city's AA/EEO applies to my company.**
 - a. The city's AA/EEO document is a blanket document that covers all types of companies and contracts with the City of Saint Paul.
4. **Can we submit our Affirmative Action Policy Statement in lieu of the AAP?**
 - a. No.
5. **Who do I make the check out to?**
 - a. Make the check payable to the “City of St Paul.”
6. **Who and where do I send the check to?**

City of Saint Paul
Department of Human Rights and Equal Economic Opportunity
Attention: Affirmative Action
15 Kellogg Boulevard West | 280 City Hall
Saint Paul, MN 55102
7. **Reciprocity. My company is compliant and we have a certificate of compliance from the State of MN. I don't have to do anything for the city?**
 - a. Not true, you must register your AAP plan with the city.
8. **When should I renew my AAP?**
 - a. Your new AAP and fee must be received by HREEO before it expires.
9. **My AAP expired, what do you need from me to renew?**
 - a. Expired AAP certificate of compliance are not renewed until you submit the new AAP registration document with the required fee.
10. **My company is:**
 - a. Small and minority owned. I am exempt from AA/EEO requirement.
 - i. No, you are not exempt from practicing equal and fair employment rules and regulations.
 - b. My company has less than 40 employees. I am exempt from AA/EEO requirement.
 - i. No, you are not exempt from practicing equal and fair employment rules and regulations.
11. **Who is exempt from filing an Affirmative Action Program with the City of St Paul?**
 - a. If your one-time contract is under \$50,000.00, and/or
 - b. If within the last 12 months, you have received less than \$50,000.00 of any type of City funds.

12. My AAP certificate has expired or is expiring, what do you need from me to renew?

- a. Complete the city-provided AAP Registration document or submit your own current AAP:
 - i. Scan and email a copy of the AAP to affirmativeaction@ci.stpaul.mn.us
 - ii. Mail the \$75 check as stated in #5 and #6 above.