

State of Minnesota

STATE REGISTER

Department of Administration—Documents Division

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STATE REGISTER

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive orders of the governor, proposed and adopted rules of state agencies, official notices to the public, state and non-state public contracts, grants, supreme court and tax court decisions, and a monthly calendar of cases to be heard by the state supreme court.

Volume 12 Printing Schedule and Submission Deadlines

Vol. 12 Issue Number	*Submission deadline for Executive Orders, Adopted Rules and **Proposed Rules	*Submission deadline for State Contract Notices and other **Official Notices	Issue Date
32	Monday 25 January	Monday 1 February	Monday 8 February
33	Monday 1 February	Monday 8 February	Monday 15 February
34	Monday 8 February	Friday 12 February	Monday 22 February
35	Friday 12 February	Monday 22 February	Monday 29 February

*Deadline extensions may be possible at the editor's discretion; however, none will be made beyond the second Wednesday (12 calendar days) preceding the issue date for rules, proposed rules and executive orders, or beyond the Wednesday (5 calendar days) preceding the issue date for official notices. Requests for deadline extensions should be made only in valid emergency situations.

**Notices of public hearings on proposed rules and notices of intent to adopt rules without a public hearing are published in the Proposed Rules section and must be submitted two weeks prior to the issue date.

Instructions for submission of documents may be obtained from the State Register editorial offices, 504 Rice Street, St. Paul, Minnesota 55103, (612) 296-4273.

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Contact: Senate Public Information Office
Room 231 State Capitol, St. Paul, MN 55155
(612) 296-0504

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Contact: House Information Office
Room 175 State Office Building, St. Paul, MN 55155
(612) 296-2146

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NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as **Proposed Rules**. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-652-9747 and ask for "Documents."

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Proposed Rules

Pursuant to Minn. Stat. of 1982, §§ 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§ 14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

State Board of Education

Proposed Permanent Rules Relating to Secondary Vocational Education; Technical Corrections

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Board of Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes* § 121.11, subd. 12 (1986) and *Minnesota Statutes* § 125.185, subd. 4 (1984 Supp. 1987).

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Audrey Grote
Minnesota Department of Education
629 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

The rule proposed for adoption would give the rules more clarity and make it easier to read. A few minor changes in the substance were made in the areas of business education, family life and the requirements for the vocational student organization course. A copy of the proposed rule is enclosed for your information.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each correction of the proposed rule and identifies the data and information relied upon to support the proposed rule corrections has been prepared and is available from Audrey Grote upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Audrey Grote.

Dated: 20 January 1988

Ruth E. Randall, Secretary
State Board of Education

Rules as Proposed**3517.0350 SECONDARY BUSINESS SIMULATION OCCUPATIONS TEACHER.**

Subpart 1. **Requirements.** An applicant for an entrance license to teach secondary business simulation must meet the requirements in this subpart. A person licensed to teach the model office program must replace that license according to subpart 2.

A. [Unchanged.]

B. Technical coursework: technical preparation of ~~45~~ 10 credits or ~~180~~ 120 clock hours with a minimum of two credits or 24 clock hours of formal training using each of the following types of computer software: word processing, accounting, spreadsheets, ~~data base~~, relational data ~~bases~~ base management, and graphics. Technical preparation must be completed within the five-year period just before the date the license is to be issued.

C. and D. [Unchanged.]

Subp. 2. **Converting a model office license.** By July 1, ~~1989~~ 1990, model office programs must be converted to business simulation occupations programs. A license under this part is required to teach business simulation occupations. The personnel licensing section must not issue new model office licenses after the effective date of this chapter. ~~However,~~ A model office license is renewable under this chapter until July 1, ~~1989~~ 1990, and is valid to teach model office. However, after July 1, 1990, model office programs will not be eligible for funding.

3517.0520 SECONDARY CONSUMER AND HOMEMAKING/FAMILY LIFE EDUCATION TEACHER.

Subpart 1. **Requirements.** An applicant for an entrance license to teach the vocational program of consumer and homemaking education including the family life component in a secondary school must meet the following requirements:

A. Educational criteria:

(1) and (2) [Unchanged.]

(3) except for a teacher adding this category of practice to a valid five-year consumer and homemaking license, a two-credit course in integrating the appropriate vocational student organization into the curriculum, completed before renewal of the entrance license;

(4) a course in philosophy of vocational education, completed before renewal of the entrance license;

(5) the human relations program as specified in part 3517.3500; and

(6) recommendation from an approved home economics program designee verifying that the education and technical coursework requirements have been met, including activities within the prior five years in the amount and in the categories stated in the continuing education requirement in part 3517.7200.

B. Technical coursework: 24 quarter credits of college family life courses. The 24 credits must include at least three quarter credits each ~~and a maximum of nine quarter credits each~~, approved by an approved home economics program designee, in parenting and in development of human sexuality with a maximum of nine quarter credits in development of human sexuality. The 24 credits must also include a minimum of ~~six~~ nine quarter credits ~~and a maximum of 12 credits~~ in relationships within the family, family structures, and relationships of the family and its members to society. Up to six of the remaining credits may be in child development.

C. and D. [Unchanged.]

Subp. 2. [Unchanged.]

3517.1240 SECONDARY CHILDHOOD EDUCATION AIDE (SUPPORT STAFF).

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a childhood education aide who is responsible for assisting a secondary vocational child care and guidance education occupations teacher must meet either the educational criteria in item A or the occupational experience criteria in item C, plus item A, subitems (2) and (3):

A. to C. [Unchanged.]

Subp. 2. and 3. [Unchanged.]

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

Proposed Rules

3517.1500 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE DISADVANTAGED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of work experience programs for the disadvantaged in a secondary school must meet the following requirements:

A. [Unchanged.]

B. Technical coursework:

(1) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of special needs work experience programs. This independent study replaces the ~~usual 500 hours of recent occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment.~~ The independent study must be completed within the two years immediately before the date the license is issued.

(2) and (3) [Unchanged.]

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within occupational emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B replaces the ~~500 hours of recent occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment.~~

(2) [Unchanged.]

Subp. 2. [Unchanged.]

3517.1520 SECONDARY TEACHER-COORDINATOR OF WORK EXPERIENCE PROGRAMS FOR THE HANDICAPPED.

Subpart 1. **Requirements.** An applicant for an entrance license to serve as a vocational teacher-coordinator of work experience programs for the handicapped in a secondary school must meet the following requirements:

A. Educational criteria:

(1) a baccalaureate degree in a ~~secondary~~ an education field plus valid Minnesota licensure in any special education field that includes secondary level students;

(2) to (4) [Unchanged.]

B. Technical coursework:

(1) [Unchanged.]

(2) A directed independent study completed through an approved Minnesota college designed to update the applicant in current work environments and conditions and operation of special needs work experience programs. This independent study replaces the ~~usual 500 hours of recent occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment.~~ The independent study must be completed within the two years immediately before the date the license is issued.

(3) [Unchanged.]

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the ~~500 hours of recent occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment.~~

(2) [Unchanged.]

Subp. 2. [Unchanged.]

3517.1560 SECONDARY SUPPORT SERVICE FACILITATOR.

An applicant for an entrance license to serve as support service facilitator in a secondary school must meet the following requirements:

A. [Unchanged.]

B. Technical coursework:

(1) [Unchanged.]

(2) A directed independent study through an approved Minnesota college designed to update the applicant in current employment environments and conditions and operation of special needs work experience programs. This independent study replaces

the usual 500 hours of recent occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment. The independent study must be completed within the two years immediately before the date the license is issued.

(3) to (6) [Unchanged.]

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis areas or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The directed independent study course specified in item B, subitem (2) replaces the recent 500 hours of occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment.

(2) [Unchanged.]

3517.1600 SECONDARY VOCATIONAL EVALUATOR.

An applicant for an entrance license to serve as a vocational evaluator in a secondary school must meet the following requirements:

A. and B. [Unchanged.]

C. Occupational experience:

(1) The applicant must have 2,000 hours of occupational experience as specified in parts 3517.4000 to 3517.4200 within emphasis or related areas included in parts 3517.0200 to 3517.1440 and 3517.1800 to 3517.2140. The internship specified in item B, subitem (3) replaces the recent 500 hours of occupational experience need for the recency of 500 hours in the total of 2,000 hours of required paid employment.

(2) [Unchanged.]

3517.3450 EQUIVALENCY FOR COURSES OUTSIDE TEACHER EDUCATION CORE.

When an applicant has completed coursework that is not included in part 3517.3150, subpart 2, to meet a licensure requirement and when the personnel licensing section cannot determine course equivalency on the basis of similar course titles or content, in consultation with the appropriate secondary vocational specialist, the following procedure applies:

A. to E. [Unchanged.]

F. Exception: Two years of active participation as an advisor in the appropriate vocational student organization substitutes for the two required credits in integrating the appropriate vocational student organization into the curriculum. The participation must be verified by the state program specialist responsible for the appropriate vocational student organization and must be within the five years just before the date the license is issued.

Department of Human Services

Proposed Permanent Rules Relating to Nursing Home Property Reimbursement Rate

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Department of Human Services intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota Statutes*, section 256B.431, subd. 3a.

All persons have 30 days or until 4:30 p.m. on March 9, 1988 in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. **Strike outs** indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. **Strike outs** indicate deletions from proposed rule language.

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encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Charles Osell
Minnesota Department of Human Services
Long Term Care Management
444 Lafayette Road
St. Paul, MN 55155
(612) 297-3463

The proposed rule amendments may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed amendments is attached. The amendments are necessary to be consistent with statutory changes (*Minnesota Rules* 9549.0059, subpart 9) and to clarify the treatment of nominal leases in determining a nursing home's property tax rate (*Minnesota Rules* part 9549.0060, subpart 9.)

A copy of the proposed amendments is available upon request from:

Nancy Storelee
Minnesota Department of Human Services
Rules Division
444 Lafayette Road
St. Paul, MN 55155
(612) 296-2854

A copy of the rule may also be viewed at any of the 87 county welfare or human services agencies in the State of Minnesota.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available upon request from:

Nancy Storelee
Minnesota Department of Human Services
Rules Division
444 Lafayette Road
St. Paul, MN 55155
(612) 296-2854

Adoption of these rules will not result in any additional spending by local public bodies for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to:

Nancy Storelee
Department of Human Services
Rules Division
444 Lafayette Road
St. Paul, MN 55155.

Dated: 22 January 1988

Sandra R. Gardebring
Commissioner

Rules as Proposed

9549.0059 RESIDENT ASSESSMENT.

Subpart 1. to 8. [Unchanged.]

Subp. 9. **Resident access to assessments and documentation.** The nursing home must provide access to information regarding rates, assessments, and other documentation provided to the Department of Health in support of the resident's assessments to each nursing home resident or the resident's authorized representative according to items A to D.

A. to C. [Unchanged.]

D. The nursing home must provide each nursing home resident or the resident's authorized representative with a copy of the assessment form and any other documentation provided to the Department of Health in support of the assessment within ~~one~~ three working ~~day~~ days of receipt of a written ~~or verbal~~ request from the resident or the resident's authorized representative.

9549.0060 DETERMINATION OF THE PROPERTY-RELATED PAYMENT RATE.

Subpart 1. to 8. [Unchanged.]

Subp. 9. **Building capital allowance for nursing homes with operating leases.** Except as provided in subpart 14, for rate years beginning after June 30, 1985, the building capital allowance for nursing homes with operating lease costs incurred for buildings must be paid as determined by items A to C.

A. to D. [Unchanged.]

E. The phrase "operating lease" does not include a nominal lease. For purposes of this subpart, a lease that meets the following conditions is considered a nominal lease:

(1) the annual lease payment in comparison to the rental value of the physical plant and depreciable equipment is a nominal amount, usually \$1 per year;

(2) the length of the lease, including renewal provisions, reflects the intent of the lessor and lessee to lease the physical plant and depreciable equipment for the remainder of their useful lives;

(3) the lease agreement imposes a duty upon the lessee to make necessary improvements and to properly maintain the nursing home;

(4) the lease agreement has no restrictions on the free use of the nursing home by the lessee other than it must be used as a licensed nursing home; and

(5) the lease agreement must not require the furnishing of any indirect benefits to the lessor.

A nursing home leased with a nominal lease shall have its building capital allowance computed as in subpart 8. This item is effective for rate years beginning on or after July 1, 1988.

Subp. 10. to 14. [Unchanged.]

Department of Public Service

Proposed Permanent Rules Relating to Cost-Share Maxi-Audit Grants for Public and Private Nonprofit Institutions

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Department of Public Service intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is contained in *Minnesota Statutes* section 216C.02, Subdivision 3.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment and any changes proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Proposed Rules

Comments or written requests for a public hearing must be submitted to:

Mary Pat Haney
Department of Public Service
Energy Division
900 American Center
150 E. Kellogg Boulevard
St. Paul, MN 55101
Telephone: (612) 297-2103

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Ms. Haney upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ms. Haney at the address given above.

Dated: 21 January 1988

Tony Perpich, Commissioner
Department of Public Service

Rules as Proposed (all new material)

7660.0010 PURPOSE.

Parts 7660.0010 to 7660.0090 establish the criteria and procedures for granting financial assistance to Minnesota public and private nonprofit institutions for conducting building energy audits using money allocated to the department from the state's allocation of petroleum violation escrow funds.

7660.0020 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 7660.0010 to 7660.0090, the following terms have the meanings given them.

Subp. 2. **Authorized cost-share maxi-auditor or auditor.** "Authorized cost-share maxi-auditor" or "auditor" is a person who has met the requirements of part 7660.0040.

Subp. 3. **Building.** "Building" means any existing, separate, enclosed, heated structure owned and operated by a public or private nonprofit institution as defined in this part.

Subp. 4. **Cost-share maxi-audit.** "Cost-share maxi-audit" means a detailed engineering analysis of a building and its energy using systems, including the plumbing, lighting, heating, ventilating, and air conditioning systems. The primary objective of a cost-share maxi-audit is to identify and quantify the economic and engineering feasibility of energy conservation measures for a building and its energy using systems.

Subp. 5. **Cost-share maxi-audit manual or manual.** "Cost-share maxi-audit manual" or "manual" means the manual incorporated by reference in part 7680.0200.

Subp. 6. **Cost-share maxi-audit report or report.** "Cost-share maxi-audit report" or "report" means a written document prepared according to the cost-share maxi-audit manual, as the result of a cost-share maxi-audit of a building.

Subp. 7. **Department.** "Department" means the Minnesota Department of Public Service.

Subp. 8. **Hospital.** "Hospital" means a public or private nonprofit facility licensed under Minnesota Statutes 1986, section 144.50, subdivision 2, that is primarily engaged in providing by or under the supervision of physicians to inpatients:

A. diagnostic services and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons;
or

B. rehabilitation services for the rehabilitation of injured, disabled, or sick persons.

Subp. 9. **Nursing home.** "Nursing home" means a public or private nonprofit facility or that part of a facility licensed under Minnesota Statutes 1986, section 144A.01, subdivision 5, that provides nursing care to five or more persons.

Subp. 10. **Private nonprofit institution.** "Private nonprofit institution" means an institution owned and operated by a school, hospital, or nursing home as defined in this part that is also exempt from income tax under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1954, or joint power of these.

Subp. 11. **Public institution.** "Public institution" means any public school district or hospital, statutory or home rule charter city, county, or town in Minnesota, or joint power of these.

Subp. 12. **School.** "School" means a public or private nonprofit institution that:

A. provides, and is legally authorized to provide, elementary education or secondary education or both on a day or residential basis;

B. (1) provides, and is legally authorized to provide, a program of education beyond secondary education, on a day or residential basis;

(2) admits as students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of a certificate;

(3) is accredited by a nationally recognized accrediting agency or association; and

(4) provides an educational program for which it awards a bachelor's degree or higher degree or provides not less than a two-year program that is acceptable for full credit toward such a degree at any institution that meets the preceding requirements and provides such a program; or

C. provides not less than a one-year program of training to prepare students for gainful employment in a recognized occupation and meets the provisions in item B, subitems (1), (2), and (3).

7660.0030 ELIGIBILITY.

All public and private nonprofit institutions are eligible for cost-share maxi-audit grants for buildings that they own and operate. A building for which an institution has received cost-share maxi-audit funds is not eligible for another cost-share maxi-audit grant until five years after the date of the previous cost-share maxi-audit grant payment.

7660.0040 COST-SHARE MAXI-AUDITOR AUTHORIZATION.

An authorized cost-share maxi-auditor is a person who is a professional electrical or mechanical engineer or architect registered in Minnesota and who has:

A. agreed to abide by the requirements of this part when conducting cost-share maxi-audits;

B. agreed to attend mandatory cost-share maxi-audit information training sessions conducted by the department;

C. signed and submitted to the department, upon completion of the mandatory cost-share maxi-audit training, the authorization agreement for cost-share maxi-auditors that is provided in the manual, and is available upon request from the department; and

D. agreed to make appropriate changes and additions to a cost-share maxi-audit report within 30 days after being sent written notification from the department of the required changes and additions.

These requirements must be adhered to in order for a person to maintain authorized cost-share maxi-auditor status.

7660.0050 APPLICATION.

Subpart 1. **Process.** The public or private nonprofit institution must submit to the department an application for cost-share maxi-audit funds on a form provided by the department. This application must include the following:

A. the institution name and address;

B. the name and address of the building;

C. the area of the building in square feet;

D. the building audit status, previously maxi-audited or unaudited;

E. the date of the application; and

F. the contact person's name, title, and telephone number.

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Subp. 2. **Application period.** The department will process applications in accordance with part 7660.0060, subpart 1, until all funds have been encumbered.

7660.0060 CONTRACT PROCESS.

Subpart 1. **Application review.** Upon receipt of an eligible application from an institution, the department will determine the funding limits for each building according to part 7660.0090, subpart 2, and will prepare a cost-share maxi-audit grant contract for each building.

Subp. 2. **General.** The department will send the prepared contract to the applicant for signatures by two of the applicant's officials authorized to sign contracts. Grant contracts must be signed and returned to the department within 45 days of the department's mailing date to the applicant. If the grant contract has not been returned within 45 days, the funds may be redistributed to other applicants. After complete execution of the grant contract by the state of Minnesota, the department will send to the institution a copy of the fully executed contract, required scope of work, and a list of authorized cost-share maxi-auditors.

7660.0070 COST-SHARE MAXI-AUDIT REPORT REVIEW.

The department will review cost-share maxi-audit reports to verify that all requirements of the manual have been fulfilled. If the department review identifies requirements that have not been fulfilled, the department will notify both the grantee and the authorized cost-share maxi-auditor of the necessary changes and additions. The department may conduct an on-site verification of the data contained in the report. When the report has been determined to fulfill all requirements, notice of acceptance will be sent to the grantee.

7660.0080 REIMBURSEMENT.

To be reimbursed for the funds approved in part 7660.0090, subpart 2, the following conditions must be met:

- A. The institution must not have contracted for or begun work before the fully executed grant contract was received by the institution.
- B. The cost-share maxi-audit must have been conducted by an authorized cost-share maxi-auditor.
- C. The institution must have submitted to the department no later than 90 days before the expiration date of the contract, the following:
 - (1) one copy of the cost-share maxi-audit report signed by an authorized cost-share maxi-auditor for each building that was awarded a cost-share maxi-audit grant; and
 - (2) one copy of the invoice for the cost-share maxi-audit work, itemized by building.
- D. The cost-share maxi-audit report must have met the requirements of the manual.

7660.0090 FUNDING.

Subpart 1. **Priorities.** The department will process grant applications that comply with parts 7660.0010 to 7660.0070 on a first-come first-served basis, based on the day an eligible and complete application is received by the department. If eligible and complete applications received on the same day cannot all be funded due to lack of available funds, the department will first process applications for previously unaudited buildings. If funds are not available for all eligible applications for previously unaudited buildings, the department will process grants so that each affected application receives an equal percentage of the eligible grant amount. If funds are available after processing all eligible applications for previously unaudited buildings, the department will process eligible grant applications for previously audited buildings. If funds are not available for all eligible applications for previously audited buildings, the department will process grants so that each affected application receives an equal percentage of the eligible grant amount. When all available funds have been encumbered, the department will not process any further applications and affected applicants will be notified.

Subp. 2. **Limits.** Grants will be issued by the department for eligible applications up to the funding limits, based on building size, as shown in the following table. The department will reimburse grantees for 50 percent of the actual cost of a cost-share maxi-audit or the approved grant amount, whichever is less, when the requirements of part 7660.0080 have been met.

Funding Limits for Cost-Share Maxi-Audits		
<u>Building Size in Square Feet</u>	<u>Formula</u>	<u>Funding Limits</u>
0 - 5,000	—	\$500
5,001 - 25,000	—	\$1000
25,001 - 50,000	(Area)(\$.04/sq. ft.)	\$1000 - \$2000
50,001 - 100,000	(Area)(\$.024/sq. ft.) + \$ 800	\$2000 - \$3200

<u>Building Size in Square Feet</u>	<u>Formula</u>	<u>Funding Limits</u>
100,001 - 150,000	(Area)(\$.016/sq. ft.) + \$1600	\$3200 - \$4000
150,001 - 200,000	(Area)(\$.012/sq. ft.) + \$2200	\$4000 - \$4600
200,001 - 250,000	(Area)(\$.008/sq. ft.) + \$3000	\$4600 - \$5000
250,001 - and up	—	\$5000

Subp. 3. **Restrictions.** Institutions awarded cost-share maxi-audit grants with money from the state's cost-share maxi-audit program cannot use funding from this program for the applicant's share of the cost of their cost-share maxi-audit.

Department of Public Service

Proposed Permanent Rules Relating to Institutional Energy Loan Program (IELP)

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Department of Public Service intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is contained in *Minnesota Statutes* section 216C.02, Subdivision 3.

All persons have 30 days in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to:

Claudia Anderson
Department of Public Service
Energy Division
900 American Center
150 E. Kellogg Boulevard
St. Paul, MN 55101
Telephone: (612) 297-1220

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Ms. Anderson upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Ms. Anderson at the address given above.

Dated: 21 January 1988

Tony Perpich, Commissioner
Department of Public Service

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Rules as Proposed (all new material)

7605.0010 PURPOSE OF INSTITUTIONAL ENERGY LOAN PROGRAM.

The purpose of this chapter is to establish the application procedures by institutions and set criteria for review and recommendation of loan applications.

7605.0020 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of this chapter, the following terms have the meanings given them.

Subp. 2. **Applicant.** "Applicant" means a public or private nonprofit institution, as defined in this part that is making application for funds under this program.

Subp. 3. **Building.** "Building" means any existing, separate structure owned and operated by a public or private nonprofit institution as defined in this part.

Subp. 4. **Commissioner.** "Commissioner" means the commissioner of the Department of Public Service.

Subp. 5. **Conservation measure.** "Conservation measure" means an installation or modification of an installation to a building or stationary energy using system outside of a building, that is primarily intended to reduce energy consumption or allow the use of an alternative energy source including solar, wind, peat, wood, and agricultural residue.

Subp. 6. **Financial institution.** "Financial institution" means a bank, bank or trust company, trust company, mortgage company, credit union, mortgage banker, national banking association, savings bank, savings association, savings and loan association, building and loan association, insurance company, securities broker-dealer, financial organizations relating to commercial credit or venture capital, or a lender certified by the secretary of housing and urban development or by the administrator of veterans affairs, or approved or certified by the administrator of the Farmers Home Administration or any other financial or lending institution, whether organized under federal law or the laws of any state of the United States, and whether located within or without this state.

Subp. 7. **Hospital.** "Hospital" means a public or private nonprofit facility licensed under Minnesota Statutes, section 144.50, subdivision 2, which is primarily engaged in providing to inpatients by or under the supervision of physicians:

A. diagnostic services and therapeutic services for medical diagnosis, treatment, and care of injured, disabled, or sick persons; or

B. rehabilitation services for the rehabilitation of injured, disabled, or sick persons.

Subp. 8. **Lender.** "Lender" means the Minnesota Department of Finance, a private or community foundation, or a financial institution as defined in this part which issues a loan to an applicant to implement energy conservation measures.

Subp. 9. **Nursing home.** "Nursing home" means a public or private nonprofit facility or that part of a facility licensed under Minnesota Statutes, section 144A.01, subdivision 5, which provides nursing care to five or more persons.

Subp. 10. **Payback.** "Payback" means the simple payback that is equal to the sum of the design, acquisition, and installation costs of a conservation measure divided by the estimated first year energy cost savings attributable to that measure.

Subp. 11. **Private nonprofit institution.** "Private nonprofit institution" means an institution owned and operated by a school, hospital, or nursing home or joint power of these as defined in this part which is also exempt from income tax under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986.

Subp. 12. **Project.** "Project" means all proposed work in a loan application.

Subp. 13. **Public institution.** "Public institution" means any public school district or hospital, statutory or home rule charter city, county, or town in Minnesota, or a joint power entity consisting of these units.

Subp. 14. **School.** "School" means a public or private nonprofit institution:

A. that provides, and is legally authorized to provide, elementary education or secondary education or both on a day or residential basis;

B. that:

(1) provides, and is legally authorized to provide, a program of education beyond secondary education on a day or residential basis;

(2) admits as students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate;

(3) is accredited by a nationally recognized accrediting agency or association; and

(4) provides an educational program for which it awards a bachelor's degree or higher degree or provides not less than a

two-year program which is acceptable for full credit toward such a degree at any institution which meets the preceding requirements and which provides such a program; or

C. that provides not less than a one-year program of training to prepare students for gainful employment in a recognized occupation and which meets the provisions in item B, subitems (1) to (3).

7605.0030 LOAN ELIGIBILITY CRITERIA.

Subpart 1. **In general.** The commissioner shall approve IELP applications from applicants in compliance with this chapter for conservation measures that have a payback of ten years or less.

Subp. 2. **Eligibility.** Funds are available to applicants to finance:

A. projects which have not previously received funds under this program;

B. an amendment to an existing loan, to fund cost overruns for projects in progress, or previously unidentified but related work which is necessary for successful implementation of the previously approved project, provided the projects as amended continue to meet the requirements of this chapter.

Subp. 3. **Prior approval required.** Except for the amendments in subpart 2, projects for which acquisition or installation have been contracted for or begun before approval by the commissioner are ineligible. This prior approval requirement does not apply to design activities.

Subp. 4. **Useful life.** Funds may not be awarded to buildings or energy using systems with a remaining useful life less than or equal to the payback of the conservation measure proposed. Funds may not be awarded for a conservation measure if the payback of the conservation measure proposed is greater than or equal to the useful life of the measure.

Subp. 5. **New construction.** Only projects for existing buildings and energy using systems are eligible. New construction is only eligible if it is necessary for successful implementation of a conservation measure for an existing building or stationary energy using system.

7605.0040 LOAN LIMITS.

Funds issued under this program will be used to participate in loans originating from a lender up to a maximum of 50 percent of the loan principal or \$200,000, whichever is less. While more than one loan may be issued to an applicant, the sum of funds issued from this program may not exceed \$200,000.

7605.0050 APPLICATION CONTENTS.

Subpart 1. **In general.** An applicant shall submit a complete application to the commissioner on forms provided by the commissioner. An application must be signed in ink by an authorized official of the applicant, must include the authorized official's title, and must be dated.

Subp. 2. **Contents.** An application must contain, at a minimum:

A. the name and complete mailing address, including county, of the applicant;

B. a contact person's name, title, and telephone number;

C. a list of buildings or stationary energy using systems included in the application and the dollar amount requested per building or stationary energy using system;

D. the name and address, total floor area in square footage, or number of units in a stationary energy using system;

E. the original construction date and addition construction dates of the building;

F. the age of a stationary energy using system; and

G. the state legislative district affected by the application.

An application must also contain a summary description of each proposed conservation measure, including its estimated cost, loan amount requested, estimated annual energy cost savings, estimated annual fuel and electric savings, estimated payback, and the estimated dates the conservation measure will be started and completed.

Subp. 3. **Technical support materials.** All applications for IELP funds must contain fuel and electric consumption data for the most recent completed period July 1 to June 30, for each building or stationary energy using system in the application. Applications

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must also contain a description of the current condition of the building, the building component, equipment or stationary energy using system to be improved, and the proposed conservation measure. Sufficient engineering analysis to determine technical feasibility and project payback must be included. All conservation measures must be analyzed using the energy conservation development sheet format available from the commissioner.

Applications for matching loans of \$25,000 or more shall have the analysis for projects conducted by a Minnesota registered mechanical engineer, electrical engineer, or architect. Applications must include an Engineering Analysis Report Summary or a Maxi-Audit Report Form available from the commissioner.

Subp. 4. **Assurances.** An applicant must also submit assurances that:

- A. it has provided for the proper and efficient operation and maintenance of the proposed conservation measures;
- B. the work performed with loan funds will meet all Minnesota building code requirements;
- C. it has provided funds to pay any portion of the project cost not eligible for program funds specifically identifying the source of those funds;
- D. it has met requirements for voter approval, if applicable; and
- E. it is able to accept and repay the proposed program funds without exceeding applicable debt and levy limits.

Subp. 5. **Incomplete applications.** If an incomplete application is received, the commissioner shall notify the applicant of specific deficiencies in the application. The applicant has 30 days from the date of the commissioner's notification to complete the application. If the application is not completed and received by the commissioner within 30 days, the application is considered withdrawn. To be further considered, the applicant must reapply.

7605.0060 LENDER.

In order to be eligible to receive funds under this program, a participating lender's agreement provided by the commissioner must be signed by an authorized officer of the lender. The agreement shall set the terms and conditions under which a loan is to be made and specify procedures to be followed in the event of default by the applicant. The agreement must require the lender and the commissioner to conform to the following conditions:

- A. The lender will enter into a loan agreement with the applicant. The loan agreement will include the following:
 - (1) an agreement that the commissioner may review upon request all financial data of the applicant and may inspect any and all buildings, equipment, and stationary energy using systems associated with a loan; and
 - (2) an irrevocable resolution of the applicant's governing body guaranteeing that it will use all loan funds solely for the eligible costs of the proposed project; it will repay the loan according to the terms of the loan; and it will annually levy or otherwise collect funds to meet the annual repayment costs of the loan.
- B. The lender shall make no provision to subordinate any loan collateral to other liens against such property without prior written approval from the commissioner.
- C. The lender shall not acquire any preferential collateral, surety, or insurance to protect its interest in a loan.
- D. All collateral must be prorated between the lender and the commissioner.
- E. The lender shall require the applicant to adequately insure, maintain, and repair all collateral.
- F. The lender shall review and approve qualified energy projects in accordance with generally accepted commercial lending practices.
- G. The lender is responsible for servicing all loans it makes for conservation measures either directly or by contracting with a servicing agent.
- H. The lender shall not sell or transfer any loan without prior written approval from the commissioner.
- I. The lender, for the term of the entire loan, shall promptly notify the commissioner of any loan payments that are two weeks overdue. The lender shall provide the commissioner with any and all past due notices at the same time they are sent to the applicant. In addition, the lender must submit an annual loan performance report to the commissioner on a form provided by the commissioner.
- J. The commissioner shall not participate in any loan that either carries an interest rate in excess of three points above the lender's prime rate or base rate for variable or rate loans.
- K. The lender agrees not to make any amendments to the loan agreement after loan closing without prior written approval of the commissioner.
- L. The lender agrees to make no waivers of default without prior written approval from the commissioner.

M. The department shall not participate in loans made by a lender before the execution of the participating lender's agreement.

N. The commissioner may review upon request all financial data associated with the execution and servicing of a loan made by the lender.

O. Any and all payments received by the lender shall first be credited to interest due on a pro rata basis and then be credited to the principal balance due, on a pro rata basis.

7605.0070 APPLICATION REVIEW.

Subpart 1. **Administrative review.** The commissioner shall examine the loan application to verify that the applicant is eligible, that the required forms are included and correctly completed, that the required assurances and irrevocable resolution are included, and that the application is properly signed and dated.

Subp. 2. **Technical review.** The commissioner shall examine the technical support materials included in the application to verify that the proposed conservation measures are analyzed with adequate details of existing conditions and proposed modifications or additions, that appropriate calculation procedures are used, that the proposed conservation measures are eligible, and that the proposed conservation measures are technically feasible and meet requirements of this chapter.

Subp. 3. **Rejection and resubmission.** The commissioner may accept, reject, or modify a loan application as necessary based on the application review. The commissioner shall notify an applicant of cause for modification or rejection of an application and the options available to correct those problems for resubmission of the application. If some of the conservation measures in an application are accepted as submitted, the applicant may choose to accept a loan for those measures.

7605.0080 REPORTS AND MONITORING.

Subpart 1. **In general.** An applicant that receives IELP funds shall submit the reports listed in subparts 2 to 5.

Subp. 2. **Annual project status report.** The applicant shall submit to the commissioner on forms provided by the commissioner an annual project status report covering the period July 1 through June 30. This report is due each July 31 until the project is completed.

The project status report must indicate the progress of the implementation of the project, problems encountered, the effect of the problems on the project, and the corrective action taken. If at any time the applicant fails to substantially comply with the start and end dates given in the loan application as approved, and if the applicant cannot reasonably justify to the commissioner its lack of progress, the entire loan amount may become due and payable at the discretion of the commissioner.

Subp. 3. **Semiannual financial report.** The applicant shall submit to the commissioner on forms provided by the commissioner, a semiannual financial status report that indicates expenditures of loan funds through the last date of each report period. This report is due on July 31 for the period January 1 to June 30, and January 31 for the period July 1 to December 31 until the project is completed.

Subp. 4. **Final report.** Within 60 days of the completion of the project, the applicant shall submit to the commissioner, on forms provided by the commissioner, a final project status report and a financial status report that gives actual expenditures of the conservation measures implemented.

Subp. 5. **Annual energy report.** The applicant shall submit to the commissioner, on forms provided by the commissioner, an annual fuel and electric consumption report due each October 31 for the duration of the loan contract period, or for a minimum of three years after project completion if the loan is paid in less than three years, unless the commissioner cancels this requirement before the end of the loan contract period.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. § 14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statute or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and a citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. § 14.33 and upon the approval of the Revisor of Statutes as specified in § 14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under § 14.18.

Department of Health

Adopted Permanent Rule Requiring Payment of a Fee When Swimming Pool Plans and Specifications are Submitted to the Commissioner of Health for Approval

The rule proposed and published at *State Register*, Volume 12, Number 15, pages 747-748, October 12, 1987 (12 S.R. 747) is adopted as proposed.

Pollution Control Agency

Adopted Permanent Rules Relating to Exports and Lists

The rules proposed and published at *State Register*, Volume 12, Number 16, pages 802-809, October 19, 1987 (12 S.R. 802) are adopted with the following modifications:

Rules as Adopted

7045.0135 LISTS OF HAZARDOUS WASTES.

Subp. 3. **Hazardous waste from specific sources.** Hazardous wastes from specific sources are listed with the industry and hazardous waste number and hazard code in items A to L.

E. Pesticides:

(20) K126, bag house dust and floor sweepings in milling and packaging operations from the production or formulation of ethylenebisdithiocarbamic acid and its salts: (T).

7045.0302 INTERNATIONAL SHIPMENTS; SPECIAL CONDITIONS.

Subp. 2. **Notification.** When shipping hazardous waste outside the state of Minnesota to a foreign country the primary exporter must notify the director and the EPA of an intended export before the waste is scheduled to leave the United States. A complete notification should be submitted 60 days before the initial shipment is intended to be shipped off site. This notification may cover export activities extending over a 12-month or lesser period. The notification must be in writing, signed by the primary exporter, and include the following information:

B. by consignee, for each hazardous waste type:

(1) a description of the hazardous waste and the EPA hazardous waste number (from Code of Federal Regulations, title 40, part 261, subpart C or D), United States Department of Transportation proper shipping name, hazard class, and identification number (UN/NA) for each hazardous waste as identified in Code of Federal Regulations, title 49, parts 171 to 177;

(9) upon request by the EPA, a primary exporter shall furnish to the EPA and the director any additional information which a receiving country requests in order to respond to a notification.

The notification shall be sent to the director at 520 Lafayette Road, Saint Paul, Minnesota ~~55115~~ 55155, and to the Office of International Activities (A-106), EPA, 401 M Street, S.W., Washington, DC 20460, with the phrase "Attention: Notification to Export" prominently displayed on the front of the envelope.

Subp. 3. **Exception report.** A ~~generator~~ primary exporter must file an exception report with the EPA and the director at the addresses listed in subpart 2, item B if:

A. the ~~generator~~ primary exporter has not received a copy of the manifest signed by the transporter stating the date and place of departure from Minnesota within 45 days from the date it was accepted by the initial transporter;

Subp. 6. **Annual reports.** Primary exporters of hazardous waste identified or listed under this chapter shall file with the director

and the EPA no later than March 1 of each year, a report summarizing the types, quantities, frequency, and ultimate destination of all hazardous waste exported during the previous calendar year. The reports shall include the following:

F. a certification signed by the primary exporter which states:

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment."

Reports shall be sent to the director at 520 Lafayette Road, Saint Paul, Minnesota 55155, and to the Office of International Activities (A-106), Environmental Protection Agency, 401 M Street S.W., Washington, DC 20460.

Emergency Rules

Proposed Emergency Rules

According to Minn. Stat. of 1984, §§ 14.29-14.30, state agencies may propose adoption of emergency rules if: 1) expressly required; 2) authorized by statute; or 3) if the manner permitted by a directive (given by statute, federal law or court order) does not allow for compliance with sections 14.14-14.28. The agency must, however, publish a notice of intent to adopt emergency rules, along with the rules themselves, in the *State Register*. The notice must advise the public:

- 1) that a free copy of the proposed emergency rule is available upon request from the agency;
- 2) that notice of the date that the rule is submitted to the attorney general will be mailed to persons requesting notification;
- 3) that the public has at least 25 days after publication of the proposed emergency rule to submit data and views in writing; and
- 4) that the emergency rule may be modified if the data and views submitted support such modification.

Adopted Emergency Rules

Emergency rules take effect five working days after approval by the attorney general, and after compliance with Minn. Stat. §§ 14.29-14.365. As soon as possible, emergency rules are published in the *State Register* in the manner provided for in section 14.18.

Emergency rules are effective for the period stated in the notice of intent to adopt emergency rules. This may not exceed 180 days.

Continued/Extended Emergency Rules

Adopted emergency rules may be continued in effect (extended) for an additional 180 days. To do this, the agency must give notice by: 1) publishing notice in the *State Register*; and 2) mailing the same notice to all persons who requested notification on rulemaking. No emergency rule may remain in effect 361 days after its original effective date. At that point, permanent rules adopted according to Minn. Stat. 14.14-14.28 supercede emergency rules.

State Board of Vocational Technical Education

Proposed Emergency Rules Relating to Postsecondary Vocational Instructor Licenses

Notice of Intent to Adopt a Rule Without a Public Hearing

Notice is hereby given that the State Board of Vocational Technical Education intends to adopt the above-entitled emergency rules. The statutory authority to adopt rules is contained in *Minnesota Statutes* 136c.04, Subdivision 9. The agency, in adopting the rules, is following the procedures set forth in the Administrative Procedure Act for adopting emergency rules in *Minnesota Statutes*, sections 14.29 to 14.36.

All persons have 30 days until 4:30 p.m. Tuesday, March 8, 1988, after publication to submit data and views on the proposed emergency rule or any part or subpart of the rule in writing. Any comments must be submitted to:

Glenda Moyers, Supervisor
Minnesota Technical Institute System
522 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-6516

Georgia Pomroy, License Revision
Minnesota Technical Institute System
520 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-0680

(A copy of the proposed rule is attached to this notice.)

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

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The proposed emergency rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed emergency rule as noticed.

Upon adoption of the emergency rule by the agency, the emergency rule as adopted and its supporting documents will be delivered to the Attorney General for review as to legality and form to the extent form related to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Glenda Moyers, Supervisor, or Georgia Pomroy, License Revision Specialist.

The emergency rule will take effect five working days after approval by the Attorney General and be effective for 180 days. The emergency rule will be continued in effect for an additional 180 days if the agency gives notice of continuation in accordance with *Minnesota Statutes*, section 14.35.

Helen Henrie, Deputy Director
Minnesota Technical Institute System

Rules as Proposed (all new material)

3515.0075 [Emergency] NEON AND SIGN FABRICATION.

Subpart 1. **General requirements.** To get a license to teach a neon and sign fabrication program in the trade and industrial occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** An applicant must have verified occupational experience of 8,000 hours in production and repair of neon signage involving neon bending and bombarding or sign fabrication and installation.

Subp. 3. **Occupational recency requirement.** 2,000 of the 8,000 hours required in subpart 2 must be within five years before applying for the license. Teaching experience at an accredited postsecondary institution or industrial setting in neon bending and bombarding or sign fabrication and installation may substitute for the occupational recency requirement if obtained during this five-year period. One hour of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience requirement.** An applicant may substitute the following education from an accredited postsecondary institution for up to 1,050 hours required in subpart 2, at the ratio specified. Notwithstanding the substitution permitted by this subpart, an applicant must comply with the recency requirement of subpart 3.

A. A diploma or certificate in neon and sign fabrication one-year program equals 1,050 hours.

B. The completion of courses for credit or clock hours for credit in neon pattern and layout, sign electricity, sign and letter fabrication and sign erection and service. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

3515.0076 [Emergency] AUDIO/RECORDING SPECIALIST.

Subpart 1. **General requirements.** To get a license to teach an audio recording specialist program in the technical occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** An applicant must have verified occupational experience of 6,000 hours as an audio engineer in multitrack recording that includes:

- A. talent and project management;
- B. troubleshooting audio equipment;
- C. project planning and environment;
- D. tape mastering;
- E. location recording; and
- F. musical instrument digital interface (MIDI).

Subp. 3. **Occupational recency requirement.** 1,500 of the 6,000 hours required in subpart 2 must be within the three years before applying for the license.

Subp. 4. **Substitution for occupational experience requirement.** An applicant may substitute the following education from an accredited postsecondary institution, industrial, or military setting for up to 1,000 hours of occupational experience required in subpart 2, at the ratio specified. Notwithstanding the substitution permitted by this subpart, an applicant must still comply with the recency requirement of subpart 3.

The completion of courses for credit or clock hours for credit in audio recording. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

3515.0077 [Emergency] DIESEL FUEL INJECTION SPECIALIST.

Subpart 1. **General requirements.** To get a license to teach a diesel fuel injection specialist program in the trade and industrial occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** The applicant must have verified occupational experience of 8,000 hours as an engineer, specialist, technician, or service representative in both:

- A. diesel engine operation, repair, and maintenance; and
- B. diesel fuel injection operation, repair, and maintenance.

This experience may be with agricultural, automotive, marine, or industrial engines.

Subp. 3. **Occupational recency requirement.** 2,000 of the 8,000 hours required in subpart 2 must be within five years before applying for the license. Teaching experience at an accredited postsecondary institution, industrial, or military setting may substitute for the occupational recency requirement if done during this five-year period. This teaching must be in theory and operation of diesel fuel injection or a combination of diesel fuel injection and diesel engines. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience requirement.** An applicant may substitute the following education from an accredited postsecondary institution, industrial, or military setting for up to 2,000 hours required in subpart 2, at the ratio specified. Notwithstanding the substitution permitted by this subpart, an applicant must still comply with the recency requirement of subpart 3.

A. A bachelor or higher degree in:

- (1) automotive engineering or mechanical engineering equals 2,000 hours; or
- (2) electrical engineering or fluid power engineering equals 1,000 hours.

B. An associate degree in:

- (1) diesel fuel injection specialist equals 2,000 hours; or
- (2) mechanical engineering, microprocessor technology, electronics engineering technology, electronics technician, or electronics engineering technician equals 1,000 hours.

C. A diploma or certificate in:

- (1) diesel fuel injection specialist, industrial engine mechanics, agricultural equipment mechanics, heavy equipment maintenance and repair, or truck and diesel mechanics. A two-year program equals 2,100 hours. A one-year program equals 1,050 hours; or

- (2) small engine mechanics, auto mechanics, or fluid power technician. A two-year program equals 1,050 hours. A one-year program equals 525 hours.

D. The completion of courses for credit or clock hours for credit in fluid power, electronics, diesel fuel injection, diesel engines, or mechanical factors of engine performance. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

3515.0078 [Emergency] PLASTICS COMPOSITE TECHNOLOGY.

Subpart 1. **General requirements.** To get a license to teach a plastics composite technology program in the trade and industrial occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must comply with subparts 2 and 3.

Subp. 2. **Occupational and educational requirement.** An applicant must have the combination of verified occupational and educational experience described in item A, B, or C.

A. A bachelor or higher degree in materials science, composites engineering, aerospace engineering, chemistry, chemical engineering, mechanical engineering, or physics and 4,000 hours of verified occupational experience as an engineer, chemist, project manager, or program manager. This experience must incorporate polymers or plastics in either product design or in manufacturing.

B. A bachelor or higher degree in an engineering field not listed in item A; or an associate degree, two-year certificate, or diploma in plastics composite technology and 6,000 hours of verified occupational experience as an engineer, chemist, project

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manager, or program manager. This experience must incorporate polymers or plastics in either product design or in manufacturing.

C. An associate degree in engineering or plastics technology and 7,000 hours of verified occupational experience as an engineer, chemist, project manager, or program manager. This experience must incorporate polymers or plastics in either product design or in manufacturing.

Subp. 3. **Occupational recency requirement.** 2,000 of the hours required in subpart 2 must be within five years before applying for the license. The occupational experience must be in the areas as described in subpart 2, item A, B, or C. Teaching experience at an accredited postsecondary institution, industrial, or military setting may be substituted for 1,000 of the 2,000 hours of occupational recency requirement if done during this five-year period. This teaching must be in plastic composite technology.

Two hours of teaching equals one hour of occupational experience.

3515.0079 [Emergency] ELECTRIC UTILITY TECHNICIAN.

Subpart 1. **General requirements.** To get a license to teach an electric utility technician program in the trade and industrial occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** An applicant must have verified occupational experience of 6,000 hours as an engineer, technician, or journeyman lineman/electrician in troubleshooting, maintaining, and installing systems in at least two of the following:

- A. protection of power lines and equipment;
- B. testing and calibration of single phase/polyphase metering devices;
- C. maintenance of substation control equipment.

Subp. 3. **Occupational recency requirement.** 2,000 of the 6,000 hours required in subpart 2 must be within five years before applying for the license. Teaching experience at an accredited postsecondary institution, industrial, or military setting in electrical transmission and distribution systems, electrical communication systems, or electrical utility systems, may substitute for 1,500 hours of the 2,000 hours of occupational recency requirement if done during this five-year period. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience requirement.** An applicant may substitute the following education from an accredited postsecondary institution for up to 3,000 hours required in subpart 2, at the ratio specified. Notwithstanding the substitution permitted by this subpart, an applicant must still comply with the recency requirement of subpart 3.

- A. A bachelor or higher degree in electrical engineering or electronic engineering technology equals 3,000 hours.
- B. An associate degree in electronics engineering technology, electronics technician, or electronics engineering technician equals 1,500 hours.
- C. A diploma or certificate in electric utility technician, electronics technology, or instrumentation technology two-year program equals 2,100 hours. A one-year program equals 1,050 hours.
- D. The completion of courses for credit or clock hours for credit in electronic technology. One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

3515.0080 [Emergency] SECURITY MANAGEMENT.

Subpart 1. **General requirements.** To get a license to teach a security management program in the trade and industrial occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** An applicant must have verified occupational experience of 8,000 hours in a manager or supervisory position in plant protection or security in an industrial, institutional, governmental, public utility, corporate, or retail setting.

Subp. 3. **Occupational recency requirement.** 1,500 of the 8,000 hours required in subpart 2 must be within three years before applying for the license. Teaching experience at an accredited postsecondary institution may be substituted for 1,000 of the 8,000 hours of occupational recency requirement if the teaching is done during this three-year period. The teaching must be in industrial security or security management. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience.** The applicant may substitute the education described in item A, B, C, or D for up to 3,000 hours of the occupational experience required in subpart 2. The education must be from an accredited postsecondary institution. If the substitution is made, the applicant must still comply with the recent occupational requirement of subpart 3.

A. A bachelor or higher degree in criminal justice, industrial security, security management, or law enforcement may be substituted for 3,000 hours.

B. An associate degree in criminal justice, security management, or law enforcement may be substituted for 2,000 hours.

C. A diploma in security management or law enforcement two-year program equals 2,100 hours. A one-year program equals 1,050 hours.

D. The completion of courses for credit or clock hours for credit in security, emergency procedures, or substance use and abuse. One clock hour of instruction equals one clock hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

3515.0081 [Emergency] VIBROACOUSTICS TECHNOLOGY.

Subpart 1. **General requirements.** To get a license to teach a vibroacoustics program in the technical occupational area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must comply with subpart 2, item A or B, and subparts 3 and 4.

Subp. 2. **Educational experience requirement.** The applicant must have the education described in either item A or B:

A. a degree, diploma, or certificate from an accredited postsecondary institution in engineering, science, mathematics, or vibroacoustics; or

B. a state-issued professional engineering license.

Subp. 3. **Occupational experience requirement.** The applicant must have verified occupational experience of 6,000 hours as a physical scientist, engineer, engineering aide or assistant, engineering technician or technologist, computer scientist or programmer, physicist, scientist, or mathematician. This experience must be in testing and measurements in both acoustics and mechanical vibration.

Subp. 4. **Occupational recency requirement.** 2,000 of the 6,000 hours required in subpart 3 must be within the five years before applying for the license. Teaching experience at an accredited postsecondary institution, industrial, or military setting may be substituted for 1,000 hours of the 2,000 hours of recent occupational experience if done during the five years preceding application for licensure. This teaching must be in acoustics and mechanical vibrations.

3515.0082 [Emergency] POULTRY PRODUCTION MANAGER.

Subpart 1. **General requirements.** To get a license to teach a poultry production manager program in the agricultural occupational area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subparts 2 and 3.

Subp. 2. **Education and occupational experience requirement.** The applicant must have the education and occupational requirement described in either item A or B:

A. A bachelor or higher degree from an accredited postsecondary institution in agriculture with a minimum of 30 quarter or 20 semester credits in poultry science and verified occupational experience of 4,000 hours as a manager, supervisor, or service representative in turkey production, broiler production, breeder flock management, or egg production.

B. Two years postsecondary education from an approved postsecondary institution in poultry production management and verified occupational experience of 6,000 hours as a manager, supervisor, or service representative in turkey production, broiler production, breeder flock management, or egg production.

Subp. 3. **Occupational recency requirement.** 1,500 of the hours of occupational experience required in subpart 2, item A or B, must be within five years before applying for the license. Teaching experience at an accredited postsecondary institution may be substituted for 1,000 hours of the 1,500 hours of recent occupational experience if the teaching is done during this five-year period. The teaching must be in poultry production management. Two hours of teaching equals one hour of recent occupational experience.

3515.0083 [Emergency] ADVANCE BUSINESS COMMUNICATIONS.

Subpart 1. **General requirements.** To get a license to teach an advanced business communications program in the business and office occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** An applicant must have verified occupational experience of 6,000 hours as an engineer, technician, coordinator, analyst, manager, supervisor, or programmer in planning, designing, networking, engineering, or field science. This experience must be a combination of:

A. data: mainframe, microcomputers, or minicomputers in a business environment; and

B. voice and data digital communications in a public and/or private telephone exchange environment.

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Subp. 3. **Occupational recency requirement.** 2,000 of the 6,000 hours required in subpart 2 must be within five years before applying for the license. Teaching experience at an accredited postsecondary institution, industrial, or military setting in digital voice and data communication may substitute for 1,500 of the 2,000 hours of occupational recency if obtained during this five-year period. One hour of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience requirement.** An applicant may substitute the following education from an accredited postsecondary institution for up to 3,000 hours required in subpart 2, at the ratio specified. Notwithstanding the substitution permitted by this subpart, an applicant must still comply with the recency requirement of subpart 3.

A. A bachelor or higher degree in: computer science, management information studies, microcomputer studies, electrical engineering technology, or telecommunications equals 3,000 hours.

B. An associate degree in: electronic engineering technology or advanced business communications equals 2,000 hours.

C. A diploma or certificate in an advanced business technology two-year program equals 2,100 hours. A one-year program equals 1,050 hours.

D. The completion of courses for credit or clock hours for credit in: data mainframe, microcomputers or minicomputers, voice or data communications, electronics, or telecommunications.

One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

3515.0084 [Emergency] LOCKSMITHING TECHNICIAN.

Subpart 1. **General requirements.** To get a license to teach a locksmithing technician program in the trade and industrial occupations area, an applicant must comply with parts 3515.0100 to 3515.4400 and 3515.5000. Parts 3515.9920 to 3515.9942 do not apply. The applicant must also comply with subpart 2 with the option of substitution allowed by subpart 4, and comply with subpart 3.

Subp. 2. **Occupational experience requirement.** The applicant must hold a Certified Professional Locksmith (C.P.L.) certification and have verified occupational experience of 8,000 hours as a locksmith.

Subp. 3. **Occupational recency requirement.** 2,000 of the 8,000 hours required in subpart 2 must be within five years before applying for the license. Teaching experience at an accredited postsecondary institution or in an industrial or military setting in locksmithing may be substituted for 1,500 of the 2,000 hours of occupational recency required in subpart 2, at the ratio specified. Two hours of teaching equals one hour of occupational experience.

Subp. 4. **Substitution for occupational experience requirement.** An applicant may substitute the following education from an accredited postsecondary institution for up to 2,100 hours required in subpart 2, at the ratio specified. Notwithstanding the substitution, an applicant must still comply with the recency requirement of subpart 3.

A. An associate degree in locksmithing equals 2,000 hours.

B. A diploma in a two-year locksmithing program equals 2,100 hours.

C. The completion of courses for credit or clock hours for credit in locksmithing.

One clock hour of instruction equals one hour of occupational experience. One quarter credit equals 20 hours of occupational experience. One semester credit equals 30 hours of occupational experience.

Official Notices

Pursuant to the provisions of Minnesota Statutes § 14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Minnesota State Arts Board

Board Meeting

The Minnesota State Arts Board will hold a regular business meeting on Wednesday, February 17. The meeting will be held at the Arts Board offices, 432 Summit Avenue, Saint Paul and will begin at 9:00 a.m.

Agenda items include the selection of Artist Assistance fellowship grantees for Music and Dance.

Emergency Response Commission

Announcement of Establishment of Local Emergency Planning Committees

Notice is hereby given that the Commission is seeking applicants representing elected officials, emergency responders, business and industry, community groups, and broadcast and print media for appointment to Local Emergency Planning Committees.

As required by the federal "Emergency Planning and Community Right-to-Know Act (Title III)," the Commission is establishing seven Local Emergency Planning Committees within the state of Minnesota. These committees will review emergency plans for hazardous materials prepared by counties and municipalities within each of their districts. Committees must also process requests from the public for Title III information. Application forms are available from the following:

Minnesota Emergency Response Commission
Room B-5 State Capitol
St. Paul, MN 55155
(612) 296-0488

Applications for initial appointments to Local Emergency Planning Committees will be closed on April 15, 1988. Applications received after that date will be kept to fill future vacancies on the committees.

Office of the Secretary of State

Notice of Vacancies in Multi-Member State Agencies

Notice is hereby given to the public that vacancies have occurred in multi-member state agencies, pursuant to M.S. 15.0597, subd. 4. Application forms may be obtained at the Office of the Secretary of State, 180 State Office Building, St. Paul, MN 55155-1299; (612) 296-2805. Specific information about these vacancies may be obtained from the agencies listed below. The application deadline is March 1, 1988.

ENVIRONMENTAL EDUCATION BOARD

1 member at large.

TELECOMMUNICATION ACCESS FOR COMMUNICATION-IMPAIRED PERSONS BOARD

1 member in or near Twin Cities, hearing or speech impaired, leadership experience preferred.

MEDICAL SERVICES REVIEW BOARD

1 alternate member, chiropractor familiar with workers' compensation.

MN SENTENCING GUIDELINES COMMISSION

1 member, peace officer as defined in M.S. 626.84.

ELEMENTARY-SECONDARY-VOCATIONAL (ESV) COMPUTER COUNCIL

2 members with public sector management positions, 1 member with urban school board position.

BOARD OF THE MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

1 public member from Congressional District 7.

ADVISORY TASK FORCE ON MENTAL RETARDATION AND RELATED CONDITIONS

2 members, providers or consumers of services for persons with mental or physical handicaps, or interested citizens.

MN AMATEUR SPORTS COMMISSION

1 member experienced in promotion of amateur sports.

REAL ESTATE ADVISORY TASK FORCE

1 member, licensed real estate broker for five years.

HAZARDOUS SUBSTANCE NOTIFICATION ADVISORY COMMITTEE

1 member from community group, 1 member elected official, 1 member from labor, 1 member waste treatment operator. New positions.

Official Notices

FAMILY FARM ADVISORY COUNCIL

1 member livestock farmer, 1 officer from commercial lending institution.

ENVIRONMENTAL EDUCATION BOARD

Box 5, Lafayette Rd.

St. Paul 55155. 612-296-2368. M.S. 116E.02.

APPOINTING AUTHORITY: Commissioners, Natural Resources/Education.

COMPENSATION: Reimbursed for expenses.

The board develops and implements environmental education programs and activities through thirteen regional environmental education councils and five metro area task forces.

Members include nineteen representatives elected by the regional councils and three members each appointed by the commissioners of natural resources and education.

Quarterly meetings.

TELECOMMUNICATION ACCESS FOR COMMUNICATION-IMPAIRED PERSONS BOARD

Minnesota Public Service Dept., 150 E. Kellogg Blvd.

Room 790, St. Paul 55101. 612-296-8295. M.S. 237.50.

APPOINTING AUTHORITY: Governor.

COMPENSATION: None.

The board determines the priority of eligible applicants for initial distribution of communication devices and determines circumstances requiring more than one device per household.

Nine members include five communications-impaired persons, one communication disabilities professional, one person representing the state's largest local exchange company, one member of Minnesota telephone association, and one person representing companies providing inter-LATX service. An additional member will represent the organization the board contracts with to provide message relay service and will be appointed when the board contracts with the organization.

Monthly meetings until December 1988 and quarterly thereafter until December 1992.

MEDICAL SERVICES REVIEW BOARD

Dept. of Labor and Industry, Office of Public Affairs.

444 Lafayette Rd., St. Paul 55101. 612-296-8946. M.S. 176.103, subd. 3.

APPOINTING AUTHORITY: Commissioner of Labor and Industry.

COMPENSATION: \$35 per diem plus expenses.

The board advises on medical matters relating to workers compensation and hears appeals under chapter 14.

Members include two chiropractic members, one hospital administration member, six physician members, one employee member, one employer member, and one public member plus eight alternates. The commissioner or his designee serves as an ex-officio member.

Members must file with the Ethical Practices Board.

MN SENTENCING GUIDELINES COMMISSION

51 State Office Bldg.

St. Paul 55155. 612-296-0144. M.S. 244.09, subd. 2.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$50 per diem plus expenses.

The commission will reduce disparity in sentencing practices throughout the state in terms of length of imprisonment as well as imprisonment versus probation and local incarceration.

The commission consists of eleven members: one judge of the court of appeals; two district court judges; one public defender; one county attorney; one peace officer; one probation officer or parole officer; two public members, of whom one must be a crime victim; chief justice of the supreme court and the commissioner of corrections or their designees. The term of any member appointed or reappointed by the governor before the first Monday in January 1991 expires on that date. The term of any member appointed or reappointed after that date is coterminous with the governor.

Members, other than judges, must file with the Ethical Practices Board.

ELEMENTARY-SECONDARY-VOCATIONAL (ESV) COMPUTER COUNCIL

Board of Education, Capitol Square Bldg., 550 Cedar St.

St. Paul 55101. 612-297-3152. M.S. 121.934.

APPOINTING AUTHORITY: Governor.
COMPENSATION: None.

The council advises and assists the board of education in the development of plans and standards for ESV-IS (elementary, secondary, and vocational education) and SDE-IS (state department of education) information systems.

Eleven members include four representatives of school districts (including one administrator from an urban district, one from a rural district, one school board member from an urban district, and one from a rural district), six management representatives (three private sector and three public sector, including two data processing managers), and one at-large member.

BOARD OF THE MINNESOTA SCHOOL OF THE ARTS AND RESOURCE CENTER

514 St. Peter St., Suite 110.
St. Paul 55102. 612-296-1319. M.S. 129C.10.

APPOINTING AUTHORITY: Governor. Senate confirmation.
COMPENSATION: \$35 per diem plus expenses.

The board shall have the powers necessary for the care, management, and control of the Minnesota school of the arts and resource center.

Fifteen members, include at least one member from each congressional district. A member may not serve more than two consecutive terms.

ADVISORY TASK FORCE ON MENTAL RETARDATION AND RELATED CONDITIONS

Mental Health Bureau, 4th Floor, Centennial Bldg.
St. Paul 55155. 612-296-2160. M.S. 252.31.

APPOINTING AUTHORITY: Commissioner of Human Services.
COMPENSATION: None.

The task force advises the commissioner relative to those laws for which the commissioner is responsible to administer and enforce relating to mental retardation and physical disabilities.

Members must be persons who are providers or consumers of service for the mentally retarded or physically handicapped, or who are interested citizens.

MN AMATEUR SPORTS COMMISSION

900 American Center Bldg., 150 E. Kellogg Blvd.
St. Paul 55101. 612-296-4845. M.S. 240A.02.

APPOINTING AUTHORITY: Governor.
COMPENSATION: \$35 per diem plus expenses.

The commission works and supports the amateur sports association in the state and promotes amateur sports events.

There are nine voting members of whom four must be experienced in promoting amateur sports. In addition the legislature will appoint one senator and one representative who will be non-voting members.

Quarterly meetings and at other times as determined by the commission.

REAL ESTATE ADVISORY TASK FORCE

500 Metro Square Bldg.
St. Paul 55101. 612-296-6313. M.S. 82.30.

APPOINTING AUTHORITY: Commissioner of Commerce.
COMPENSATION: Reimbursed for expenses.

The task force advises on licensing real estate brokers and salespersons.

Members include real estate brokers with at least five years experience in the state, and public members.

Quarterly meetings.

HAZARDOUS SUBSTANCE NOTIFICATION ADVISORY COMMITTEE

Dept. of Public Safety, 211 Transportation Bldg.
St. Paul 55155. 612-296-6642. M.S. 299F097.

APPOINTING AUTHORITY: Commissioner of Public Safety.
COMPENSATION: \$35 per diem.

The committee advises the development of rules to implement and enforce sections 10 to 18 (1986 laws special session) and to assist in the development of amendments to the hazardous substance report.

Official Notices

Eleven members include representation of fire chiefs, professional firefighters, fire marshals, law enforcement personnel, emergency medical personnel, an independent health professional with training in toxicology, and four representatives from business and industry, of whom at least one will represent small business.

FAMILY FARM ADVISORY COUNCIL

Dept. of Agriculture, 90 W. Plato Blvd.
St. Paul 55107. 612-296-8435. M.S. 41.54.

APPOINTING AUTHORITY: Commissioner of Agriculture.

COMPENSATION: \$35 per diem plus expenses.

The council assists farmers in obtaining credit to purchase farm real estate by guaranteeing loans and deferring interest payments.

Seven members with two members being appointed each of three years and one member being appointed in the 4th year, but all serve four year terms.

Meetings as needed.

State Board of Vocational Technical Education

Public Hearing on State Plan for Vocational Technical Education for FY 89

Notice is hereby given that a Public Hearing will be held on the Proposed State Plan for Vocational Technical Education on Tuesday, March 8, 1988, in Room 32, University of Minnesota, Earle Brown Center, 1890 Buford Avenue, St. Paul, Minnesota 55108, commencing at 9:00 a.m. and continuing until all interested or concerned persons have had an opportunity to participate.

All representatives of school districts, associations, interested groups, and all interested or concerned persons will have an opportunity to be heard regarding the adoption of the proposed plan captioned above by submitting either oral or written data, statements, or arguments. Statements or briefs may be submitted by mail without personally appearing at the Hearing to Mr. Robert Bocklund, State Plan Specialist, State Board of Vocational Technical Education, Fifth Floor, Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101, telephone (612)-196-2423.

Copies of the Proposed Minnesota State Plan for Vocational Technical Education for Fiscal Year 1989 will be available February 11, 1988, at the State Board of Vocational Technical Education, Fifth Floor, Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101. Additional copies will be available on the date of the Hearing.

State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over \$2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Commodities contracts with an estimated value of \$15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid. Buyer's initials are listed next to each commodity.

Commodity: Soil sterilant
Contact: P.A.
Bid due date at 2pm: February 10
Agency: Natural Resources
Deliver to: Akeley
Requisition #: 29 003 04590

Commodity: Mowers disc type
Contact: D.M.
Bid due date at 2pm: February 10
Agency: Various
Deliver to: Various
Requisition #: 79 382 01323

Commodity: Ergonomic office chairs
Contact: L.P.
Bid due date at 2pm: February 10
Agency: Voc-Tech Education
Deliver to: St. Paul
Requisition #: 36 000 10278

State Contracts and Advertised Bids

Commodity: Computer cluster system
Contact: D.O.
Bid due date at 2pm: February 10
Agency: Higher Educ. Coord. Brd.
Deliver to: St. Paul
Requisition #: Price Contract

Commodity: Automated record retrieval work station
Contact: J.D.
Bid due date at 2pm: February 11
Agency: Health
Deliver to: Mpls.
Requisition #: 12 300 16615

Commodity: Tape & post-it notes
Contact: A.W.
Bid due date at 2pm: February 11
Agency: Central Stores
Deliver to: St. Paul
Requisition #: Price Contract

Commodity: Loose leaf binder mechanisms
Contact: A.W.
Bid due date at 2pm: February 11
Agency: Correctional Facility
Deliver to: Oak Park Heights
Requisition #: Price Contract

Commodity: Sound equipment
Contact: P.A.
Bid due date at 2pm: February 16
Agency: Jobs & Training Dept.
Deliver to: St. Paul
Requisition #: 21200 16831

Commodity: Typesetting system
Contact: J.D.
Bid due date at 2pm: February 16
Agency: Corrections Dept.
Deliver to: Oak Park Heights
Requisition #: 78630 07615

Commodity: Data storage device
Contact: B.V.
Bid due date at 2pm: February 16
Agency: Information Management Bureau
Deliver to: St. Paul
Requisition #: 02410 80136

Commodity: Microfiche readers
Contact: D.O.
Bid due date at 2pm: February 16
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Department of Administration: Printing & Mailing Services

Printing vendors for the following printing contracts must review contract specifications in printing buyers office at 117 University Avenue, Room 134-B, St. Paul, MN.

Commodity: Preprinted envelopes, type to be set, 28#, Kraft, 6 x 11 3/8 + flap, 125,000
Contact: Printing Buyer's Office
Bid due date at 2pm: February 10
Agency: Human Services
Deliver to: St. Paul
Requisition #: 4810

Commodity: Winona State Univ. 1988 Summer Schedule, 48 pp., 8 x 10 1/2, 30#, saddle-stitch
Contact: Printing Buyer's Office
Bid due date at 2pm: February 10
Agency: Winona State University
Deliver to: Winona, MN
Requisition #: 4793

Commodity: Motorcycle drinking/riding brochure, 9 x 4, 60#, Camera ready copy
Contact: Printing Buyer's Office
Bid due date at 2pm: February 10
Agency: Public Safety
Deliver to: St. Paul, MN
Requisition #: 4721

Commodity: Culture for Acid Fast Bacilli Form, 10,000 sets, negs furnished
Contact: Printing Buyer's Office
Bid due date at 2pm: February 10
Agency: Health
Deliver to: Minneapolis
Requisition #: 4838

Commodity: Renewal ID card and voter registration card, camera ready, 8"x8", 20M, 100#
Contact: Printing buyer's office
Bid due date at 2pm: February 11
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 4872

Commodity: DL license renewal and voter registration card, camera ready, 500M, 100#
Contact: Printing buyer's office
Bid due date at 2pm: February 11
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 4874

Commodity: Batch header card, 40M, camera ready, 70#
Contact: Printing buyer's office
Bid due date at 2pm: February 11
Agency: Public Safety
Deliver to: St. Paul
Requisition #: 4873

Commodity: All-terrain vehicle registration application and transfer or duplicate, 75M, camera ready
Contact: Printing buyer's office
Bid due date at 2pm: February 11
Agency: Natural Resources
Deliver to: St. Paul
Requisition #: 4882
4883

State Contracts and Advertised Bids

Department of Commerce

Notice of Request for Proposals for Services to be Provided to the Minnesota Workers' Compensation Assigned Risk Plan by a Qualified Independent Certified Public Accountant

The Department of Commerce intends to contract with an accounting firm to prepare a consolidated annual financial statement, and to perform an audit of the Plan's business and its servicing carriers on behalf of the Minnesota Workers' Compensation Assigned Risk Plan. The contract period will be from March 25, 1988 through June 1, 1990. Interested parties should obtain the formal Request for Proposals from:

Rose M. Ortiz
Department of Commerce
500 Metro Square Building
St. Paul, Minnesota 55101
(612) 297-4017

Proposals must be submitted by March 10, 1988.

Department of Commerce

Notice of Request for Proposals for Services to be Provided to the Minnesota Workers' Compensation Assigned Risk Plan on Behalf of the Minnesota Department of Commerce by an Organization Qualified to Act as a Service Contractor for the Plan

The Department of Commerce intends to contract with an organization to act as service contractor on behalf of the Plan and according to the specifications issued. The service contractor must be qualified and prepared to provide policy administration (underwriting and issuance of workers' compensation policies), claims administration (adjusting and payment of claims), loss control services, auditing services; and all other accounting and recordkeeping functions involved with such services. The contract period will be from January 1, 1989 through December 31, 1991, and includes the period required to service run-off business.

Interested parties should obtain the formal Request for Proposals from:

Rose M. Ortiz
Department of Commerce
500 Metro Square Building
St. Paul, MN 55101
(612) 297-4017

Proposals must be submitted by July 1, 1988.

Minnesota Housing Finance Agency

Notice of Request for Proposals for Audit Services

The Minnesota Housing Finance Agency intends to engage the services of a certified public accounting firm for its annual audit for the year ending June 30, 1988, and for any cold comfort reviews required during the year ending June 30, 1989. It is anticipated that the contract will be renewed annually for an additional three years. Proposals must be received in writing by the Agency no later than 4:30 p.m., Tuesday, February 23, 1988. For detailed information please contact Robin Hanson, Finance Director, Minnesota Housing Finance Agency, 400 Sibley Street, St. Paul, Minnesota 55101, 612/296-9813.

Department of Human Services

Notice of Request for Proposals for Prepaid Health Plans

The Department of Human Services is reissuing its request for proposals for prepaid health plans to provide Medical Assistance (MA) services to Aid to Families with Dependent Children (AFDC) recipients. The previous notice appeared in the June 22, 1987, *State Register*. The Department will contract with health plans in counties in which recipients have a choice of at least two prepaid

health plans. Prepaid plans must be organized to provide all MA covered services except chemical dependency and mental health services for AFDC recipients. The plans must be able to accept financial risk. Capitation rates will be set by the Department. Contracts will be awarded based on: (1) geographic accessibility of service delivery sites, (2) ability to provide service to the entire range of the AFDC population, (3) financial and risk capability, and (4) ability to meet quality assurance, grievance and service delivery standards.

The formal request for proposals which contains detailed specifications will be available from the Department of Human Services on February 22, 1988. The deadline for submitting a proposal response is 4:30 p.m., March 28, 1988. Five copies are required. Selection of health plans will be made in April 1988. Please direct inquiries and proposal responses to:

William E. Novak
Department of Human Services
Prepaid Health Care Programs
444 Lafayette Road
St. Paul, MN 55155
Phone: 612/296-1725

Department of Jobs and Training Economic Opportunity Office

Request for Proposals for Minnesota Community Action Data System (MCADS) Support Services

The Department of Jobs and Training, (DJT), Economic Opportunity Office (EOO) is requesting proposals from qualified individuals or firms to provide technical assistance, system maintenance and system enhancements for users of the Minnesota Community Action Data System, an automated MIS and operations system of DJT grantee agencies.

The project will require that the contractor provide the following services:

- Provide DJT staff and the users of the MCADS with technical assistance in the procedural, operational and software support area of the automated system.
- Provide ongoing maintenance of the MCADS standard software as needed.
- Provide specified MCAD system developments and enhancements.
- Develop and complete specific DJT activity reports and summaries.

The project is expected to be for the period April 1, 1988 to March 31, 1989.

All selection criteria are described in the request for proposal available from the Minnesota Department of Jobs and Training. Selection will follow the review of all proposals received before the deadline.

Funding for this contract is dependent on the specifications in the final contract.

This notice does not obligate DJT to complete this project. The DJT reserved the right to cancel this solicitation if it is considered to be in the best interest of the State.

Contractors who qualify as small businesses, or socially or economically disadvantaged vendors are encouraged to apply.

Copies of the RFP and other information about this project are available from:

Jim Reinholdz
Economic Opportunity Office
Department of Jobs and Training
690 American Center Building
150 East Kellogg Boulevard
Saint Paul, Minnesota 55101
(612) 297-2589

Proposals must be submitted to Mr. Reinholdz by 4:00 p.m. March 14, 1988 at the above location.

State Contracts and Advertised Bids

Lawyer Trust Account Board

Request for Proposals

The Lawyer Trust Account Board invites proposals for programs in the areas of legal services for the poor, law-related education for the public and the enhancement of the administration of justice which will be funded by interest on lawyers' trust accounts.

The Board has characterized these programs as follows:

(1) Legal Services for the Poor establish an attorney client relationship, provide legal advice or representation and accept clients based on financial eligibility criteria.

(2) Law-related Education Programs deliver timely, accurate information in various areas of law to members of the public relating to individual situations, legal policy questions or questions about how the legal system functions.

(3) Programs to Enhance the Administration of Justice provide administrative, programmatic, and/or training support to multiple legal service, advocacy or alternative dispute resolution programs or are pilot programs in innovative areas to reduce or help solve court related problems and/or improve access to justice.

Inquiries regarding proposal requests should be directed to:

Executive Director
Lawyer Trust Account Board
318A State Capitol
St. Paul, MN 55155
(612) 296-6822

Application Deadline: March 15, 1988

Public Employees Retirement Association

Request for Proposals for Actuarial Consultant Services

I Overview

The Public Employees Retirement Association of Minnesota (PERA) is a multi-employer pension fund serving over 2,200 governmental units within the State of Minnesota as defined in *Minnesota Statutes*, Chapter 353.

The Public Employees Retirement Association of Minnesota does not have an actuary on its staff and has, therefore, the need to retain the services of an actuarial consultant to perform certain necessary actuarial services. This Request for Proposals is being issued to comply with *Minnesota Statutes*, Chapter 16B in order for PERA to enter into a consultant contract.

This Request for Proposals does not obligate the State to complete the project and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

II Scope of Project

To serve as consulting actuary to the Public Employees Retirement Association of Minnesota for a twenty-four (24) month period commencing July 1, 1988, and ending June 30, 1990, giving consultation and advisory services to the management of the association. The funds administered are as follows:

A. The Public Employees Retirement General Fund which consists of:

	<u>Active & Inactive</u>	<u>Retired</u>
1. Basic Plan	5,000	16,000
2. Coordinated Plan	88,000	9,000

B. The Public Employees Retirement Police and Fire Fund which consists of:

1. General Police and Fire Fund	5,500	1,200
2. The Local Relief Association Consolidation Accounts*		

C. Correction Service Retirement Fund*

D. Ambulance Service Retirement Fund**

*These funds have an effective beginning date of July 1, 1988.

**This fund, which is a defined contribution plan, has an anticipated beginning date of September 1, 1988.

III Goals and Objectives

Actuarial services are necessary to provide an independent review of the annual actuarial valuations of the PERA funds that are performed by the actuarial firm that is under contract to the Legislative Commission on Pensions and Retirement. Additional actuarial services are also necessary to provide the association with financial impact estimates of proposed benefit changes and to provide other statistical data.

IV Project Tasks

The following tasks are required, but respondents may propose additional tasks or activities if these will materially improve the results of the project. The selected actuary shall:

- A. Load and reconcile all the data in the PERA data base.
- B. Give consultation and advisory services, along with public testimony to committees, boards, commissioners, legislators, etc., on any technical, policy, or administrative problems arising during the course of operation of the system or any of its funds. This would include attending a minimum of four Board of Trustee meetings per year.
- C. Prepare actuarial operating tables from time to time as may be required for the operation of the system or any of its funds.
- D. Provide timely financial impact estimates of planned amendments as requested by the Executive Director of the Public Employees Retirement Association of Minnesota. The number of estimates required each year would average 30.
- E. Provide an independent review on an annual basis of the actuarial valuations of the PERA funds performed by the actuarial firm under contract to the Legislative Commission on Pensions and Retirement, including the Basic, Coordinated, Police and Fire (Local Relief Association Consolidation Accounts), Correctional Service, and the Ambulance Service plans as constituted on June 30, 1988, and June 30, 1989, in accordance with the provisions of *Minnesota Statutes*, Chapter 356.
- F. Make a determination of reserve requirements and appropriate annuity mortality tables for the retired members of the plans specified and other calculations as required by the laws governing the Minnesota Post-Retirement Investment Fund for such members.
- G. Review applications for benefits in any special cases and assist in the interpretation of the provisions of the law or legislative proposals.
- H. Make recommendations that would assist PERA in accommodating tax law changes in the treatment of pension income or relate to possible improvements in the underlying plan of operation or give effect to new developments in the field of retirement planning.
- I. Prepare necessary reports giving a demographic breakdown of age, service credit, salaries, and gender for each plan or fund.
- J. Provide data and necessary reports to assist the association with respect to possible independent police and fire relief association fund consolidations with the Public Employees Retirement Association's Police and Fire Fund and with respect to the consequences of such consolidations.

V Department Contracts

Prospective respondents who have any questions regarding this Request for Proposal may call or write:

James M. Hacking, Executive Director
Public Employees Retirement Association of Minnesota
Suite 200—Skyway Level
514 St. Peter Street
St. Paul, Minnesota 55102
Telephone: (612) 297-3105

VI Submission of Proposals

All proposals must be sent to and received by:

James M. Hacking, Executive Director
Public Employees Retirement Association of Minnesota
Suite 200—Skyway Level
514 St. Peter Street
St. Paul, Minnesota 55102

A proposal must be received not later than 4:30 p.m., April 1, 1988. A late proposal will not be accepted.

Please submit five copies of each proposal. Proposals are to be sealed in mailing envelopes or packaged with the respondent's name and address clearly written on the outside. Each copy of the proposal must be signed, in ink, by an authorized member of the firm. Prices and terms of the proposal as stated must be valued for the length of the project.

State Contracts and Advertised Bids

VII Project Costs and Project Terms

The association estimates that the cost of this project should not exceed \$100,000.00 for a two year contract term. This contract can be extended beyond the two year term in increments of one year at a price mutually agreed upon by both parties, but the number of one year extensions may not exceed three.

VIII Project Completion Date

The project shall commence July 1, 1988, and shall be completed by June 30, 1990.

IX Proposal Contents

The following will be considered the minimum content for a proposal:

- A. A restatement of the objectives, goals and tasks to show or demonstrate the respondent's view of the nature of the project.
- B. Identification and description of the products to be provided by the respondent.
- C. An outline of the respondent's background and experience with particular emphasis on public pension fund experience; identification of the personnel who will conduct the project, with detail of their training and work experience. (No change in personnel assigned to the project will be permitted without the approval of the Executive Director of the Public Employees Retirement Association of Minnesota).
- D. A detailed cost and work plan which will identify the major tasks to be accomplished within delineated time frames for use as a scheduling and managing tool, in addition to serving as the basis for invoicing. In developing the budget for the proposal, PERA requests that a subtotal be included to indicate the anticipated cost for reviewing the annual actuarial valuation, and that a second subtotal be included for the expected costs associated with the review of legislative proposals. All of the remaining actuarial services are to be expressed in terms of hourly rates of compensation.
- E. Identification of the organizational level of the firm's department(s), the personnel of which shall participate in the project, and the identification of any other supporting or related service to be provided by the department(s) or other adjunct departments.

X Evaluation

All proposals received by the deadline will be evaluated by the Board of Trustees and staff of the Public Employees Retirement Association of Minnesota. In some instances, an interview may be part of the evaluation process. Factors upon which proposals will be judged include, but are not limited to, the following:

- A. Expressed understanding of project objective(s).
- B. Project work plan.
- C. Project cost detail.
- D. Qualifications of both firm and firm personnel. (Experience of project personnel will be given greater weight than that of the firm.)

Evaluation and selection will be completed by May 31, 1988. Results will be sent immediately by mail to all respondents.

XI Affirmative Action

It is hereby agreed between the parties that this agency will require affirmative action requirements be met by contractors in relation to *Minnesota Statutes*, Chapter 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (*Minnesota Statutes*, Chapter 363.073, Subdivisions 2 and 3).

Under the Minnesota Human Rights Act, Section 363.073, businesses or firms which have more than 20 full-time employees in Minnesota at any time during the previous 12 months and bid on or execute a State contract for goods or services in excess of \$50,000, must have a Certificate of Compliance issued by the Commissioner of the Department of Human Rights. This certificate is valid for two years. For further information contact the Department of Human Rights, 500 Bremer Tower, St. Paul, Minnesota 55101, (612) 296-5663.

Disabled Individual Clause

A. The contractor shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

B. The contractor agrees to comply with the rules and relevant order of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

C. In the event of the contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with *Minnesota Statutes*, Chapter 363.073 and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

D. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

E. The contractor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of *Minnesota Statutes*, Chapter 363.073 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

It is hereby agreed between the parties that *Minnesota Statutes*, Chapter 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of *Minnesota Statutes*, Chapter 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 is available from Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, (612) 297-3000.

XII Workers' Compensation

The successful responder will be required to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.

XIII Administrative Provisions

The State reserves the right to impose additional provisions and/or conditions to the contract which may ultimately result from this Request For Proposals. Such provisions and/or conditions may include, but not necessarily be limited to: ownership of documents, submission of work papers, disclosure of assumptions and methodologies, contract termination rights, accessibility of records to audit agencies, etc.

Public Employees Retirement Association

Request for Proposals—Disaster Recovery Plan Development

1. Overview

The Public Employees Retirement Association of the State of Minnesota (PERA) is a multi-employer pension fund serving approximately 126,000 members and beneficiaries and 2,200 governmental subdivisions units within the State as defined by *Minnesota Statutes*, Chapter 353. PERA is a State agency and has been in operation since 1931. The agency is administered by an Executive Director who is responsible to a policy setting nine-member Board of Trustees. The agency employs 65 full-time staff and extensively utilizes in-house computer based information systems to record and maintain membership records and to process monthly annuity and benefit payments. Online data input and maintenance is a fundamental operating function for all of PERA's administrative departments. PERA operates and maintains its own Data Processing facility which is independent of the State's Data Processing operation. Also maintained and stored on-site are approximately 200,000 active member paper files and approximately 200,000 inactive member records on microfilm.

It is a policy in Minnesota government, based on *Minnesota Statute* 138.17 subdivision 8 ("Emergency Records Preservation"), that state and local agencies plan for the continuity of business in the event of a disaster. To effectively respond to an adverse or unexpected event that could interrupt normal business operations requires a well-conceived, pre-determined plan. For this reason, the PERA Board of Trustees and management staff would like to utilize the services of experienced disaster planning professionals to assist them in developing a Disaster Recovery Plan for the Association.

For the purpose of this project, a "disaster" will be defined as any event which may cause a disruption in PERA's administrative processes long enough to adversely affect vital operations of the Association or prevent employees from operating in their normal work environment.

2. Scope of Project

The general scope of the project is to develop a written plan identifying strategies to reduce PERA's vulnerability to disaster occurrence and actions to be taken to reconstruct and resume critical operating activities following a disaster until PERA's normal operating activities can be resumed.

The project requires the following:

- a) A methodology for identifying and assessing PERA's disaster planning needs.

State Contracts and Advertised Bids

- b) Assistance in developing work plans and schedules for completing the project.
- c) An assessment of PERA's vulnerability to a disaster and impact on key business processes.
- d) Identification and assessment of disaster recovery strategy options.
- e) Written and verbal presentation of findings to management staff.
- f) A tested, functional, easily maintainable Disaster Recovery Plan Manual that contains disaster recovery strategies approved by the Board of Trustees and management staff.

Specific Tasks contemplated by PERA management staff as being essential in the development of a comprehensive Disaster Recovery Plan are:

A. Business Process Identification—

Identification of key business processes, business process vital records and supporting personnel and equipment resources.

B. Business Process Interruption Impact Assessment—

Evaluation of PERA's current state of disaster vulnerability, effectiveness of existing records protection/recovery methods and time period key processes can be non-functional; recommended strategies for improving records protection and recovery.

C. Interim Support Resource Needs Determination—

Developing resource requirement profiles necessary to support critical business processes until normal operations are restored.

D. Interim Support Strategy Options—

Identification of viable strategies for reconstructing and restoring key operating activities and acquiring supporting resources; benefits and cost comparison of strategy options; determination of long and short-term recovery strategies.

E. Plan Development—

Determine plan components, organization and format; develop a written Disaster Recovery Plan Manual documenting management approved disaster recovery/restoration plans and staff assigned responsibilities; develop plan implementation procedures.

F. Plan Implementation—

Document plan testing and maintenance procedures and responsibility assignments; conduct a limited disaster test to demonstrate effectiveness of documented recovery procedures; amend ineffective recovery procedures.

3. Proposal Contents

The following will be considered as the minimally required contents of a respondent's proposal:

A. Presentation of a feasible project scheme which restates and elaborates upon the overall purpose and task statements referenced in this Request For Proposal. This would include a general description of the methodologies contemplated for each of the proposed tasks.

B. Incorporation of two proposed work plan schedules. The first work plan should presume the respondent entity will provide the required staff to assess PERA's disaster protection and recovery needs, evaluate and recommend recovery strategies and direct PERA staff in writing the Disaster Recovery Plan Manual. The work plan schedule should specify an approximate number of PERA staff required and work time (hours/days), consultant staff time, required equipment/material resources and allocated cost for each of the proposed project tasks.

The second proposed work plan should presume the respondent entity would provide the required staff to assess PERA's disaster protection and recovery needs, evaluate and recommend recovery strategies and provide the necessary professional staff to develop the written Disaster Recovery Plan Manual. This work plan schedule should also identify an approximate number of PERA staff required and work time (hours/days), consultant staff time, required equipment/material resources and allocated cost for each of the proposed project tasks.

C. Incorporation of resumes for respondent's staff who will be performing the specified services, identification of staff's expected area of project responsibility and inclusion of references to past clients, specifically, clients of individuals who will be assigned to the project. Experience in developing business Disaster Recovery Plans is required. Staff substitutions by the contracted Consulting Firm must be approved by PERA.

D. Inclusion of a design proposal for a written Disaster Recovery Plan document.

4. Reports and Plan Document

It is expected that a final report will be prepared for the management of PERA which will (1) identify PERA's key business processes and supporting vital records; (2) assess PERA's current state of disaster recovery preparedness; and (3) recommend strategy options for restoring and resuming vital operations following a disaster and related costs.

State Contracts and Advertised Bids

The Disaster Recovery Plan document must be organized and formatted in a manner so as to assure PERA's management staff can easily identify recovery procedures, action plans and responsibility assignments necessary to effectively resume key processes following a disaster occurrence.

5. Completion Date

Respondents must state the expected completion date of the entire project based on a contract award date of May 1, 1988.

6. Budget

Respondents must include an overall budget and basis for billing in their proposals.

7. Agency Contact

Prospective respondents who have any questions regarding this Request for Proposals may call or write:

Diane Rognrud, Manager of Data Processing
Public Employees Retirement Association
514 St. Peter Street, Suite 200
St. Paul, Minnesota 55102
Telephone: (612) 297-3932

8. Submission of Proposals

All proposals must be sent to and received at PERA's office address (see Agency Contact, item 7) no later than 4:30 p.m., Monday, March 7, 1988. Late proposals will not be accepted. Please submit five (5) copies of the proposal. Each copy must be signed in ink by an authorized official of the respondent entity. Proposals are to be sealed in mailing envelopes or packaged with the respondent's name and address clearly stated on the outside.

9. Evaluation of Proposals

All proposals received by the due date will be evaluated by the management staff and the Board of Trustees of PERA. An interview may be part of the evaluation process. Factors upon which proposals will be judged include, but are not limited to, the following:

- A. Methodologies contemplated for the proposed project tasks.
- B. Work plan and scheduling.
- C. Overall budget and resource requirements.
- D. Qualifications of personnel.
- E. Experience of respondent in conducting organizational disaster recovery planning assessments and in developing written Disaster Recovery Plan documents.

It is expected that a contract will be awarded by May 1, 1988.

10. Administrative Provisions

PERA reserves the right to negotiate additional provisions to the contract ensuing from this Request for Proposals process or to cancel solicitation for proposals if it is considered to be in its best interest.

Department of Public Safety Office of the Commissioner

Request for Proposals for Communications Wiring Contract Services

The Department of Public Safety wishes to retain a contractor to provide assistance with the planning, designing, bid letting, and installation of Communication (Voice, Data, Video) Wiring for a new building facility.

The services of the contractor would include the following six main project tasks:

1. Review and analysis of up to 12 proposals from landlords/developers for a new departmental building identifying any advantages or disadvantages for communications wiring the proposed facilities might have.
2. Determining the Department's communication wiring requirements for the facility that the Department chooses.
3. Development of bid specifications for the installation of the communication wiring in the new facility.
4. Assistance in the evaluation of the wiring installation bids.

State Contracts and Advertised Bids

5. Scheduling, oversight, and coordination of the communication wiring in the new facility.
6. Providing detailed documentation of the communication wiring that was installed.

The services would begin as soon as the contract becomes effective and will continue until all tasks have been completed. The work activities would be performed in conjunction with the renovation/construction of the new building facility. It is anticipated that all work would be completed within two years. It is estimated that the costs for the services will not exceed \$60,000.

Proposals must be received by 4:00 p.m. Monday, February 29, 1988.

For additional information and copies of the RFP, contact:

Ken Bentfield or Fred Logman
Communications Wiring RFP
BCA—CJIS Section
Department of Public Safety
1246 University Avenue
St. Paul, Minnesota 55104-4197
(612) 642-0670

Department of Public Service Energy Division

Notice of Request for Proposals for a Study on Electric Utility Load Management and Conservation Programs

The Department of Public Service, Energy Division (DPS), has issued a Request for Proposals to conduct a study on the potential impact of electric utility sponsored load management and conservation (demand-side) programs in Minnesota. The purpose of the study will be to estimate the total megawatt peak demand savings that demand-side programs could achieve for seven electric utilities in Minnesota, given the characteristics of each utility and the demonstrated capabilities of demand-side programs.

The Department has estimated that the cost of this project should not exceed \$25,000. A project start date of March 18, 1988 is expected and the project must be completed by June 30, 1988. The deadline for receipt of proposals is 3:00 p.m. Friday, February 26, 1988.

A copy of the Request for Proposals may be obtained from Greg Holman, DPS, 900 American Center Building, 150 East Kellogg Boulevard, St. Paul, MN 55101, telephone 612/297-2293.

The DPS reserves the right to not award any contract, to negotiate modifications with the selected contractor, and to limit funding.

Telecommunications Access for Communication-Impaired Persons Board

Request for Proposal for Consultant Contract to Plan Message Relay Service

The Telecommunications Access for Communication-Impaired Persons (TACIP) Board is charged with the task of entering into contracts with telecommunications companies and a local community organization for the establishment and operation of a statewide, third-party message relay service to facilitate communication between telephone users utilizing Telecommunications Devices for the Deaf (TDDs) and non-TDD users. In order to adequately prepare these major contracts, the TACIP Board will enter into a contract for consulting services leading to the development of a comprehensive plan. This Request for Proposal does not obligate the state to complete the project and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

1. Scope of Project

The consulting project should supply TACIP with expert information and advice addressing major issues related to the establishment and operation of a third-party message relay service.

2. Objectives

The goal of this consulting project is to prepare a report advising the Board on the establishment and operation of the message relay service, including proposed specifications for implementing contracts.

3. Project Task

Conducting research and presenting a report advising the Board on the following issues:

A. Project the demand for message relay services, based upon the demographics of Minnesota's current and potential TDD-using population:

1. Estimate the number of interLATA and intraLATA calls the message relay service will process for the first 12, 24, and 36 months;
2. Determine the amount and type of telecommunications equipment and operator work stations needed to effectively and efficiently process calls.

This first stage of the study should be completed within one month of the signing of the contract.

B. Based on the demand projections, identify the requirements, including but not limited to cost, of at least the following:

1. Number and type of long distance lines;
2. Number and type of local lines;
3. Alternative call management systems;
4. Amount of operator salaries, training and benefits;
5. Operator equipment other than call management system;
6. Alternative long distance billing systems.

This second stage of the study should be completed within seven weeks of the signing of the contract.

C. Identify specific guidelines and/or standards for message relay service operation, regarding at least the following:

1. Operator professional standards;
2. Reasonable waiting time prior to call processing;
3. Initial operating hours;
4. Reasonable time-table for full implementation of 24 hour/day service.

This third stage of the study should be completed within nine weeks of the signing of the contract.

D. Present the completed report to the TACIP Board on May 31, 1988.

4. Project Costs

The TACIP agency has estimated that the cost of preparing this comprehensive plan should be approximately \$10,000 for professional consulting services and expenses.

5. Project Completion Date

The project will be completed on or before May 31, 1988.

6. Proposal Contents

The following will be considered minimum contents of the proposal:

- A. A restatement of the objectives to demonstrate the responder's view of the nature of the project.
- B. Identification and description of the services the responder will provide.
- C. A general project work plan, with emphasis on expediency.
- D. A detailed listing of project cost estimates.
- E. A complete description of qualifications of both company and personnel. Experience of project personnel will be given greater weight than that of the firm. Experience in the areas of providing professional consultation, expertise in the telecommunications field and awareness of the needs of communication-impaired people should be explained. Samples of previous work on similar projects should be included.
- F. A general description of project methodology.
- G. In addition to the original file, enclose eight copies of the proposal.

7. Selection

Evaluation and selection will be the responsibility of a message relay review board, subject to final approval by the full TACIP Board. Selections will be made based upon written criteria approved by the TACIP Board. Results will be sent immediately by mail to all responders.

Supreme Court Decisions

Decisions Filed Friday 5 February 1988

C6-87-1791 United Steelworkers of America, Local 6115, Special Compensation Fund of the Department of Labor and Industry v. Quadna Mountain Corporation, et al., Appellants. Aitkin County.

Although the Special Compensation Fund pays the uninsured employer's compensation liability, the uninsured employer has a subrogation action for its workers' compensation liability against the third-party tortfeasor; but under the 1978 law the Special Compensation Fund does not have such a subrogation claim.

First question answered yes and the second question no. Simonett, J.

Orders

C4-85-1848 In the Matter of Adoption of Rules Governing Access to Records of the Judiciary. Supreme Court.

Rules are adopted. Amdahl, C.J.

Order filed November 13, 1987

C1-86-1770 In the Matter of the Application for the Discipline of R. Kathleen Morris, an Attorney at Law of the State of Minnesota. Supreme Court.

Publicly reprimanded. Amdahl, C.J.

Announcements

Free Taxpayer Assistance Classes Open to Public: Taxpayers are invited to attend free tax assistance workshops on filling out 1987 federal and state tax forms. Employees from the Minnesota Department of Revenue and the Internal Revenue Service will provide line-by-line instruction and answer individual questions so that taxpayers can prepare their returns correctly. Instructors will concentrate on the state's M-1 and M-1A forms and the federal 1040 and 1040A forms, which will be distributed to participants. Federal instruction will run from 8:30 a.m.-11 a.m. and state instruction will run from 11 a.m.-11:45 a.m. in the Bishop Henry Whipple Federal Building, Ft. Snelling, Minneapolis (close to the junction of Highway 55 and Highway 62). Classes are on the following Tuesdays:

Feb. 2—Room 568; **Feb. 16**—Room 196; **Mar. 1**—Room 196; **Mar. 15**—Room 196; **Mar. 29**—Room 196; **Apr. 12**—Room 196. The classes are offered through the Outreach Program, a joint effort by the Minnesota Department of Revenue and the IRS. Reservations are not required.

\$1.4 Million in Fraudulent Unemployment Insurance Claims Uncovered in 1987: Last year, 2,424 fraudulent unemployment insurance claims totaling \$1,464,912 were uncovered by Minnesota Department of Jobs and Training investigators. \$486,000 was detected using the department's new computer cross-match system which compares quarterly wage reports filed by employers against unemployment insurance payments. The department plans to expand this detection method in 1988. Persons who fraudulently receive unemployment insurance benefits are required to make repayments and may be disqualified from receiving further benefits. In addition, cases warranting criminal prosecution are referred to local authorities. 139 cases were referred for prosecution in 1987. The law governing unemployment insurance benefits was changed as of August 1, 1987, so that individuals who intentionally make false claims shall be guilty of theft and may be sentenced up to a maximum of 10 years in prison or fined up to \$20,000 or both. Previously, the offense resulted in the less serious charge of a gross misdemeanor.

In addition to detecting fraud, the department also recovers overpayments which occur due to error. In 1987, recoveries totaled \$3,560,434. This money was returned to the benefits fund. Contact: Jim Eichten, director, Unemployment Insurance Investigation, 612/296-3761.

MDA Food Inspection Division Enters 16th Cooperative Agreement: Clay County Health Department has become the 16th local government agency to enter into a cooperative agreement with the Minnesota Department of Agriculture.

Under the cooperative agreements, now in effect with Olmsted, Otter Tail, Stearns, Washington, Winona, LeSueur-Waseca, St. Louis, Aitkin, Kandiyohi, Cook, Goodhue-Wabasha, Morrison, Cass, Lake and the Countryside Public Health Service (Big Stone, Chippewa, Lac Qui Parle, Swift and Yellow Medicine counties), state and local government agencies share resources to more effectively coordinate regulatory responsibilities for licensing and inspection of retail food stores.

The cooperative agreement also provides for swift and effective response to emergency situations such as food product recalls, foodborne illness investigations, handling of consumer complaints and inquiries, as well as the training of food inspection personnel.

This is the eighth year of operation for the Cooperative Food Consumer Protection Program in Minnesota. The pilot project was established in 1980 with the cooperation of the Olmsted County Board of Health.

Contact: Dr. Lazette Chang-Yit, Director, Clay County Health Department, 807 North 11th Street, Moorhead, MN 56560, (218) 299-5056 or Thomas W. Masso, Director, Food Inspection Division, Minnesota Department of Agriculture, 90 West Plato Boulevard, (612) 296-2627.

Nongame Wildlife Checkoff Donation Rate Tops in Nation: Minnesota's Nongame Wildlife Checkoff on state tax forms had the highest donation rate in the nation during 1987 among 34 states with a wildlife checkoff.

A total of eight percent of all taxpayers voluntarily donated to the Nongame Wildlife Checkoff for tax year 1986. This is more than twice the national average. Total income for the checkoff was \$835,000.

The high participation rate is caused by several factors, according to Department of Natural Resources (DNR) officials. First, there is a strong general interest in wildlife and the outdoors in Minnesota. Second, Minnesota's Nongame Wildlife Program is considered by many biologists to be one of the best programs of this type in the nation. The program has drawn national attention with its efforts to reintroduce peregrine falcons and trumpeter swans and to promote bluebird conservation.

You can personally help these projects continue by donating to the Nongame Wildlife Checkoff on your state tax forms in 1988. Look for the loon on your Minnesota tax forms. The loon marks the line of the successful and popular "Nongame Wildlife Checkoff". For more information, contact: Carrol Henderson, Nongame Wildlife Sup., (612) 296-0700.

Trails Featured in Paul Bunyan Country: The Minnesota Department of Natural Resources (DNR) announced today the release of two-day *Trail Explorer* trip guides for snowmobilers and cross-country skiers in north central Minnesota.

The featured snowmobile route lies in the heart of what they call the Northern Pine and Lakes Recreation Landscape. The trail was evaluated by experienced snowmobilers, and services offered along the trail are noted.

A calendar of local events and lodging information makes trip-planning and travel easy.

The cross-country ski selections are concentrated in the Grand Rapids area. Five ski trails are featured in this latest publication, which offers trail experiences for families as well as the novice and advanced skiers.

The article "Making Winter Work for Kids," may be of special interest to those who have smaller children and want them to take part in winter fun.

Trail Explorer issues are published in limited quantities in November and January for snowmobilers and skiers, and in May and July for bikers and hikers.

For a free copy, send your name and address to: Minnesota *Trail Explorer*, Minnesota Department of Natural Resources, 500 Lafayette Road, St. Paul, MN 55155-4040, and ask for the skiing or snowmobiling guide to the Northern Pine and Lakes.

Conservation Series to Air on PBS: A major public television series on conservation will premiere January 27, on most PBS stations. The four-part series, *Conserving America*, has as its first episode, "The Wetlands," which will air on Wednesday, Jan. 27th at 7:00 p.m.

The series is the combined work of the National Wildlife Federation and WQED, Pittsburgh, Pennsylvania.

Subsequent episodes of the four-part series will be "Rivers," "Coastlines," and "Wildlife". They are narrated by actor Burgess Meredith.

Minnesota People to People to Travel to Eastern Europe: Rollin Dennistoun, Ph.D., Deputy Commissioner, Minnesota Department of Agriculture, has been asked to form and lead a Minnesota Agriculture and Community Leaders' People to People Delegation to Eastern Europe, departing Minneapolis on July 20, 1988 and returning August 3, 1988. People to People International was organized as a bridge over governments for individuals of all nations to have face-to-face meetings and cultural visits outside of their governments. Since 1957, more than 50,000 delegates have made contacts and friendships in virtually every country in the world. Dr. Dennistoun's mission will visit Poland, Czechoslovakia, Austria and Hungary. Counterpart contacts have been made for agricultural, business and community-interest visits in each city with briefings by a staff member from the American Embassy in Warsaw, Prague, Vienna and Budapest. Requests for more information can be directed to Dr. Rollin Dennistoun, Minnesota Department of Agriculture, 90 West Plato Boulevard, St. Paul, Minnesota 55107 (612) 296-2880.

Announcements

Waste Management Board Adopts Waste Tire Program Grant/Loan, Cleanup Rules: The Minnesota Waste Management Board (WMB) gave final approval today (Jan. 28) to grant/loan rules for the state's waste tire program.

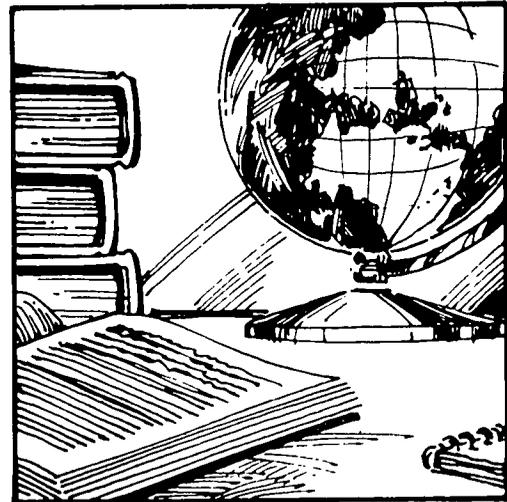
In addition, board members endorsed technical amendments to the program's abatement/cleanup guidelines. The grant/loan program is available to individuals, partnerships, corporations and associates engaged in, or who desire to enter the waste tire recycling business. Under that program, the WMB provides grants to help fund studies to determine the technical and economic feasibility of a proposed project. A single grant may not exceed \$30,000, or go over 75 percent of proposed eligible study costs. Loans also are available to help pay for capital improvement costs associated with facility development. This would include cost of land and building acquisition, equipment and installation. Loan limits are 90 percent of eligible capital costs with annual interest no lower than three percent. A single loan may not exceed \$1.5 million. During their regular monthly meeting in Lakeville, board members also approved changes in the abatement/cleanup rules to expand the number of dumps eligible for cleanup funding. The rules govern method and priorities for eliminating tire piles, especially those over one million in size and those located close to populated areas. The WMB is actively pursuing alternative processing capabilities to assist in eliminating the flow of waste tires. In addition to the waste tire program, the WMB is responsible for statewide planning for both hazardous and solid waste, a voluntary site location process for a hazardous waste stabilization and containment facility, solid waste planning and technical assistance for 80 non-metropolitan counties, and various waste education and grant/loan programs. Contact: Gene Nelson or Rich Melin, 612/649-5750. Outstate 1-800-652-9747.

Get Smart with these Education Resources

Board of Teaching-Licensure Rules 1987. Minnesota Rules Chapter 8700. Requirements for the issuance and renewal of all licenses, from vo-tech and hearing impaired to librarians and media generalists. Includes the Code of Ethics for Minnesota Teachers, and standards for teachers prepared in other states. Code #3-74. \$7.00 plus tax.

Education Directory 1987-88. All the elementary and secondary schools in the state. Includes Minnesota school districts, superintendents, boards, principals, district addresses, phone numbers and enrollment figures. Code #1-93. \$6.00 plus tax.

Minnesota Guidebook to State Agency Services 1987-1990. Packed with information to help you cut red tape for easy and fast service from state agencies. Its 640 pages guide you through license requirements, forms, fees, reports, services, grants, and more. Provides hundreds of addresses, phones and agency descriptions. Code #1-4. \$15.00 plus tax.



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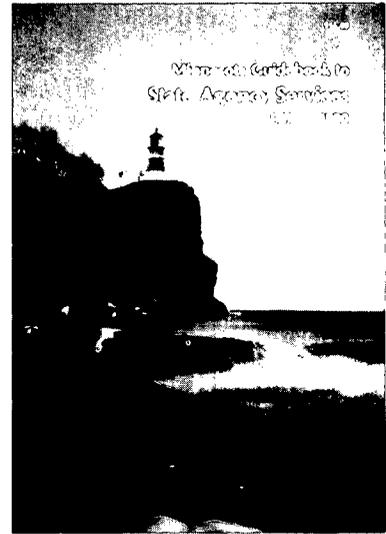
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You'll enjoy smooth sailing through your business with state government with the *Minnesota Guidebook to State Agency Services 1987-1990*.

Considered one of the finest resources to Minnesota's state agencies, this valuable and useful book is a treasure awaiting your discovery.

Packed with information to help you, its 640 pages guide you through license requirements, forms, fees, reports, services, grants, hotlines, maps, history, travel highlights and more. Its listing of addresses, phones, and agency descriptions cuts red tape so you get easy and fast service.

Copies cost \$15.00 (+90¢ tax, MN residents only). Make checks out to the "State of Minnesota" and send to the Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. MasterCard and VISA orders can be taken over the phone by calling (612) 297-3000 or toll-free in Minnesota 1-800-652-9747.



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Minnesota: national leader in education

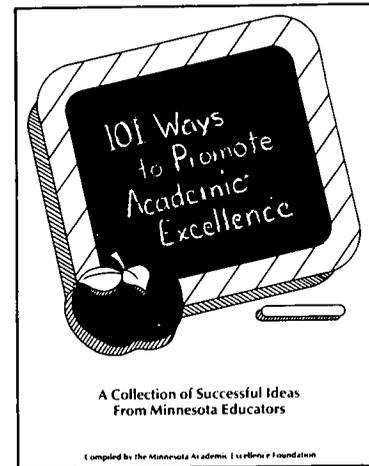
101 Ways to Promote Academic Excellence

A collection of nuts-and-bolts methods educators have successfully used to foster academic achievement. These are techniques that directly help students, can be replicated easily, are cost-effective, and that work in meeting public education's great challenge: helping every single child learn. Code #5-1, \$4.50.

Education Directory, 1987-88

This popular comprehensive directory contains Minnesota school districts, superintendents, principals, addresses, phone numbers, and enrollment. 128 pages, paperbound. Code #1-93, \$6.00.

TO ORDER: Send to Minnesota Documents Division, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or toll-free in Minnesota: 1-800-652-9747 and ask for "DOCUMENTS." Please include 6% sales tax, and \$1.50 postage and handling. Prepayment required. Please include daytime phone. VISA/MasterCard orders accepted over phone.



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NEW PUBLICATIONS:

Building Code 1987. Regulates design, construction, quality of materials, use and occupancy of all buildings and structures. Includes adoption by reference of Uniform Building Code, National Electrical Code and others. Code #3-65s3, \$10.00.

Plumbing Code 1987. Rules concerning public safety and health in regard to: materials, joints, traps, fixtures, water supply, drainage, inspection and water conditioning. Code #3-6, \$11.00.

Health Care Facilities Directory 1987. A list of hospitals and related institutions licensed and/or certified to deliver various levels of care. The list is alphabetical by county, town and facility name. Code #1-89, \$15.00.

Human Services Rules Supplement 1987. The 1987 Supplement to the Department's rule book includes recent changes to many rules in effect from July 1986 through January 1987. Code #3-95s1, \$14.00.

Human Services Rules 1986. Governs assistance programs, eligibility, grant amounts, AFDC and residence requirements. *Minnesota Rules* 9500-9580. Code #3-95, \$24.95.

OTHER PUBLICATIONS

1987 Laws of Minnesota: Laws of the 1987 legislative session, \$42.50 per set. Code #18-5.

1987 Minnesota Rules: Rules of the 75 state agencies authorized to establish rules of conduct and procedure. Code 18-300. \$160 plus \$9.60 sales tax per 10-volume set.

Motor Vehicle Traffic Laws 1987. Includes laws governing motor carriers, motor vehicle registration and no-fault auto insurance. Code #2-85, \$13.00 plus tax.

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