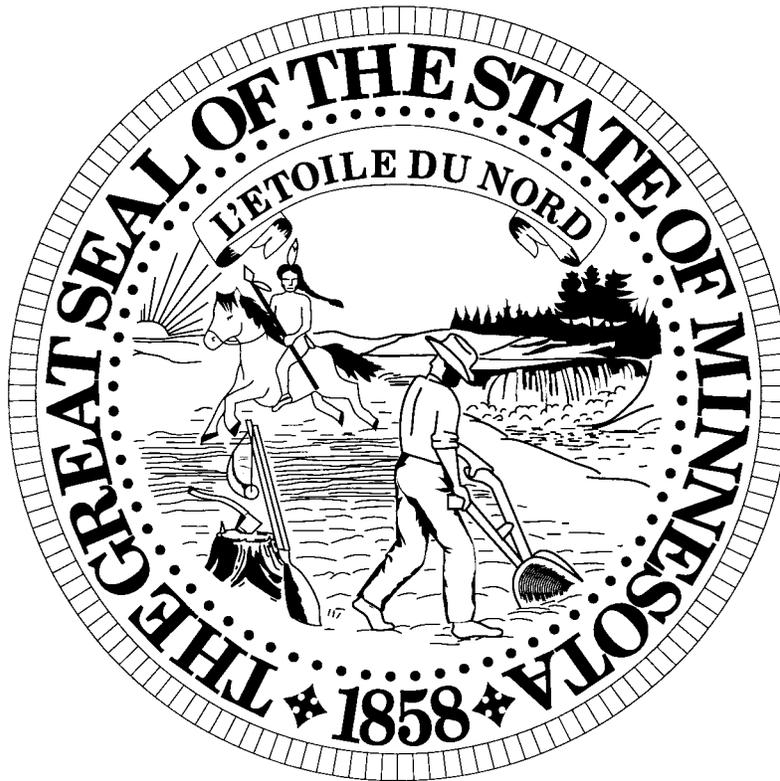


State of Minnesota

# State Register

Rules and Official Notices Edition



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# State Register

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The *State Register* is the official publication of the State of Minnesota, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes* § 14.46. The *State Register* contains:

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- appointments
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- commissioners' orders
- revenue notices
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#45	Monday 5 May	Noon Tuesday 29 April	Noon Wednesday 23 April
#46	Monday 12 May	Noon Tuesday 6 May	Noon Wednesday 30 April
#47	Monday 19 May	Noon Tuesday 13 May	Noon Wednesday 7 May
#48	<b>TUESDAY 27 MAY</b>	Noon Tuesday 20 May	Noon Wednesday 14 May

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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 80 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. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a 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 most current edition of 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 issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

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# Proposed Rules

## Comments on Planned Rules or Amendments

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rules Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* § § 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

## Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rules. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record is then closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

## Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rules Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. 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*.

## Board of Nursing

### Proposed Permanent Rules Relating to Program Approval

#### NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

#### Proposed Revision of Rules Governing Program Approval, *Minnesota Rules*, Chapter 6301

- Definitions (6301.0100, Subp. 3, 7a, 12, 13,)
- Scope of Rules and Temporary Exemptions (6301.0300 Subp.1 and 2)
- Restrictions Before Approval (6301.0400)
- Conditions for Program Approval (6301.0500 Subp. 2)
- Application for Program Approval (6301.0600 Subp.1E)
- Director's Responsibilities (6301.0700 Subp. 4)
- Rule Compliance Survey (6301.0800 Subp. 1A, (1), (2), (3), 1B (1), (2), (3), Subp. 2)
- Experimental Programs (6301.0810 Subp. 2)
- Advanced Standing (6301.1200 Subp. 1 and 6)
- Faculty (6301.1300 Subp. 2B, Subp. 3A and B)
- Student Clinical Activities (6301.1505)
- Evidence of Student Clinical Activities (6301.1600)
- Clinical Settings (6301.1700 Subp. 1)
- Nursing Abilities to be Evaluated (6301.1800 Subp. 1, 2, 2C, Subp. 3, 3C, Subp. 4, 4O, Subp. 5, 5D, E, H, J, Subp. 6, 6C, H, J, K, L, M, N, Subp. 7, 7B, C, Subp. 8, Subp. 9)
- Additional Professional Nursing Abilities to be Evaluated (6301.1900 Subp. 1, Subp. 2, Subp. 3, Subp. 4, Subp. 5, Subp. 6, Subp. 7, Subp. 8, Subp. 9, Subp. 10, Subp. 11, Subp. 12)
- Preparation for Evaluation (6301.2000 Subp 1, 1A, B, C, D)
- Evaluation of Nursing Abilities (6301.2100 Subp. 1, Subp. 2, Subp. 4)
- Evaluation of Combining Nursing Categories (6301.2200 Subp. 1, Subp. 2, 2A, B, C, D)

**Proposed Repeal of Obsolete Rules Governing Fees for Licensure by Examination (*Minnesota Rules*, 6305.0400 Subparts 10A and B); Licensure without Examination (*Minnesota Rules*, 6305.0500 Subp. 3); Registration (*Minnesota Rules*, 6310.3600 Subp. 1A and B); and Registration as a Public Health Nurse (*Minnesota Rules*, 6316.0100 Subp. 3).**

**Introduction.** The Minnesota Board of Nursing intends to adopt rules without a public hearing following the procedures set forth in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22. to 14.28. You may submit written comments on the proposed rules and may

# Proposed Rules

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also submit a written request that a hearing be held on the rules until June 4, 2003.

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is:

Sharon Ridgeway at the Minnesota Board of Nursing,  
2829 University Avenue SE, #500,  
Minneapolis, MN 55414-3253.

**Phone** 612-617-2294; **FAX** 612-617-2190; **email** [sharon.ridgeway@state.mn.us](mailto:sharon.ridgeway@state.mn.us)

TTY users may call the Minnesota Board of Nursing at 800-627-3529.

**Subject of Rules and Statutory Authority.** The proposed revisions are to rules regarding program approval, fees for licensure by examination, licensure without examination, registration, and registration as a public health nurse.

- The statutory authority for the revision of program approval rules is *Minnesota Statutes* section 148.191, subd. 2 which authorizes the board to adopt and, from time to time, revise rules not inconsistent with the law, as may be necessary to enable it to carry into effect the provisions of sections 148.171 to 148.285. The board shall prescribe by rule curricula and standards for schools and courses preparing persons for licensure under sections 148.171 to 148.285. It shall conduct or provide for surveys of such schools and courses at such times as it may deem necessary. It shall approve such schools and courses as meet the requirements of sections 148.171 to 148.285 and board rules.
- The statutory authority for the deletion of obsolete fee rules is *Minnesota Statutes* 148.191 subd.2, 148.211, subd.1 and 2, 148.231, subd.1 that authorizes the Board to establish rules and assess fees for licensure by examination, licensure without examination, registration, and registration as a public health nurse. *Minnesota Statutes* section 214.06 requires all health-related licensing boards to adjust any fee which the board is empowered to assess at a sufficient amount so that the total fees collected by each board will as closely as possible equal anticipated expenditures during a fiscal biennium. *Minnesota Statutes* 16A.1283 stipulates that an executive branch state agency may not impose a new fee or increase an existing fee unless the new fee or increase is approved by law.

A copy of the proposed rules is published in the *State Register*.

**Comments.** You have until 4:30 p.m. on June 4, 2003 to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules must also be made during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on June 4, 2003. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency when determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format.** Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The proposed rules may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than those proposed rules, unless the procedure under *Minnesota Rules*, part 1400.2110, has been followed. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed revision to the rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained from the agency.

**Adoption and Review of Rules.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The rules and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You

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# Proposed Rules

may ask to be notified of the date the rules are submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: April 23, 2003

Shirley A. Brekken  
Executive Director

## 6301.0100 DEFINITIONS.

[For text of subps 1 and 2, see M.R.]

Subp. 3. [See repealer.]

[For text of subps 4 to 7, see M.R.]

Subp. 7a. **Competence.** “Competence” means the application of knowledge and the interpersonal, decision-making, and psychomotor skills expected for the practice role, within the regulatory context of public health, safety, and welfare.

[For text of subps 8 to 11, see M.R.]

Subp. 12. [See repealer].

Subp. 13. **Nursing ability.** “Nursing ability” means the ~~mental and physical capacity and skill and judgment~~ necessary to perform nursing actions safely.

[For text of subps 14 to 16, see M.R.]

Subp. 17. **Patient.** “Patient” means a person or group of persons of any age, including a pregnant person and a fetus, who is receiving or needs to receive care from a nurse. An exception to this definition is permitted in parts 6301.1800 and 6301.1900 when complying with parts 6301.2000 and 6301.2100.

[For text of subps 18 to 23, see M.R.]

## 6301.0300 SCOPE OF RULES AND ~~TEMPORARY EXEMPTIONS.~~

Subpart 1. **Scope.** This chapter applies to new applications for program approval and to currently approved practical and professional programs, ~~except those programs temporarily exempted under subpart 3 offered in Minnesota.~~ Nothing in this chapter restricts faculty from designing or implementing curricula, establishing evaluative criteria, or evaluating student abilities more comprehensively than required under this chapter.

Subp. 2. [See repealer.]

## 6301.0400 RESTRICTIONS BEFORE APPROVAL.

Until a controlling body has received approval to conduct a program, representatives of the body shall use the term “proposed” in all ~~printed~~ references to the nursing program. Also, the controlling body may not conduct nursing courses designed to assist students in the achievement of nursing abilities specified in parts 6301.1800 and 6301.1900. This restriction does not prevent the controlling body from conducting nonnursing courses or from providing continuing education to nursing personnel.

## 6301.0500 CONDITIONS FOR PROGRAM APPROVAL.

[For text of subpart 1, see M.R.]

Subp. 2. **Controlling body.** The controlling body proposing a program must be a Minnesota public or private postsecondary educational institution that is accredited by a regional or national accrediting association for postsecondary institutions, or a general hospital that had an existing program as of July 1, 1976.

[For text of subp 3, see M.R.]

## 6301.0600 APPLICATION FOR PROGRAM APPROVAL.

Subpart 1. **Content.** An application for approval of either a practical or professional program must meet each of the following requirements:

[For text of items A to D, see M.R.]

E. The application must include evidence of readiness to comply with each of the following parts: ~~6301.1000~~; 6301.1300, for the first year faculty ~~only~~; 6301.1400, for first year nursing courses and student evaluations ~~only~~; ~~6301.1500~~ 6301.1505 and 6301.1600, for ~~first quarter, first semester, or the first term~~ only; 6301.1700; and 6301.1800 to 6301.2200, for ~~first quarter, first semester, or the first term~~ for which evaluations of students’ nursing abilities are planned.

[For text of items F and G, see M.R.]

[For text of subps 2 and 3, see M.R.]

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## 6301.0700 DIRECTOR'S RESPONSIBILITIES.

[For text of subs 1 to 3, see M.R.]

Subp. 4. **Notice of change.** The director shall inform the board within 30 days of a change in the director, the name of the program, the name of the controlling body, the address of the program at each site where the program is offered, the addition or termination of a site of the program, the address of the controlling body, or control of the program. Changes in control of the program include sharing control with another body, deleting a body from sharing control, transferring control in whole or part to another body, or merging programs formerly controlled by other bodies.

## 6301.0800 RULE COMPLIANCE SURVEY.

### Subpart 1. **Timing.**

A. The board shall survey a proposed program for compliance with all applicable rules upon application for approval. The board shall survey an approved program for compliance with all applicable rules at least once every ten years. It shall also survey the program for compliance with one or more applicable rules if:

~~A. the success rate is 75 percent or less for students and graduates who, during any January 1 through December 31 period, wrote the licensing examination for the first time;~~

~~B. (1) requirements for approval are changed or added;~~

~~C. (2) the board has cause to suspect a lack of compliance with the rules; or~~

~~D. (3) the board has cause to suspect program personnel of submitting false or misleading information or engaging in fraudulent practices to obtain or maintain approval.~~

B. In addition, if the success rates are 75 percent or less for candidates from the program who, during any January 1 through December 31 period, wrote the licensing examination for the first time, the board must take one of the actions described in subitems (1) to (3).

(1) If success rates are 75 percent or less for one period, the board shall notify the director to identify factors that are potentially affecting the low success rate on the licensure examination. The director shall submit a plan of corrective action by a specified date. The plan of action must be on a board-supplied form and include the signature of the director and another institutional administrative academic representative. If the following year the success rate is above 75 percent, no action by the board is required.

(2) If success rates are 75 percent or less for any two consecutive periods, the board shall notify the director of an on-site survey to identify additional factors affecting the low success rate and review progress on the plan for corrective action submitted the previous year. The survey must include the director, faculty, students, and an institutional administrative academic representative of the institution. The director shall submit a revised plan of corrective action by a specified date. The plan of corrective action must be on a board-supplied form and include the signature of the director and another institutional administrative academic representative. If the following year the success rate is above 75 percent, no action is required by the board.

(3) If success rates are 75 percent or less for any three consecutive periods, the board shall notify the director and another institutional administrative academic representative to meet with a committee of board members and board staff for an on-site survey for compliance with all applicable rules and for the implementation of the plan for corrective action submitted the previous year. Upon completion of the survey, the board shall take action in compliance with subpart 3.

Subp. 2. **Survey notice.** The board shall notify the director of the time allowed for supplying ~~by mail~~ the information regarding compliance with rules, including time allowed for completing board-supplied forms and providing materials and written reports. Prior notice shall be given to the director of all on-site conferences, but not necessarily given for all on-site observations.

[For text of subp 3, see M.R.]

## 6301.0810 EXPERIMENTAL PROGRAMS; EXEMPTION FROM CERTAIN RULES.

[For text of subpart 1, see M.R.]

Subp. 2. **Exemption.** Following the board's approval of the application for exemption pursuant to subparts 1 and 3, the board shall exempt eligible nursing programs from compliance with all of the following rules: parts 6301.0800; 6301.1300, subparts 1 and 2, item B; ~~6301.1500~~ 6301.1505; 6301.1600; 6301.1700; 6301.1800; 6301.1900; 6301.2000; 6301.2100; and 6301.2200. Partial exemptions shall not be granted.

[For text of subs 3 to 5, see M.R.]

## 6301.1200 ADVANCED STANDING.

Subpart 1. **Advanced standing.** The faculty of a professional program leading to an associate degree (addressed in *Minnesota Statutes*, section 148.251, subdivision 4 ~~6~~) shall allow a qualified licensed practical nurse to gain advanced standing for at least one-third of the nursing credits required for graduation. A qualified licensed practical nurse is one who has met the admission requirements of the program and whose nursing education and experience have been reviewed under subpart 2. The faculty shall

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grant advanced standing to the qualified licensed practical nurse before ~~he or she~~ the nurse begins the first nursing course in the program.

[For text of subs 2 to 5, see M.R.]

Subp. 6. **Compliance deadline.** To maintain approval, professional programs leading to associate degrees (addressed in *Minnesota Statutes*, section 148.251, subdivision 4 ~~6~~) must be in compliance with this rule by September 1, 1983, and thereafter.

## **6301.1300 FACULTY.**

[For text of subpart 1, see M.R.]

Subp. 2. **Qualifications.** The director must be prepared to supply documents showing that each registered nurse faculty member meets each of the following qualifications:

[For text of item A, see M.R.]

B. Each registered nurse faculty member must successfully complete at least ten clock hours of educational preparation in principles and methods of evaluation of student performance. The preparation must be designed to develop skill in evaluating, such as describing basic principles of judging value or quality, describing characteristics of effective measuring procedures, defining a problem for evaluation, designing an evaluation plan, collecting information, and using evaluation results.

The preparation must be acquired through planned faculty in-service learning activities, continuing education offerings, or college courses.

The preparation must be obtained at least once in a faculty member's career, ~~either by July 1, 1985, or~~ within two years of initial faculty appointment to an approved program, or prior to the time the board acts on the application for approval of a program.

Subp. 3. **New program requirements.** Representatives of a controlling body applying for approval of a program or the director of a program that has not yet had a student complete the program must be able to supply documents showing that each of the registered nurse faculty members meets the additional educational qualifications specified as follows:

A. For practical nursing programs, the director must have at least a bachelor's degree of science or arts from a regionally or nationally accredited college or university. In addition, the director and all other faculty members must have had one year of experience in direct relation to nursing care during the five years preceding appointment. This experience may include teaching nursing and nursing administration.

B. For professional nursing programs, the director must have at least a master's degree from a regionally or nationally accredited college or university. All other faculty members must have at least a bachelor's degree of science or arts from a regionally or nationally accredited college or university.

## **6301.1505 STUDENT CLINICAL ACTIVITIES.**

The program must have evidence demonstrating that each student is provided learning activities in clinical settings which include the application of nursing abilities or evaluation for possession of nursing abilities with patients across the life span and with patients throughout the whole wellness, acute, and chronic illness continuum.

## **6301.1600 EVIDENCE OF STUDENT CLINICAL ACTIVITIES.**

Compliance with part ~~6301.1500, subpart 2 or 3~~ 6301.1505 must be demonstrated, either through written evidence that the clinical learning activities or evaluations are required in nursing courses which all students must satisfactorily complete or through individual student records of clinical activities or evaluations. To demonstrate compliance, the director must be prepared to supply, for students progressing through the program and for the immediately preceding graduating class, one of the following: nursing course outlines or individual student records of clinical activities or of evaluation.

## **6301.1700 CLINICAL SETTINGS.**

Subpart 1. **Use of clinical settings.** Whenever a program uses a clinical setting to meet the requirements of parts ~~6301.1500~~ 6301.1505 to 6301.2200, registered professional nurse faculty members must be responsible for determining clinical learning activities and for guiding and evaluating students in that setting.

## **6301.1800 NURSING ABILITIES TO BE EVALUATED.**

Subpart 1. **Listing for evaluation.** ~~Students~~ Each student must be evaluated for ~~each of~~ the nursing abilities in subparts 2 to 8 ~~9~~, grouped under categories of nursing practice.

Subp. 2. **Interaction with patients.** ~~Students~~ Each student must be evaluated for the ability to:

- A. use verbal and nonverbal communication skills; ~~and~~
- B. establish a relationship based on the patient's situation; ~~and~~
- C. maintain professional boundaries in nurse-patient relationships.

Subp. 3. **Nursing observation and assessment of patients.** ~~Students~~ Each student must be evaluated for the ability to:

- A. collect data pertaining to a patient's physical and physiological structure and function;

# Proposed Rules

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- B. collect data pertaining to a patient's intellectual, emotional, and social function;
- C. collect data pertaining to a patient's spiritual and cultural function;
- D. interpret collected data to identify a patient's health needs;
- ~~D.~~ E. given a nursing care plan, establish a sequence of ~~their~~ the student's own nursing actions; and
- ~~E.~~ F. given nursing care plans for at least three patients, set nursing care priorities for that group.

Subp. 4. **Physical nursing care.** ~~Students~~ Each student must be evaluated for the ability to:

[For text of items A to L, see M.R.]

- M. promote rest and sleep; ~~and~~
- N. provide for personal hygiene; ~~and~~
- O. provide for an optimum level of pain relief.

Subp. 5. **Psychosocial nursing care.** ~~Students~~ Each student must be evaluated for the ability to:

[For text of items A to C, see M.R.]

- D. promote spiritual well-being;
- E. promote culturally competent care;
- ~~E.~~ F. promote self-esteem;
- ~~F.~~ G. promote a feeling of psychological safety and comfort;
- H. identify signs and symptoms of violence and abuse, or self-destructive behavior;
- ~~F.~~ I. promote adaptation to change or loss, including loss of independence or death; ~~and~~
- J. provide care to meet end-of-life concerns; and
- ~~G.~~ K. provide for a patient's need to know by giving, translating, or transmitting information.

Subp. 6. **Delegated medical treatment.** ~~Students~~ Each student must be evaluated for the ability to:

[For text of items A and B, see M.R.]

- C. assist in the administration of intravenous sterile fluid ~~through an established intravenous route;~~

[For text of items D to G, see M.R.]

H. ~~locate~~ identify sources of information necessary to administer prescribed medication, including compatibility and interactions among prescribed medications and complimentary substances;

[For text of item I, see M.R.]

- J. determine the safe range of the dosage prescribed;
- K. determine the appropriateness of the route for administration of prescribed medication;
- ~~L.~~ L. prepare prescribed medication for administration;
- ~~K.~~ M. ~~administer prescribed medication by mouth;~~
- ~~L.~~ N. ~~administer prescribed medication by intramuscular injection;~~
- M. administer prescribed medication;
- ~~N.~~ O. ~~observe effects of the administration of a~~ judge the effectiveness of the prescribed medication;
- ~~N.~~ P. follow procedure for working with controlled substances in the administration of prescribed medication; and
- ~~O.~~ P. implement treatment related to cardiopulmonary function.

Subp. 7. **Reporting and recording.** ~~Students~~ Each student must be evaluated for the ability to:

- A. report orally the information necessary to facilitate the continued nursing care of a patient by any others involved; ~~and~~
- B. record ~~in writing~~ the information necessary to maintain a record of nursing actions, patient's reactions to the care, and resulting patient outcomes; ~~and~~
- C. maintain confidentiality of patient information.

Subp. 8. **Evaluation of nursing actions.** ~~Students~~ Each student must be evaluated for the ability to evaluate ~~effects~~ the effectiveness of their own and maintain accountability for the student's nursing actions.

Subp. 9. **Legal responsibility.** Each student must be evaluated for the ability to determine legal responsibility for the student's nursing practice.

## 6301.1900 ADDITIONAL PROFESSIONAL NURSING ABILITIES TO BE EVALUATED.

Subpart 1. **Listing for evaluation.** In addition to abilities specified in part 6301.1800, ~~students~~ each student in a professional

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~~programs~~ program shall be evaluated for ~~each of~~ the nursing abilities in subparts 2 to 12, grouped under categories of nursing practice.

Subp. 2. **Nursing care planning.** ~~Students~~ Each student must be evaluated for the ability to make a nursing care plan for a patient.

Subp. 3. **Identifying potential patients.** ~~Students~~ Each student must be evaluated for the ability to identify an individual who is not currently receiving nursing care, but who could benefit from care.

Subp. 4. **Health teaching and counseling.** ~~Students~~ Each student must be evaluated for the ability to:  
[For text of items A and B, see M.R.]

Subp. 5. **Referral to other health resources.** ~~Students~~ Each student must be evaluated for the ability to:  
[For text of items A and B, see M.R.]

Subp. 6. **Delegation to nursing personnel.** ~~Students~~ Each student must be evaluated for the ability to:  
[For text of items A and B, see M.R.]

Subp. 7. **Supervision of nursing personnel.** ~~Students~~ Each student must be evaluated for the ability to:  
[For text of items A to C, see M.R.]

Subp. 8. **Teaching nursing personnel.** ~~Students~~ Each student must be evaluated for the ability to:  
[For text of items A to D, see M.R.]

Subp. 9. [See repealer.]

Subp. 10. **Evaluation of nursing care plans.** ~~Students~~ Each student must be evaluated for the ability to:  
A. evaluate effectiveness of the nursing care plan for a patient; and  
B. modify, if necessary, the nursing care plan for a patient.

Subp. 11. **Health needs of families.** ~~Students~~ Each student must be evaluated for the ability to:  
[For text of items A and B, see M.R.]

Subp. 12. **Health needs of communities which affect individual's health.** ~~Students~~ Each student must be evaluated for the ability to:

[For text of items A and B, see M.R.]

## 6301.2000 PREPARATION FOR EVALUATION.

Subpart 1. **Predeterminations.** There must be written evidence that, before students were evaluated, the faculty had determined the evaluation components ~~as follows for each~~ that ensure safety for the patient in the performance of nursing ability abilities specified in part 6301.1800 and, for professional programs only, part 6301.1900~~;~~.

- ~~A. the nursing actions a student may perform to demonstrate each nursing ability;~~
- ~~B. the evaluation situation or stimulus to be presented to students (the situation or stimulus must elicit or at least permit a demonstration of each identified nursing ability that can be observed or otherwise measured for quality);~~
- ~~C. the criteria for judging a student's performance of each nursing ability (these criteria must be measurable, be appropriate to the nursing ability, address the safety of the patient, and ascertain the accuracy of student performance); and~~
- ~~D. the basis for deciding whether the student possesses each nursing ability.~~

[For text of subps 2 and 3, see M.R.]

## 6301.2100 EVALUATION OF NURSING ABILITIES.

Subpart 1. **Practical program evaluation requirement.** Directors of practical programs shall be prepared to give evidence that each student has been evaluated ~~at least once~~ for each and has demonstrated competence in the performance of the nursing abilities specified in part 6301.1800.

Subp. 2. **Professional program evaluation requirement.** Directors of professional programs shall be prepared to give evidence that each student has been evaluated ~~at least once~~ for each and has demonstrated competence in the performance of the nursing abilities specified in parts 6301.1800 and 6301.1900.

[For text of subp 3, see M.R.]

Subp. 4. **New program compliance.** Representatives of a controlling body applying for approval of a program, or the director of a program that has not yet had a student complete the program, must demonstrate compliance for all of the nursing abilities through one of the methods outlined in subpart 3 in accordance with ~~part~~ parts 6301.0600, subpart 1, items E and F; and ~~part~~ 6301.0700, subpart 1.

## 6301.2200 EVALUATION OF COMBINING NURSING CATEGORIES.

Subpart 1. **Evaluation requirement.** The director must be prepared to give evidence that each student's ability to combine at

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least three of the categories of nursing practice listed in part 6301.1800 and, for professional programs only, part 6301.1900 has been evaluated ~~at least once, and the student has been found to be competent.~~ The ability to be demonstrated in this evaluation is that of bringing together nursing abilities from several categories of nursing practice to provide a coordinated, interrelated performance of nursing actions.

This evaluation must occur in a clinical setting. The combined categories of nursing practice must include at least one nursing ability from each of three or more categories of nursing practice.

For practical programs, this evaluation must involve multiple patients.

For professional programs, this evaluation must involve at least one of the following: multiple patients or multiple nursing personnel, a severe or urgent patient condition, or an unpredictable patient or nursing personnel situation.

Subp. 2. **Preparation for evaluation.** For the evaluation specified in subpart 1 there must be written evidence that, before students were evaluated, ~~each of the following determinations was made:~~ the faculty had determined the evaluation components for the ability to combine categories of nursing practice.

~~A. The faculty identified the categories of nursing practice to be combined. This does not mean that nursing abilities evaluated within the categories must be determined before evaluation. The predeterminations required in part 6301.2000, subpart 1 may be used to evaluate these specific nursing abilities.~~

~~B. The faculty specified the clinical situation to be presented to students. This clinical situation must elicit or at least permit a demonstration of the ability to combine identified categories of nursing practice with actual patients or, for professional programs only, nursing personnel. Also, the situation must permit a demonstration which can be observed or otherwise measured for quality.~~

~~C. The faculty specified all criteria for judging a student's ability to combine categories of nursing practice. These criteria must be measurable, be appropriate to the combination of the categories of nursing practice in the situation, address the safety of the patient, and ascertain the accuracy of the student's performance.~~

~~D. The faculty specified the basis for deciding whether the student has the ability to combine categories of nursing practice in the situation.~~

[For text of subps 3 to 5, see M.R.]

## 6305.0400 REQUIREMENTS FOR LICENSURE BY EXAMINATION.

[For text of subps 1 to 8, see M.R.]

Subp. 10. **Fees.** The board shall charge the following fees.

A. ~~The A~~ licensure fee is \$100. ~~This fee~~ must be paid to the board and must be received before evaluation of an applicant's qualifications for examination and licensure.

B. ~~The A~~ fee is required with the request to retake the examination is \$50. ~~The fee~~ and must be paid to the board and must be received before evaluation of an applicant's qualifications to retake the examination.

[For text of items C to E, see M.R.]

[For text of subp 12, see M.R.]

## 6305.0500 REQUIREMENTS FOR LICENSURE WITHOUT EXAMINATION.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Fee.** ~~The fee for A~~ licensure is \$100. ~~This~~ fee must be paid to the board and must be received before evaluation of an applicant's qualifications for licensure. Personal checks are not accepted. Remittance must be in the form of United States currency, cashier's check, or money order. If for any reason a license is not issued, the fee is not refundable.

[For text of subps 4 to 14, see M.R.]

## 6310.3600 REGISTRATION FEES.

Subpart 1. **Amount.** The amount of fees shall be as follows:

A. registration renewal, ~~\$70 per registration period~~ as set by law;

B. late application, ~~\$50~~ as set by law;

[For text of items C to I, see M.R.]

[For text of subp 2, see M.R.]

## 6316.0100 REQUIREMENTS FOR REGISTRATION AS A PUBLIC HEALTH NURSE.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Fee.** An applicant must submit a fee of ~~\$25~~ with the application. This fee must be paid to the board in United States currency, cashier's check, or money order. Personal checks are not accepted. If for any reason a public health nurse registration certificate is not issued, the fee is not refundable.

[For text of subs 4 to 6, see M.R.]

**REPEALER.** *Minnesota Rules*, parts 6301.0100, subparts 3 and 12; 6301.0300, subpart 2; 6301.1500; and 6301.1900, subpart 9, are repealed.

## Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *State Register*, unless a later date is required by statutes 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.

### Expedited and Emergency Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

## Department of Public Safety

### Adopted Permanent Rules Relating to Vehicle Operator Testing by Third-Party Testers

The rules proposed and published at *State Register*, Volume 27, Number 24, pages 806-815, December 9, 2002 (27 SR 806), are adopted with the following modifications:

#### 7410.6420 THIRD-PARTY TESTER QUALIFICATIONS.

Subpart 1. **Generally.** To be certified as a third-party tester, an individual must make application to, and be approved by, the commissioner as specified in this part. The individual must:

D. ~~within one year before application, have had no driver's license suspensions, revocations, cancellations, or disqualifications before the date of application, have maintained continuous valid driving privileges for the past year;~~

#### 7410.6520 DENIAL, CANCELLATION, OR SUSPENSION OF PROGRAM OR TESTER CERTIFICATE.

Subp. 2. **Cancellation or suspension.** The commissioner reserves the right to cancel the delegation of third-party testing program in its entirety ~~and or an individual program~~ if a federal audit indicates that continuation of the general delegation or individual program will jeopardize the receipt of federal funds or the state's ability to issue commercial drivers' licenses. The commissioner may cancel the approval of a third-party testing program or third-party tester or may suspend a program or tester for:

Subp. 4. **Correction order.** ~~If an audit by the commissioner identifies a situation that needs correction but does not merit suspension or cancellation,~~ the commissioner may issue a correction order to a third-party tester or program for 30 days to correct a deficiency before ~~the program or tester~~ becomes subject to suspension or cancellation. The third-party testing program or third-party tester is permitted 30 days to correct the deficiency without having to reapply.

Subp. 5. ~~Cancellation of program approval~~ **Notice of denial or cancellation; request for reconsideration and hearing.** ~~The commissioner may cancel the approval of the third party testing program at anytime with or without cause. When an application to be a third-party testing program or third-party tester application is denied, or when individual program approval or a tester's certificate is canceled, a notice must be mailed to the subject indicating the reasons for the denial or cancellation and that a reconsideration and hearing of the action may be requested.~~

A. The notice must indicate that the subject of the action has 20 calendar days from the date of the notice to submit a request for reconsideration in writing to the commissioner.

B. The commissioner shall review the request for reconsideration and issue a decision within 30 days of receipt of the request.

C. Upon receipt of the commissioner's decision, the affected party may request a contested case hearing under chapter 1400 and *Minnesota Statutes*, chapter 14.

# Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months. Specific *Minnesota Statutes* citations accompanying these emergency expedited rules detail the agency's rulemaking authority.

## Department of Natural Resources

### Division of Fisheries

#### Adopted Expedited Emergency Game and Fish Rules: Waters with Restrictions on Taking Fish; Designated Special Management Waters

**NOTICE IS HEREBY GIVEN** that the above entitled rules have been adopted through the process prescribed by *Minnesota Statutes*, section 84.027, subdivision 13 (b). The statutory authority for the contents of these rules is *Minnesota Statutes*, section 97A.045, subdivision 2, 97C.005, and 97C.401.

Dated April 28, 2003

Gene Merriam  
Commissioner of Natural Resources

#### **6262.0550 WATERS WITH RESTRICTIONS ON TAKING FISH.**

The commissioner may modify seasons and limits under *Minnesota Statutes*, section 84.027, subdivision 13, or sections 97A.0451 to 97A.0459, to accommodate tribal declarations for fish harvest in the 1837 Ceded Territory in compliance with the court ruling in *Mille Lacs Band of Chippewa v. Minnesota*, 119 S. Ct. 1187 (1999). Changes shall be posted at water access sites and the Department of Natural Resources Web site. The following waters have restrictions on the possession of fish:

A. Walleye 17-inch minimum size limits. All walleye in possession while on or fishing in the following waters must be 17 inches in length or greater. All walleye less than 17 inches in length must be immediately returned to the water.

<u>Name</u>	<u>Location</u>	<u>County</u>
<u>Goose Lake</u>	<u>T.36, R.22, S.3,4,9,10,15</u>	
	<u>T.37, R.22, S.34</u>	<u>Chisago</u>
<u>Green Lake</u>	<u>T.33, R.20, S.7,18,19</u>	
	<u>T.33, R.21, S.12,13,23,24,25,26</u>	<u>Chisago</u>

B. Northern pike 24- to 36-inch protected slot limit. All northern pike in possession while on or fishing in the following waters must be less than 24 inches in length or greater than 36 inches in length. All northern pike that are 24 to 36 inches in length, inclusive, must be immediately returned to the water. A person's possession limit may not include more than one northern pike over 36 inches in length.

<u>Name</u>	<u>Location</u>	<u>County</u>
<u>Ogechie Lake</u>	<u>T.42, R.27, S.4,5,8</u>	
	<u>T.43, R.27, S.33</u>	<u>Mille Lacs</u>

#### **6264.0400 DESIGNATED SPECIAL MANAGEMENT WATERS.**

[For text of subs 1 to 3, see M.R.]

##### Subp. 4. **Mille Lacs Lake special management regulations.**

A. While on or fishing in Mille Lacs Lake, the daily and possession limit for walleye is four. Except as provided in item B, all walleye in possession while on or fishing in Mille Lacs Lake must be ~~from 14 inches to 20~~ less than 17 inches or greater than 28 inches in length, ~~inclusive~~. All walleye that are ~~less than 14 inches or greater than 20 inches~~ 17 to 28 inches in length, ~~inclusive~~, must be immediately returned to the water. ~~If walleye harvest kill estimates for winter and open water fishing exceed the following values, then the size limit may be changed to all walleye in possession, while on or fishing in Mille Lacs Lake, must be from 14 inches to 16 inches in length, inclusive: May 31, 247,800 pounds; June 30, 411,525 pounds; and August 15, 477,900 pounds. If the estimates exceed the specified values, all walleye that are less than 14 inches or greater than 16 inches in length must be immediately returned to the water. If this new regulation is to be implemented, it shall be implemented five days after walleye harvest kill estimates are calculated.~~

B. Notwithstanding item A, a person's possession limit may include one walleye over ~~26~~ 28 inches in length.

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## Expedited Emergency Rules

C. All northern pike in possession while on or fishing in Mille Lacs Lake must be less than ~~26~~ 24 inches or greater than 36 inches in length. All northern pike that are from ~~26~~ 24 to 36 inches in length, inclusive, must be immediately returned to the water. A person's possession limit may not include more than one northern pike over 36 inches in length.

[For text of items D to F, see M.R.]

G. While on or fishing in Mille Lacs Lake, the possession and daily limit for northern cisco (tullibee) is ten fish.

H. Fish that are taken by angling and not immediately released into the water after capture are considered to be in possession and part of the bag limit. Once a fish has been reduced to possession, no culling or live-well sorting (the act of exchanging one fish for another) is allowed.

Name	Location	County
Mille Lacs	T.42-45, R.25-28, S. Various	Aitkin, Mille Lacs

[For text of subs 5 to 25, see M.R.]

**REPEALER.** The expedited emergency amendments to *Minnesota Rules*, parts 6262.0550, subpart 1, and 6264.0400, subpart 4, published in the *State Register*, volume 26, page 1488, May 6, 2002, are repealed.

**EFFECTIVE DATE:** The expedited emergency amendments to *Minnesota Rules*, parts 6262.0550 and 6264.0400, subpart 4, and the repealer are effective May 10, 2003.

## Appointments

*Minnesota Statutes*, Section 15.06, Subd. 5 requires a notice of the designation of a commissioner, or the assumption of office by a temporary commissioner, shall be filed with the president of the senate and the speaker of the house with a copy delivered to the secretary of state and published in the next available edition of the State Register.

## Minnesota Housing Finance Agency

### Notice of Appointment of Commissioner Timothy Marx

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty appointed Timothy E. Marx to the office of Commissioner of the Minnesota Housing Finance Agency effective June 9, 2003. He succeeds Commissioner Katherine G. Hadley appointed January 11, 1999.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Housing Finance Agency are:

- *Minnesota Statutes*, Chapters 462A
- *Minnesota Rules* 4900-4999

Commissioner Marx resides at 1546 Portland Avenue, Saint Paul, Minnesota 55104, Ramsey County, Congressional District Four. He can be reached at the Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101. **Telephone** (651) 296-7608. Internet home page: <http://www.mhfa.state.mn.us>

## Iron Range Resources and Rehabilitation Agency

### Notice of Appointment of Commissioner Sandra Layman

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty appointed Sandra K. Layman to the office of Commissioner of the Iron Range Resources and Rehabilitation Agency effective May 5, 2003. She replaces Acting Commissioner Brian Hiti, appointed January 6, 2003 to succeed the former Commissioner John Swift.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Iron Range Resources and Rehabilitation Agency are:

- *Minnesota Statutes*, Section 298.22

Commissioner Layman resides at 34671 Rebel Beach Road, Cohasset, Minnesota 55721, Itasca County, Congressional District Eight.

She can be reached at the Iron Range Resources and Rehabilitation Agency, Highway 53 South, P.O. Box 441, Eveleth, MN 55744. **Telephone** (218) 744-7400. Internet home page: <http://www.irrrb.org>

# Appointments

## Department of Labor and Industry

### Notice of Appointment of Commissioner Scott Brener

**NOTICE IS HEREBY GIVEN**, pursuant to *Minnesota Statutes*, Section 15.06, Subd. 5, that Governor Tim Pawlenty appointed Scott Brener to the office of Commissioner of the Minnesota Department of Labor and Industry effective May 1, 2003. He replaces Commissioner Jane Volz appointed January 6, 2003 to succeed Commissioner Shirley Chase.

This appointment carries with it all rights, powers, duties, and emoluments granted by law and pertaining to this position until this appointment is superseded or annulled. The laws and rules governing the Department of Labor and Industry are:

- *Minnesota Statutes*, Chapters 175-178, 181-184 and 326
- *Minnesota Rules* 5200-5499

Commissioner Brener resides at 4621 Wooddale Avenue, Edina, Minnesota 55424, Hennepin County, Congressional District Three.

He can be reached at the Minnesota Department of Labor and Industry, 443 Lafayette Road, St. Paul, MN 55155. **Telephone** (651) 284-5010. Internet home page: <http://www.doli.state.mn.us>

## Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* § 270.0604

## Department of Revenue

### REVENUE NOTICE # 03-03: Individual Income Tax - Alternative Minimum Tax and Contributions to Non-Minnesota Charitable Organizations

As a result of the recent Minnesota Supreme Court decision in *Chapman v. Commissioner of Revenue*, 651 N.W.2d 825 (Minn. 2002), the Department of Revenue will allow an individual alternative minimum tax deduction for charitable contributions made to non-Minnesota charities in tax years beginning on or before December 31, 2001. Individual taxpayers who have paid the Minnesota individual alternative minimum tax may file an amended return claiming a refund generated by the deduction for contributions to non-Minnesota charities if they file the amended return within the period specified in *Minnesota Statutes*, section 289A.40.

Raymond R. Krause  
Assistant Commissioner

## Official Notices

*Pursuant to Minnesota Statutes* § 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

## Minnesota Comprehensive Health Association

### Notice of Meeting of the Nominating Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Nominating Committee will be held at **3:00 p.m. on Friday, May 9, 2003**. The meeting will take place via conference call at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

For additional information, please call Lynn Gruber at (952) 593-9609

## Minnesota Historical Society

### State Review Board Regular Meeting

A meeting of the State Review Board of the Minnesota Historical Society to consider nominations to the National Register of Historic Places will be held on Tuesday, May 20, 2003, in the Cargill Commons, MacMillan Education Wing, Minnesota Historical Society History Center, St. Paul, Minnesota. The State Review Board will meet at 7:00 p.m. for an informal presentation on program activities made by the Preservation Office Staff. The meeting will be called to order and consideration of the meeting's agenda will begin at 7:30 p.m. A sign language interpreter is available with one weeks notice, and auxiliary aids are available with two weeks notice. Call (651) 296-5434, or TTY 800-627-3529. For further information contact the State Historic Preservation Office, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, (651) 296-5434.

## Department of Human Services

### Authorization List

The following is a listing of added codes to the current authorization list. The newly added codes will require authorization on or after June 2, 2003. As authorized by *Minnesota Statutes*, section 256B.0625, subdivision 25, the following list includes all health services that have been added, changed, or deleted from authorization as a condition of Minnesota Health Care Programs (MHCP) payment. The list is presented in sections: Dental Services, Vision Care Services, Medical Supplies and Equipment, Prosthetics and Orthotics, Hearing Aids, Drugs, Rehabilitative Services, and All Other Services. The criteria used to develop this list are as follows:

- A. The health service could be considered, under some circumstances, to be of questionable medical necessity.
- B. Use of the health services needs monitoring to control the expenditure of program funds.
- C. Less costly, appropriate alternative to the health services are generally available.
- D. The health service is newly developed or modified.
- F. The health service is of a continuing nature and requires monitoring to prevent its continuation when it ceases to be beneficial.
- G. The health service is comparable to a service provided in a skilled nursing facility or hospital but is provided in a recipient's home.
- H. The health service could be considered cosmetic.

**These newly added or changed codes will require Authorization for services provided on or after June 2, 2003.**

### VII. ALL OTHER SERVICES

#### ADDED CODES

Code	Description
H0018*37	Behavioral health; short-term residential (non-hospital residential treatment.) when used to claim adult mental health crisis stabilization, residential
X5256*36	Mental health practitioner direction of mental health behavior aides; or adult crisis stabilization, group; 30 minutes
X5528*36	Crisis assistance, 30 minutes; or adult crisis stabilization, individual; 30 minutes

- \*35 Authorization is no longer required for more than 60 hours combined total of X5528 and X5256 in a calendar year.
- \*36 Pending federal approval, authorization is required for more than 60 hours combined total of X5256, X5528 and H0018 in a 365 - day period. One day of H0018 is counted as 8 hours.
- \*37 Pending federal approval, authorization is required for more than 7 days of H0018 in a 365 day period.

# Official Notices

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## Department of Human Services

### Health Care Administration Medical Assistance Program

#### Request for Comments on Minnesota Asset Transfer Federal Waiver Amendment Request

The Minnesota Department of Human Services (DHS) is announcing a new 30-day comment period on a Waiver Request submitted to the federal Centers for Medicare & Medicaid Services (CMS) to implement more restrictive asset transfer policies. The notice published in the March 31, 2003 issue of the *State Register* inadvertently provided for only a 24-day comment period.

The Waiver Request describes current asset transfer requirements and how those requirements will be changed under the proposal. Minnesota proposes to further limit people's access to Medical Assistance services after they have improperly transferred assets for less than fair market value. This practice, often referred to as "Medicaid estate planning," has become increasingly common in Minnesota, as in the rest of the country. Implementation of this demonstration will save Medicaid dollars for the State and federal governments, as well as closing loopholes that have allowed some to unfairly take advantage of the public health care system. This is especially important during this period of State budgetary crisis, and will assist the State in continuing to make Medical Assistance services available to the most needy recipients.

Copies of the Waiver Request are available to any interested parties. Comments must be received by 4:00 p.m. on Wednesday, June 4, 2003.

Additional opportunity for public comment will be available when the Legislature takes up legislation to authorize these changes. Currently, authorizing language is included in Senate File 1041 and in House File 437.

To request a copy of the Waiver Request, please contact Barb Philipp at (651) 297-8840. Please direct comments or questions about the waiver amendment request to:

Kathleen Vanderwall  
Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3852  
**Telephone:** (651) 282-3720  
**FAX:** (651) 215-9453  
**E-mail:** [kathleen.vanderwall@state.mn.us](mailto:kathleen.vanderwall@state.mn.us)

## State Board of Investment

### Meeting Notice of the State Board of Investment Administrative Committee

The State Board of Investment Administrative Committee will meet on Thursday, May 15, 2003 in the SBI Conference Room, Suite 355, 60 Empire Drive, St. Paul, MN at 10:30 A.M.

## Department of Labor Industry

### Labor Standards Unit

#### Notice of Correction to Highway/Heavy Prevailing Wage Rates

Corrections have been made to the Highway/Heavy Prevailing Wage Rates certified 10/14/02, for Region 6, Group 6.

Copies of the certification with the additional rate may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 284-5091, or accessing our web site at [www.doli.state.mn.us](http://www.doli.state.mn.us). Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Robin N. Kelleher  
Acting Commissioner

**Department of Natural Resources****Division of Fisheries****Division of Wildlife****Notice of Fish and Wildlife Habitat Stamp Art Contests****Background about the Fish and Wildlife Habitat Stamp Art Contests**

*Minnesota Statutes* 97A.045 and *Minnesota Rules* 6290 permit the Commissioner of the Department of Natural Resources (DNR) to conduct contests for selection of designs for fish and wildlife habitat stamps.

**NOTICE IS HEREBY GIVEN** that entry dates for four habitat stamp contests conducted by the Department of Natural Resources (DNR) are amended as follows:

**1. Year 2004 Trout and Salmon Stamp contest.** 1. Entries will be accepted beginning July 21, 2003, and continuing until 4:00 p.m. Friday, August 1, 2003, at the DNR Fisheries Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4012. The contest will be held on August 7, 2003. Brown trout designs are not eligible for the 2004 contest.

**2. Year 2004 Migratory Waterfowl Stamp contest.** Entries will be accepted beginning August 25, 2003, and continuing until 4:00 p.m. Friday, September 5, 2003, at the DNR Wildlife Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4007. The contest will be held on September 11, 2003.

The White-winged Scoter or Common Merganser are the two species eligible for the 2004 contest.

**3. Year 2004 Pheasant Habitat Stamp contest.** Entries will be accepted beginning September 8, 2003, and continuing until 4:00 p.m. Friday, September 19, 2002, at the DNR Wildlife Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4007. The contest will be held on September 25, 2003.

**4. Year 2005 Turkey Habitat Stamp contest.** Entries will be accepted beginning January 5, 2004, and continuing until 4:00 p.m. Thursday, January 15, 2004, at the DNR Wildlife Office, 500 Lafayette Road, Saint Paul, Minnesota 55155-4007. The contest will be held January 16, 2004, in conjunction with the State Wild Turkey Federation convention.

All entries for the contests must be accompanied by the appropriate application materials. Contest application packages, which include all entry forms and specifications, are available by writing: Minnesota DNR Information Center, 500 Lafayette Road, Saint Paul, Minnesota 55155-4040; or by calling the DNR at (651) 296-6157, toll free 1-888-646-6367.

Dated: April 24, 2003

Mark Ebbers  
Division of Fisheries  
Department of Natural Resources

**Department of Revenue****Industrial Waste Weight Conversion**

Pursuant to *Minnesota Statutes*, section 297H.04, subdivision 2 (c), the Commissioner of Revenue after consultation with the Commissioner of the Pollution Control Agency, determines and publishes by this notice, a conversion schedule for various industrial wastes. The following schedule is effective for industrial waste disposed of on or after the publication date in the *State Register* of this notice.

**Industrial Waste Weight Conversions**

All industrial waste types will have the following conversion rate:

**Conversion Rate**

1.3 ton = 1 cubic yard

or

1.0 ton = .77 cubic yard

The applicable solid waste management tax rate is 60 cents per cubic yard or 46.2 cents per ton.

## State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts Section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself. Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

### Minnesota Board on Aging

#### Notice of Funds Availability: Opportunity to Sponsor the Retired and Senior Volunteer Program in Kandiyohi, McLeod, Meeker and Renville Counties

The Minnesota Board on Aging, a state agency, in collaboration with the Minnesota Office of the Corporation for National and Community Service, a federal agency, is seeking a qualifying non-profit public or private organization to assume sponsorship of the Retired and Senior Volunteer Program (RSVP) operating in Kandiyohi, McLeod, Meeker and Renville Counties.

The Minnesota Board on Aging (MBA) is a state agency that provides state funding and support for RSVP, Senior Companion, and Foster Grandparent programs, as well as a variety of other programs and services for older adults.

The Corporation for National and Community Service is a federal government Corporation that encourages Americans of all ages and backgrounds to engage in community-based service. RSVP, one of three programs of the Corporation's National Senior Service Corps (the Senior Companion and Foster Grandparent programs are the other two), facilitates the engagement of people 55 and older in volunteer opportunities in local communities. A more complete description of RSVP is available from the Corporation for National and Community Service (address below) or at [www.nationalservice.org](http://www.nationalservice.org).

A project sponsor administers the recruitment, placement, and support of RSVP volunteers at community locations in the project area. Examples of current sponsors for the twenty-two RSVP projects operating in Minnesota include non-profit organizations and city and county governmental units. RSVP operating procedures and policy are governed by federal legislation contained in the Domestic Volunteer Service Act of 1973 as amended. RSVP, as well as the Senior Companion and Foster Grandparent programs, operates in Minnesota with the additional state support provided through the MBA. The Corporation for National and Community Service (CNCS) will designate the selection of a new sponsor for Counties in Kandiyohi, McLeod, Meeker and Renville Counties in consultation with the MBA.

Currently there are approximately 410 active RSVP volunteers serving at fifty five "stations" throughout the four counties. The sponsor selected to assume operations will be expected to maintain these Retired Senior Volunteers (RSVs) and stations enrolled in the program while seeking new volunteers and assignments in the future.

It is anticipated that \$45,338 in federal funds from the Corporation for National and Community Service will be available on an annualized basis for project operations. The sponsor must provide financial support, cash and/or in-kind, to meet the matching requirements of the federal funding. The match requirement is 10% in the first year, 20% in the second year and 30% in the third and all subsequent years. Currently the state of Minnesota, through the MBA, provides an additional \$19,103 to operate this program but it is not clear whether that support will be available beyond June 30, 2003, since state budget deliberations are not yet complete. It is expected that the new sponsor will assume operations by July 1, 2003. Training and assistance to commence operations will be provided.

An application and further instructions are available from the Corporation for National and Community Service, Room 2480, 431 S. Seventh Street, Minneapolis, MN, 55415; phone: (612) 334-4083. A public meeting for all prospective sponsors will be held on Monday May 19, 2003 starting at 10:00 a.m. and will likely last about two hours. The location is the Willmar Public Library, General Purpose room, 410 5th St. SW in Willmar. Interested parties are requested to call the Corporation for National and Community Service to advise their interest in RSVP sponsorship and for the location of the public meeting or with other questions.

Completed applications will be due to the Corporation for National and Community Service (address above) on June 16, 2003 by 5:00 p.m.

### Department of Health

#### Commodity Supplemental Food Program (CSFP)

<b>Eligible Applicants:</b>	Minnesota Food Banks, nonprofit health or human service agencies with warehouse storage, including refrigeration.
<b>Amount of Available Funds:</b>	Determined annually according to federal appropriation. The federal fiscal year 2003 total administrative grant is \$804,500.
<b>Duration of Grants:</b>	Two years beginning 1/01/2004 and ending 12/31/2005

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# State Grants & Loans

**Application Materials:** Mailed Out Upon Receipt of Notice  
**Application Deadline:** 07/31/2003  
**Award Decision:** No later than 09/15/2003.  
**Beginning Contract Date:** 01/01/2004

## Description of Grant:

The Commodity Supplemental Food Program (CSFP) is a federally funded grant program of the United States Department of Agriculture (USDA) that is administered through the Minnesota Department of Health (MDH). Minnesota CSFP is also referred to as the Mothers and Children Program (MAC) and the Nutrition Assistance Program for Seniors (NAPS). Subject to the availability of federal funds, MDH awards grants to qualified local agencies to operate the Program in designated geographic service areas within the State. Only one application will be approved for each geographic service area.

CSFP provides a monthly package of nutritious commodity foods designed to supplement the diets of the individuals participating in the Program. The populations eligible for CSFP include: pregnant, breastfeeding and postpartum women, infants and children up to age six (not currently participating in the WIC Program) with family incomes at or below 185 percent of the federal poverty guidelines and individuals over age 60 with a household income at or below 130 percent of the federal poverty guidelines.

Approximately 85% of the current CSFP caseload is comprised of individuals age 60 and older.

CSFP is not an entitlement program and the number of individuals served on an annual basis is dependent upon the caseload allocation received from USDA. Minnesota is currently able to serve 17,000 participants per month.

The responsibilities of a local agency include: performing outreach to identify potentially eligible individuals; assessing eligibility and enrolling individuals through a certification process; assembling and distributing monthly food packages to participants; referring participants to other needed services; offering nutrition education to participants; maintaining warehouse facilities sufficient to warehouse at least three months of commodity food products and refrigerated capacity to store perishable commodities; following established food warehousing procedures for receiving, storing, disbursing and inventorying commodity food products and completing timely monthly caseload, financial and inventory reports. All applications will be reviewed upon receipt. If additional information or other revisions are needed to the application after it is submitted, a written request will be made. A revised application must be submitted within 15 calendar days of the request. Applications not initially received by the 7/31/2003 deadline will not be considered.

### Contact Person:

Mary Clare Rieschl  
Minnesota Department of Health  
P.O. Box 64882  
St. Paul, MN 55164-0882  
**Telephone:** (651) 281-9922  
**FAX:** (651) 215-8951  
**email address:** [maryclare.rieschl@health.state.mn.us](mailto:maryclare.rieschl@health.state.mn.us)

## Department of Health

### Notice of Intent to Apply for 2004-2005 CSFP Grant

The Minnesota CSFP must receive your completed Notice of Intent by 4:30 p.m. on June 30, 2003. No Notice of Intent will be considered after this deadline. Please mail or fax this form to:

Mary Clare Rieschl  
Minnesota Department of Health-CSFP  
P.O. Box 64882  
St. Paul, MN 55164-0882  
**Fax:** 651-215-8951

*Please refer to the Program Description for additional information regarding CSFP*

Legal Name and Address of Applicant Organization	Type of Applicant Organization (e.g., food bank, community health board, non-profit organization,)
( Proposed Geographic Service Area )	Name, Mailing Address, Telephone Number and E-mail Address of a Contact Person for this Notice.

**DEADLINE: JUNE 30, 2003**

# State Grants & Loans

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## Department of Health

### Procedures and Information for Applying for the CSFP Grant

#### Step 1: Applicants Must Provide Notice of Intent to Apply for the CSFP Grant

Any organization interested in applying for the CSFP grant must complete the "Notice of Intent to Apply for 2004-2005 CSFP Form." Contact the Minnesota Department of Health, CSFP Program, Mary Clare Rieschl at (651) 281-9922 to obtain a notice of intent form.

The "Notice of Intent to Apply for 2004-2005 CSFP Grant" must be received by the Department of Health, CSFP no later than 4:30 p.m., Monday, June 30, 2003.

#### Step 2: Minnesota CSFP Will Provide Application Materials

Minnesota CSFP will provide an organization, which has expressed its intent to apply for the grant, with application materials and information on the grant review and award process.

#### Step 3: Submission of Completed CSFP Applications

Completed applications must be received by the Minnesota Department of Health, CSFP, no later than 4:30 p.m. on July 31, 2003. Please mail or deliver the completed application as follows:

Mailing Address

Minnesota Department of Health  
Commodity Supplemental Food Program  
PO Box 64882  
St. Paul, MN 55164-0882

Delivery Address

Minnesota Department of Health  
Commodity Supplemental Food Program  
Suite 400  
85 East 7th Place  
St. Paul, MN 55101

#### Step 4: Reviewing and Approving CSFP Applications

Applications will be reviewed as submitted except that, at its discretion, the Minnesota CSFP may request further clarification. If additional information or other revisions are needed to the application after it is submitted, a written request will be made. A revised application must be submitted within 15 calendar days of the request. Grants will be reviewed in accordance with the criteria identified in the application materials. Applicant organizations will be notified in writing of the grant decisions and agreements will be initiated for each grant that is approved.

**Amount and Duration of Funding**

Amount and duration of funding for the full award period will be dependent upon actual federal funding received from the United States Department of Agriculture

## Department of Health

### Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

<b>Eligible Applicants:</b>	See Below: "Description of Grant"
<b>Amount of Available Funds:</b>	Determined by Federal Appropriation
<b>Duration of Grants:</b>	01/01/2004 - 12/31/2005
<b>Application Materials Available:</b>	Mailed Out Upon Receipt of Notice of Intent to Apply
<b>Application Deadline:</b>	07/31/2003
<b>Award Decision:</b>	Within 30 days of receipt of the completed application, but written notice will not be mailed until after 08/22/2003.
<b>Beginning Contract Date:</b>	01/01/2004

#### Description of Grant:

The WIC Program is a grant program administered through the Minnesota Department of Health; grants are made available to qualified local agencies to deliver program services. WIC provides nutrition education services and vouchers for the purchase of specified nutritious food supplements to pregnant, postpartum, and nursing women, and to infants and children up to five years of age who are judged by health professionals to be at nutritional risk and who have family incomes at or below 185 percent of poverty income guidelines prescribed by the United States Department of Agriculture or who qualify for Medical Assistance (MA) or other specified programs. The WIC Program serves as an adjunct to good health care during critical times of growth and development, in order to prevent the occurrence of health problems and to improve the health status of those persons. All current WIC agreements will expire by 12/31/2003.

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## State Grants & Loans

The types of local agencies which may apply for the WIC Grant are listed as follows in order of their priority for application approval:

- First priority is given to a Community Health Board.
- Second priority is given to a public or private non-profit health service agency.
- Third priority is given to a public human service agency.
- Fourth priority is given to a private non-profit human service agency.

An agency will be classified as either a health service agency or a human service agency, based on the type of services it primarily provides during its current fiscal year. The priority system applies to agencies that are applying for the first time, that have applied before, and that have previously administered the WIC Program.

Only one application will be approved for each geographic area or special population. If two or more competing applicants have the same priority a subpriority will be assigned as follows:

- First subpriority will be given to an agency whose employees can provide ongoing routine pediatric and obstetric care, and administrative services.
- Second subpriority will be given to an agency that must enter into a written agreement with another agency for either ongoing, routine pediatric and obstetric care, or administrative services.
- Third subpriority will be given to an agency that must enter into a written agreement with private physicians to provide ongoing, routine pediatric and obstetric care for women, infants, or children, or for participants not eligible for health services at the agency.
- Fourth subpriority will be given to an agency that must enter into a written agreement with private physicians to provide ongoing, routine pediatric and obstetric care for all participants.
- Fifth subpriority will be given to an agency that must provide ongoing routine pediatric and obstetric care through referral to a health care provider. If the application is incomplete, a request for additional information shall be made within 15 business days of receipt of the application. A complete application must be received within 5 business days of the date of this request.

### **How to Obtain an Application:**

If you are interested in applying to be a WIC local agency, you must complete a Notice of Intent to Apply in the format printed below, and submit the completed Notice of Intent to Theresa Graham, WIC Program, Minnesota Department of Health, P.O. Box 64882, St. Paul, MN 55164-0882, **fax:** (651) 215-8951. The WIC Program must receive your completed Notice by 4:30 p.m. on June 13, 2003.

### **Contact Person:**

Linda Dorsey  
Division of Family Health  
Director's Office  
Minnesota Department of Health  
85 East Seventh Place, Suite 400  
P.O. Box 64882 St. Paul, MN 55164-0882  
**Telephone:** (651) 281-9898  
**FAX:** (651) 215-8951  
**e-mail address:** [linda.dorsey@health.state.mn.us](mailto:linda.dorsey@health.state.mn.us)

# State Grants & Loans

## Department of Health

### WIC Program

#### Notice of Intent to Apply for 2004-2005 WIC Grant Form

Please submit this form to Theresa Graham, WIC Program, Minnesota Department of Health, P.O. Box 64882, St. Paul, MN 55164-0882, fax number: (651) 215-8951. The WIC Program must receive your completed Notice of Intent by 4:30 p.m. on June 13, 2003. No Notice of Intent will be considered after this deadline.

Please refer to the Program Description for additional information regarding the WIC Program.

Legal Name and Address of Applicant Organization	Type of Applicant Organization (e.g., community health board, non-profit organization, )
( Proposed Geographic Area or Special Population of Project)	Name, Address and Telephone Number of a Contact Person for this Notice.

**DEADLINE: JUNE 13, 2003**

## Department of Health

### Procedures and Information for Applying for the WIC Grant

#### Step 1: Applicants Must Provide Notice of Intent to Apply for the WIC Grant

Any organization interested in applying for the WIC grant must complete the "Notice of Intent to Apply for 2004-2005 WIC Grant Form." *Contact the Minnesota Department of Health, WIC Program, Theresa Graham at (651) 281-9917 to obtain a notice of intent form.*

**The "Notice of Intent to Apply for 2004-2005 WIC Grant" must be received by the Department of Health, WIC Program no later than 4:30 p.m., Friday, June 13, 2003.**

The Minnesota Department of Health and local community health boards carry out Minnesota's public health activities in partnership. Agencies that are not community health boards must submit a copy of the "Notice of Intent to Apply for 2004-2005 WIC Grant" to the community health board in their geographical service area. The website for the community health board is located at <http://www.health.state.mn.us/divs/chs/contact.html>.

#### Step 2: The WIC Program Will Provide Application Materials

The WIC Program will provide an organization, which has expressed intent to apply for the grant with pertinent application materials, information on the review and award process, and technical assistance information as it becomes available.

#### Step 3: Submission of Completed WIC Applications

Completed applications must be received by the Minnesota Department of Health, WIC Program, no later than 4:30 p.m. on July 31, 2003. Agencies that are not community health boards must also submit the completed application to the community health board in the applicant's proposed geographic service area no later than the deadline of receipt of the application at the *Minnesota Department of Health, WIC Program at PO BOX 64882, St. Paul, MN 55164-0882*

#### Step 4: Approving WIC Applications

Applications will be reviewed as submitted except that, at its discretion, the WIC Program may request further clarification. Grants will be approved in accordance with priority areas and criteria identified in the application materials. Applicant organizations will be notified in writing of the grant decisions and agreements will be initiated for each grant that is approved.

##### Amount and Duration of Funding

Amount and duration of funding for the full award period will be dependent upon federal appropriations.

##### Communication

For further information, please contact the *Minnesota Department of Health, Division of Family Health, Director's Office, Linda Dorsey, (651) 281-9898, at [linda.dorsey@health.state.mn.us](mailto:linda.dorsey@health.state.mn.us).*

## State Contracts

**Informal Solicitations:** Informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration, Materials Management Division web page ([www.mmd.admin.state.mn.us](http://www.mmd.admin.state.mn.us)) and access P/T Contracts.

**Formal Requests for Proposals:** Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

## Department of Administration

### Office of Technology

#### Notice of Request for Proposal for the Professional Technical Services Master Roster

**NOTICE IS HEREBY GIVEN** that Minnesota Office of Technology in the Department of Administration is seeking vendors to provide information technology consulting services. The state is interested in a wide range of vendors that can qualify to assist state agencies. This is an opportunity for vendors to be added to the State's Information Technology Professional/Technical Services Master Roster. The State has identified four categories of service for which vendors may propose. They are technical support, application design and development, telecommunication and consulting.

For a complete copy of the Request for Proposal please via email:

Steve Gustafson  
Planning Director  
Office of Technology  
332 Minnesota Street, Suite E1100  
St. Paul, MN 55101-1322  
**E-mail:** [steve.gustafson@state.mn.us](mailto:steve.gustafson@state.mn.us)

This is the only person designated to receive RFP requests and answer questions regarding the RFP. The RFP will also be posted to the Office of Technology website under Featured Links at [www.ot.state.mn.us](http://www.ot.state.mn.us).

Responses to the RFP are due no later than 2:00 p.m. CDT on Monday, May 19, 2003. Late responses will not be considered.

## Department of Administration

### State Designer Selection Board

#### Request for Proposals for Designer Selection for Minnesota State Colleges and Universities - Building Addition & Remodeling at Anoka Ramsey Community College, Cambridge, Minnesota (Project 03-14)

##### To Minnesota Registered Design Professionals:

The State of Minnesota (State) through its State Designer Selection Board has been requested to select a design team for the above project. Proposals from interested firms must be received by, 1:00 p.m. Monday, May 19, 2003 to:

Terry Lewko, Executive Secretary  
State Designer Selection Board  
Department of Administration  
c/o Materials Management Division  
50 Sherburne Avenue, Room 112  
St. Paul, Minnesota 55155  
(651) 297-1545

##### **PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.**

Questions concerning procedures, or schedule are to be referred to the Executive Secretary at (651) 297-1545. Questions relating to the project are to be referred to the project contact(s) in Item 1.j.

##### **1. PROJECT 03-14**

**a. PROJECT DESCRIPTION:** Office of the Chancellor intends to retain architectural and engineering consulting services for the design of a Building Addition and Remodeling of existing spaces at Anoka Ramsey Community College, Cambridge Campus, 300 Polk Street South, Cambridge, MN.

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**PROJECT SCOPE:** The new addition will be two stories totaling approximately 28,600 gross square feet connected to an existing building. This space replaces one-for-one existing space in temporary metal buildings which will be decommissioned. *This building will consist of general classrooms, lecture hall, arts classroom, faculty, staff offices, and student activities offices, nursing lab, workforce center, health, physical education, and recreation, and computer network lab and classrooms with support areas and storage space. The class rooms and labs will be used for high tech computer classes that will implement state of the art electronics.*

*The remodeled space is approximately 3,432 gross square feet located on the upper floor. This consists of two areas. First is a science lab and prep room. The second is remodeling of the academic support center.*

**b. REQUIRED CONSULTANT SERVICES:** The selected design team shall:

1. Provide a comprehensive scope of services for Schematic Design (SD), Design Development (DD), Construction Documents (CD), with Bidding and Construction Administration to follow when additional project funding is approved by the 2004 Legislature.
2. Prepare all design documents using computer aided design and drafting technology in an electronic data exchange file format acceptable to Minnesota State Colleges and Universities. All drawings and specifications must conform to Minnesota State Colleges and Universities design standards and adhere to all applicable building, life safety, and energy codes and meet all ADA regulations and program requirements.
3. Demonstrate experience in the design and construction of institutional collegiate student service spaces, college classrooms, including state-of-the-art telecommunications systems, computer lab facilities, ITV rooms, and similar spaces that are part of the program requirements.
4. Integrate the remodeled spaces of the Project with the existing facility.
5. Complete all designs, drawings and specifications in accordance with, as a minimum:
  - a. Current Minnesota State Colleges and Universities Design Standards
  - b. All applicable building, life safety and energy codes
  - c. ADA regulations and
  - d. Program requirements
6. Design building spaces for:
  - a. Energy efficiency
  - b. Efficient space utilization
  - c. Flexibility
  - d. High indoor air quality
  - e. Complete fire suppression systems, and
  - f. A contemporary telecommunications environment
7. Provide all architectural services, including interiors and furniture, fixtures and equipment design, cost estimating, and project scheduling, and all engineering services including civil, structural, mechanical, landscape, fire protection, electrical, telecommunications systems design, audio/visual design, construction administration services, all in accordance with Minnesota State Colleges and Universities standard A/E contract form.

The Office of the Chancellor may retain other specialty consultants to assist in the project work.

**NOTE:** A roof design consultant designated by Office of the Chancellor will be assigned to and become an integral part of the consultant's design team. The consultant's fee shall include the fee and reimbursables of the roof design consultant.

**c. SERVICES PROVIDED BY OTHERS:** The Owner will contract for or arrange to provide:

1. Site property survey
2. Geotechnical investigations and recommendations
3. Asbestos survey, design and abatement to the existing building if required

**d. SPECIAL CONSIDERATIONS:** Design Team Requirement: The design team shall have applicable prior experience in the design and construction of similar projects, in a college setting. The firm shall provide examples of current and recent higher education academic and computer lab design experience. The design team shall demonstrate their use of life cycle costing during the design process. Life cycle items include, but are not limited to, energy efficiency, sustainability, and the maintainability of design, materials, and equipment.

A history of constructability, meeting schedule deadlines, accurate cost estimating and designing within a project budget are critical criteria for selection of a designer. Quality control and complete, accurate and fully coordinated contract documents are an important element of the selected design team's services. A change order history of recent past projects and how the team proposes to address this issue should be provided as part of their submittal.

The design team shall provide examples of recently completed projects, including innovative solutions, for review by the selec-

tion committee. The design team shall provide a list of clients and involved contractors for similar projects worked on within the last five years including the names, addresses and phone numbers of contact persons.

The design team shall also:

1. Demonstrate prior experience with remodeling projects.
2. Include verification of existing conditions and systems in their scope of services.
3. Evaluate existing adjacent buildings structural, mechanical and electrical systems to determine capabilities and capacities to support the proposed new uses of building spaces.
4. Assist in the preparation of project information to support the appropriation submittal to the Minnesota State Colleges and Universities Board of Trustees and the 2004 Minnesota Legislature for construction funding.

**e. PROJECT BUDGET/FEES:** The estimated total project cost is \$10,057,000.00. This cost includes all professional fees and reimbursable fees, site investigations and surveys, hazardous materials design and abatement, building and site construction, project management, construction inspection and testing, furniture, fixtures, equipment, contingencies, art and inflation factors. Anoka Ramsey Community College will fund the Design phase. The anticipated design fee for this project is 7.5% of the budgeted construction cost plus reimbursable expenses. Final total fees will be negotiated with the selected design team.

The funds to complete the Bidding and Construction are anticipated from the 2004 Legislative session.

**f. PROJECT SCHEDULE:** The following preliminary schedule is suggested:

<i>Schematic Design Phase:</i>	<b>Begin July 2003, complete in December 2003.</b>
<i>Design Development Phase:</i>	<b>Begin January 2004, complete no later than May 2004.</b>
<i>Construction Documentation Phase:</i>	<b>Begin June, 2004, complete no later than November 2004.</b>
<i>Construction Phase:</i>	<b>Receive bids in December 2004, complete all construction by May 2006.</b>

**g. PROJECT PRE-DESIGN INFORMATION:** A Pre-design Report dated April, 2003, prepared by Hohanson/Lunning/Wende Associates, Inc. A copy of this document is available for review at the Department of Administration in the Division of State Building Construction office. For review, contact Terry Lewko at (651) 297-1545.

**h. PROJECT INFORMATIONAL MEETING (S)/SITE VISIT (S):** An informational meeting is tentatively scheduled for **Thursday, May 8, 2003, at 11:00 A.M.** in the **Room CCD - 208** at Anoka Ramsey Community College, 300 Polk Street South, Cambridge, MN. All firms interested in this meeting should contact Michael Seymour at (763) 422-3430 or **e-mail** at [Michael.seymour@anokaramsey.edu](mailto:Michael.seymour@anokaramsey.edu) to sign up for the meeting.

**i. STATE DESIGNER SELECTION BOARD SCHEDULE:**

<i>Project Information Meeting and/or Site Visit:</i>	<b>Thursday, May 8, 2003, 11:00 a.m.</b>
<i>Project Proposals Due:</i>	<b>Monday, May 19, 2003, by 1:00 p.m.</b>
<i>Project Shortlist:</i>	<b>Tuesday, June 3, 2003</b>
<i>Project Information Meeting for Shortlisted firms:</i>	<b>None</b>
<i>Project Interviews and Award:</i>	<b>Tuesday, June 17, 2003</b>

**j. PROJECT CONTACT (S)**

Questions concerning the project should be referred to the Project Manager:

Michael Seymour: Anoka Ramsey Community College; **phone** (763) 422-3430; **fax** (763) 422-3341; **e-mail** [Michael.syemour@anokaramsey.edu](mailto:Michael.syemour@anokaramsey.edu), mail address Anoka Ramsey Community College, 300 Polk Street South, Cambridge, MN 55008 or,

Jim Morgan: Office of the Chancellor; **phone** (651) 649-5934; **fax** (651) 649-5779; **e-mail** [james.morgan@so.mnscu.edu](mailto:james.morgan@so.mnscu.edu); mail address ETC Building Suite 300, 1450 Energy Park Drive, St. Paul, MN 55108-5227

**NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE FOLLOWING AS OF 11 JUNE 2002.**

## 2. PROPOSAL REQUIREMENTS

- a. 13 copies
- b. 8 ½ X 11, soft bound, portrait format
- c. Maximum 20 faces (excluding front and back covers, blank dividers, affidavit of non-collusion, and affirmative action data page)
- d. All pages numbered

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## 3. PROPOSAL CONTENTS

### a. COVER

- Project name and number
- Prime firm name, address, telephone number, fax number
- Contact person, telephone number, fax number, and email address

### b. COVER LETTER

Single face letter with original signature (on at least one copy) of principal of prime firm, including:

- Brief overview of proposal
- Statement that proposal contents are accurate to the best knowledge of signatory

### c. INFORMATION ON FIRM (S)

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline
- For firms with multiple offices briefly summarize for each office

### d. PROJECT TEAM

- Brief statement of team's past or present working relationships

For each team member provide:

- Name and position in firm, include name of firm
- Home base (if in multi-office firm)
- Responsibility on this project
- Years of experience
- Relevant recent experience (if in another firm, so note)
- Registration (including specialty if engineer)

### e. TEAM ORGANIZATION

If planning or design consultants are a part of the team explain how they will be utilized (e.g. major role during design, absent during construction, etc). Matrix or chart *may* be used.

### f. PROJECT EXPERIENCE

For architectural, planning, and/or landscape architecture firms, provide examples of relevant projects recently completed or in progress including:

- Photographs, sketches and/or plans
- Name and location
- Brief description (e.g. size, cost, relevance)
- Firm of record
- Involvement of proposed project team members (*may* be separate matrix; if in another firm so note)
- Completion date or current status

For engineering or technical firms provide examples of relevant projects recently completed or in progress including the above except that photographs, sketches and/or plans are to be for only that portion of the work for which firm was responsible.

### g. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

### h. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

### i. OTHER REQUIREMENTS

- A statement of commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in the proposal along with adequate staff to meet requirements of the work.
- A statement indicating that consultants listed have been contacted and have agreed to be a part of the team.
- A complete Affidavit of Non-collusion. (Not counted as part of the 20 faces)

- If appropriate, provide a list of all entities that create a conflict of interest (see 5.b.)
- A completed Affirmative Action Data Page regarding compliance with Minnesota Human Rights Requirements. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms. (Not counted as part of the 20 faces)
- A list of all State and Minnesota State Colleges and Universities current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or Minnesota State Colleges and Universities operating funds, or by funding raised from the private sector or individuals by state/user agencies or the Minnesota State Colleges and Universities; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the Minnesota State Colleges and Universities without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all gross fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above. The prime firm(s) shall subtract consultant fees from gross fees to determine total net fees using the format below.

PROJECT	(A) GROSS FEES	(B) SUBDESIGNERS PORTION	(C) NET TOTAL PROJECT FEE
TOTAL			

(The total shown in column (A) shall equal the sum of those shown in columns (B) and (C).)

#### 4. SELECTION CRITERIA

Criteria for selection shall be as stated in the project description. Technical and aesthetic experience and capabilities are paramount. In addition, the Board seeks equitable distribution of fees among qualified firms and gives consideration to geographical location of firms with respect to project site.

#### 5. CONTRACT REQUIREMENTS

##### a. AFFIDAVIT OF NONCOLLUSION

Each responder must attach a completed Affidavit of Noncollusion. A copy of the form is available on **Web Site** <http://www.dsb.admin.state.mn.us>, click on forms.

##### b. CONFLICTS OF INTEREST

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

##### c. DISPOSITION OF RESPONSES

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with *Minnesota Statutes* 13.591 after the evaluation process is completed. If the responder submits information in response to this RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, *Minnesota Statutes* § 13.37, the responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted,
- include a statement with its response justifying the trade secret designation for each item, and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

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Responses to this RFP will not be open for public review until the State decides to pursue a contract and that contract is awarded.

## **d. CONTINGENCY FEES PROHIBITED**

Pursuant to *Minnesota Statutes* Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

## **e. ORGANIZATIONAL CONFLICTS OF INTEREST**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, the responder is unable or potentially unable to render impartial assistance or advice to the State, or the responder's objectivity in performing the contract work is or might be otherwise impaired, or the responder has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor (consultant), and the terms "contract," "contractor (consultant)," and "contracting officer" modified appropriately to preserve the State's rights.

## **f. STATE EMPLOYEES**

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to State employees. The State will evaluate the responses of any State employee, along with other responses to this Request for Proposals.

## **g. HUMAN RIGHTS REQUIREMENTS**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by *Minnesota Rules* 5000.3600, "It is hereby agreed between the parties that *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it". A copy of *Minnesota Statutes* § 363.073 and *Minnesota Rules* 5000.3400 - 5000.3600 are available on Web Site <http://www.dsbcc.admin.state.mn.us>.

**h.** Any changes in team members for the project requires approval by the State.

**i.** All costs incurred in responding to this RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Minneapolis State Colleges and Universities

### Minneapolis Community and Technical College and Metro State University

#### Request for Proposals for Food Service Contract

Minneapolis Community and Technical College and Metro State University are soliciting proposals for specified campus food services to students, staff and faculty at both campus locations. The colleges desire one food service operation that will service both campus locations with a demonstrated high standard of service, quality products and financial viability. Creative, thorough and detailed proposals are requested.

**Deadline for Proposals:**

May 19, 2003, 4:00 p.m. CDT

**Pre-Proposal Conference:**

A **mandatory** pre-proposal bidder's conference will be held May 9, 2003, 10:00 a.m. - 11:00 a.m. at Minneapolis Community and Technical College in the TC Building Cafeteria at 1415 Hennepin Avenue, Minneapolis, Minnesota. This will include a tour of all food service production and related facilities followed by a question and answer session.

Contact for questions, specifications and to submit proposals:

Michael Noble-Olson, Purchasing Manager  
Minneapolis Community and technical College  
1501 Hennepin Avenue  
Minneapolis, MN 55403  
**Telephone:** (612) 659-6866  
**Fax:** (612) 659-6865  
**Email:** [noblemi@mctc.mnscu.edu](mailto:noblemi@mctc.mnscu.edu)

## Colleges and Universities, Minnesota (MnSCU)

### Notice of Request for Information (RFI) for Minnesota State Colleges and Universities Accelerated Master Contracts

**NOTICE IS HEREBY GIVEN** that the Minnesota State Colleges and Universities, Office of the Chancellor (O/C) is soliciting information to compile an accelerated contracting list for professional/technical services, such as architectural, engineering, construction administration, inspection, and testing. All firms wishing to be on this accelerated contracting list must first be registered on the Department of Administration, Division of State Building Construction (DSBC) Master Roster.

All qualified DSBC Master Roster firms responding to this RFI will, upon signing a MnSCU master contract, be placed on MnSCU's Master List of Consultants for use by all MnSCU Colleges and Universities. Responding firms must submit applications per instructions available at the MnSCU **website**, [www.facilities.mnscu.edu](http://www.facilities.mnscu.edu); click on MnSCU RFI in the upper right corner of the screen.

Firms on the current accelerated contracting list that expires June 30, 2003 must requalify and re-apply. All responses must be received no later than 4:00 p.m. CDT on Monday June 2, 2003. Late responses will not be considered. Address questions to David Hardin at [david.hardin@so.mnscu.edu](mailto:david.hardin@so.mnscu.edu).

## Department of Military Affairs

### Notice of Request for Proposals for Professional Services to Complete a Boundary Survey of Various Minnesota Army National Guard Sites (Project No. 03709)

The Minnesota Department of Military Affairs is seeking professional services to complete a boundary survey of various Minnesota Army National Guard sites. Scope of services shall consist of:

Provide a certified property boundary survey of various Minnesota Army National Guard sites which include the Arden Hills Army Training Site (AHATS) and various Minnesota Training and Community Center (Armory) sites. Surveys shall include research of legal description, placement of property boundary markers, and the recovery and placement of missing section and quarter corner markers. Place, recover and/or reset all missing or required property markers to complete the property boundary survey. All material used and placement of markers shall meet current County and State requirements. Digital products will be used with GIS and CAD applications. The following deliverables are required for each property:

- One copy of *Certificate of Survey*, maps and legal descriptions for all property parcels surveyed under this contract. The contractor or his representative shall file completed *Certificate of Survey* with the appropriate government authority in accordance with State Statute 389.08, Filing of Surveys in Certain Counties. All surveys shall be conducted in accordance with the following standards **as revised by FMO on 20 March 2003**:
  - A. MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS as adopted by American Land Title Association, American Congress on Surveying and Mapping and National Society of Professional Surveyors 1999
  - B. Table A - Optional Survey Responsibilities and Specifications
  - C. Accuracy Standards for ALTA/ACSM Land Title Surveys
  - D. Minimum Angle, Distance and Closure Requirements for Survey Measurements
- One copy of each *Certificate of Location* of all recovered and reset property markers to the State and filed with the appropriate government authorities.
- One georeferenced ArcView shapefile in the UTM, Zone 15, NAD83 metric coordinate system in electronic format, containing end and corners
- Georeferenced AutoCAD version 2000 DWG file in UTM, Zone 15, NAD83 metric coordinate system with property corners and lines in electronic format. The DWG file will meet special data standards and will have Federal Geographic Data Committee (FGDC) compliant metadata.
- Georeferenced AutoCAD version 2000 DWG file using county coordinates with property corners, lines, and building corners, in electronic format.

The Request for Proposals is available by writing or calling Ms. Anna Swoboda, Minnesota Department of Military Affairs, Facilities Management Office, Camp Ripley, 15000 Highway 115, Little Falls, MN 56345-4173, **Telephone** (320) 632-7569, or **e-mail** [Anna.Swoboda@mn.ngb.army.mil](mailto:Anna.Swoboda@mn.ngb.army.mil).

Proposals must be submitted in the format provided in the Request for Proposals. Proposals must be received not later than 2:00 p.m. Central Time, June 2, 2003. No late proposals will be accepted.

# State Contracts

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## Minnesota Department of Public Safety

### Office of Traffic Safety

#### Notice of Request for Proposals for Conference Services for the Child Passenger Safety Technical Training Workshop and the Safe & Sober Law Enforcement Conference

The Minnesota Department of Public Safety is seeking proposals to contract for the professional and technical services to provide conference services for the contiguous Child Passenger safety Technical Training Workshop and the Safe & Sober Law Enforcement Conference, September 2003. Details are contained in a complete Request for Proposals (RFP) which may be obtained by calling or writing:

**Contact:** Terri Thill  
**Telephone:** (651) 284-3708  
**TDD:** (651) 215-9091  
**Fax:** (651) 297-4844  
**Address:** Department of Public Safety  
Office of Traffic Safety  
444 Cedar Street, Suite 150  
St Paul, Minnesota 55101-5150  
**E-mail:** [Theresa.thill@state.mn.us](mailto:Theresa.thill@state.mn.us)

Prospective respondents who have questions regarding this RFP may write Ms. Thill by regular mail, by fax and/or by e-mail. Questions should be received by 2:00 p.m. Central Daylight Time on May 15, 2003. All answers to questions will be in writing and sent to all entities requesting a complete RFP. Questions received after that time may not receive responses. Estimated total cost of the contract is \$90,000.00. Final date for submitting proposals is May 27, 2003 by 2:00 p.m. Central Daylight Time. Late proposals will not be considered. This RFP does not obligate the State to complete the proposed project and the State reserves the right to cancel the solicitation if it is considered to be in the State's best interest. All expenses incurred in responding to this RFP shall be borne by the responder.

## Department of Trade and Economic Development

### Request for Proposals for Professional Services to Conduct Financial and Compliance Audits

**NOTICE IS HEREBY GIVEN** that the Department of Trade and Economic Development (DTED) requests proposals to conduct financial and compliance audits of the Minnesota Public Facilities Authority, a component unit of the State of Minnesota, for the state fiscal year ending June 30, 2003, with the option to renew the contract annually through the audit for the fiscal year ending June 30, 2007.

DTED will select a contractor from the responders on the basis of expressed understanding of project objectives, work plan, qualification and experience of the company, qualification and experience of company personnel assigned to the project, and cost detail.

All proposals must be received no later than: 4:00 PM Central Time, Tuesday, May 27, 2003.

In compliance with *Minnesota Statutes* § 16C.07, the availability of this work is being offered to state employees. The State will evaluate the responses of any state employee, along with other responses to this Request for Proposals.

Prospective responders should request the complete Request for Proposals by contacting:

MN Department of Trade & Economic Development  
Ms. Judith M. Kislenger  
500 Metro Square  
121 7th Place East  
Saint Paul, MN 55101-2146

**phone:** (651) 297-1360  
**fax:** (651) 296-8833  
**e-mail:** [judy.Kislenger@state.mn.us](mailto:judy.Kislenger@state.mn.us)

**Department of Transportation****Engineering Services Division****Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")**

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-Qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-Qualification Program.

Mn/DOT is currently requesting application from consultants in the following service areas: preliminary design, highway design, bridge inspection and environmental studies. Technical and administrative qualification requirements are located on the web site indicated below. In the future, Mn/DOT will be requesting applications for additional highway related consulting services as those services become available. Following advertisement of a particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program Information, application requirements and application forms are available on Mn/DOT's web site at <http://www.dot.state.mn.us/consult>

Send completed application material to:

Robin Valento  
Pre-Qualification Administrator  
Minnesota Department of Transportation  
Consultant Services  
395 John Ireland Boulevard, Seventh Floor, Mail Stop 680  
St. Paul, MN 55155

**NOTE: Due Date: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.**

**Department of Transportation****Engineering Services Division****Notice Concerning Professional/Technical Contract Opportunities**

**NOTICE TO ALL:** The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: [www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult).

New public notices may be added to the website on a daily basis and be available for the time period indicated within the public notice.

## Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

## Hennepin County Medical Center

### Request for Proposal for Supply Chain Management for the Hennepin County Medical Center

Hennepin County Medical Center (HCMC) is a Level 1 Trauma Center in downtown Minneapolis, MN, with 450 staffed beds and bassinets, providing emergency and routine medical care to patients throughout the three county metropolitan area. HCMC consumes \$100 million annually in medical supplies, equipment maintenance, and commodities and is seeking a consultant to assist HCMC in becoming effective and efficient in the selection, negotiation, acquisition, maintenance and utilization of resources. The consultant will facilitate the development of a new purchasing/materials/supply chain system and provide interim executive leadership for the current HCMC purchasing/materials management/supply chain functions.

The complete request for Proposal is available in the Purchasing and Contract Services section of the Hennepin County **Web site** at [www.co.hennepin.mn.us](http://www.co.hennepin.mn.us), or a copy can be obtained by calling Aileen Baesemann at (612) 347-5774. Questions about the RFP should be submitted in writing, either by letter (to the address below), **fax** (612) 904-4214, or electronic mail ([Aileen.Baesemann@co.hennepin.mn.us](mailto:Aileen.Baesemann@co.hennepin.mn.us)). Proposals must be received and time-stamped no later than 4:30 CDT on Wednesday, May 28, 2003 at the following address:

Aileen Baesemann  
Associate Administrator  
Hennepin County Medical Center  
Mail Code 811  
701 Park Ave.  
Minneapolis, MN 55415

## Metropolitan Council - Metro Transit

### Sealed Bids Requested for Installation of Air Conditioning Equipment

Metro Transit, a division of the Metropolitan Council, is soliciting sealed bids for installation of air conditioning equipment at its South Garage, 2100 MTC Road, Minneapolis, MN 55450. Bids are due at 2:00 p.m. on May 15, 2003.

Bids must be submitted in accordance with the invitation for Bids document available from:

Metropolitan Council  
Metro Transit Purchasing Department  
515 Cleveland Avenue  
St. Paul, MN 55114  
(612) 349-5070

## University of Minnesota

### Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Request for Bids/Proposals through its web based Bid Information Services (BIS). Subscriptions to BIS are \$75/year. Visit our web site at [bidinfo.umn.edu](http://bidinfo.umn.edu) or call BIS Coordinator at (612) 625-5534.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. to 4:30 p.m. in the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

## Health Statistics 2000

Data regarding live births, induced abortions, fertility, infant mortality and fetal deaths, general mortality, marriage, divorce and population. Softcover, 139pp. **Stock No. 10-12 \$12.95** (Call for info. re: prior volumes.)

## Directory of Licensed & Certified Health Care Facilities

Year 2002 edition. Comprehensive listing of hospitals, nursing homes, supervised living facilities, outpatient clinics, home health agencies, hospices, etc. within the state. List organized by county and alphabetically. Softcover, 353pp. **Stock No. 1-89 \$23.95**

## HCPCS Manual 2002

HCFA common procedural coding system, HCPCS Level II and Level III procedure codes. Looseleaf, 204pp. **Stock No. 5-2 \$21.95**

## HCFA 1500 Manual - 4th edition

Standards of use manual by the administrative uniformity committee, November 9, 2000. (Does not include forms.) Looseleaf, 118pp. **Stock No. 5-9 \$15.95**

## Long Term Care Nursing Assistant Course

**Student Textbook** Coursework for students studying to be a nursing assistant in long term care. Looseleaf, 155pp.

**Stock No. 5-14 \$17.95 Binder- Stock No. 10-33 \$7.95**

**Student Skill Sheets** Worksheets. Looseleaf, 122pp.

**Stock No. 5-15 \$8.95**

**Instructor Packet** Curriculum guide for teaching nursing assistant course/LTC. Looseleaf, 148pp.

**Stock No. 5-16 \$15.95 Binder- Stock No. 10-33 \$7.95**

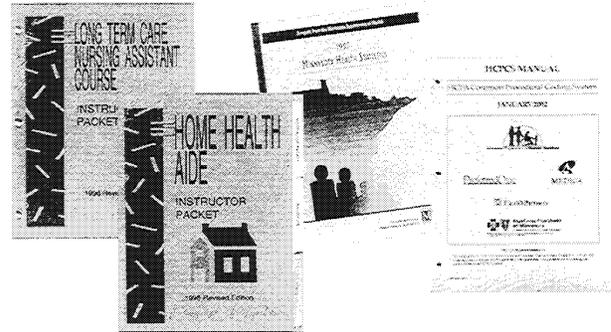
## Home Health Aide Course

**Student Textbook** Coursework for students studying to be a home health aide. Looseleaf, 88pp. **Stock No. 5-17 \$15.95**

**Binder- Stock No. 10-33 \$7.95**

**Instructor Packet** Curriculum guide for teaching home health aide course. Looseleaf, 94pp. **Stock No. 5-18 \$18.95**

**Binder- Stock No. 10-33 \$7.95**



## HTAC Educational Booklets

With the recent closure of the Health Technology Advisory Council of fices, Minnesota's Bookstore was asked to make available the following titles remaining in their inventory. (Future printings of these booklets will be based on demand. LIMITED QUANTITY AVAILABLE.)

<b>The following titles sell for \$4.99 each:</b>	<b>Stock No.</b>
C-Reactive Protein: Screening of Coronary Artery Disease	10-41
Detection of CAD with Electron Beam Computed Tomography	10-25
Genetic Testing for Susceptibility to Breast Cancer	10-36
Helical CT for Lung Cancer Screening/Asymptomatic Patients	10-37
Intracoronary Brachytherapy	10-46
MMR Vaccine and Autism: No Evidence of Association	10-44
New Technologies for Cervical Cancer Screening	10-54
Postmenopausal Hormone Replacement	10-53
Preventive Therapies: Women/Increased Risk of Breast Cancer	10-57
St. John's Wort	10-67
Surgical Alternatives/Hysterectomy/Abnormal Uterine Bleeding	10-20
Use of Botulinum Toxin-A in Pain/Neuromuscular Disorders	10-55
Treatment of Obstructive Sleep Apnea in Adults	10-56
Tumescent Liposuction	10-69
Human Growth Hormone/Children with Idiopathic Short Stature	10-34
<b>The following titles sell for \$2.99 each:</b>	
Dental Implants	10-35
Pre-operative Autologous (Self) Blood Donation	10-52
Refractive Eye Surgery for Myopia	10-42
St. John's Wort Questions & Answers	10-60

