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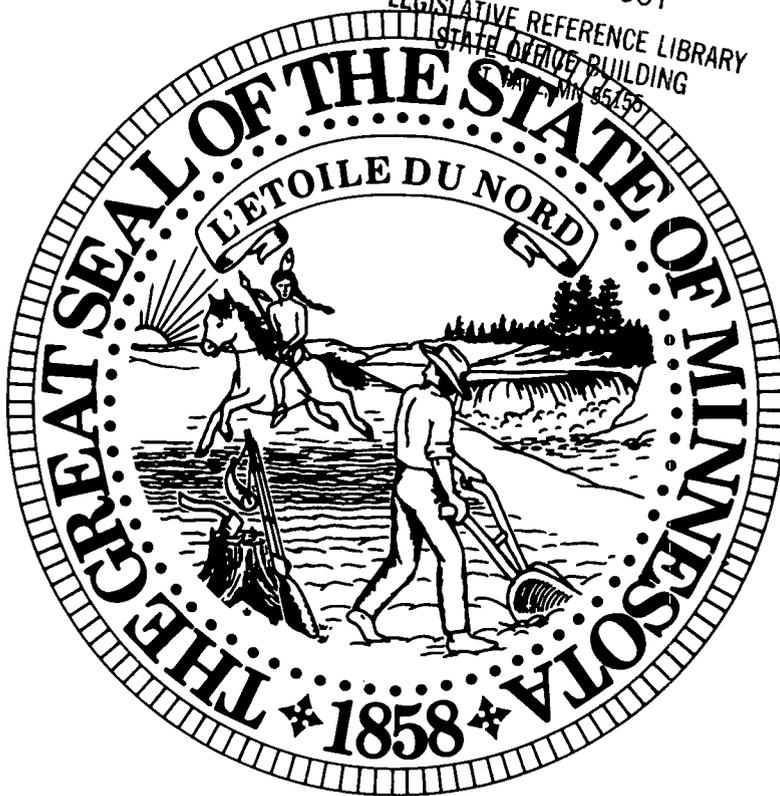
# The Minnesota State Register

Department of Administration—Print Communications Division

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# State Register

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

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official notices, state and non-state contracts, contract awards, grants, and announcements.

A *Contracts Supplement* is published every Thursday and contains additional state contracts and advertised bids, and the most complete source of state contract awards available in one source.

### Printing Schedule and Submission Deadlines

Vol. 15 Issue Number	*Submission deadline for Adopted and Proposed Rules, Commissioners' Orders**	*Submission deadline for Executive Orders, Contracts, and Official Notices**	Issue Date
39	Monday 11 March	Monday 18 March	Monday 25 March
40	Monday 18 March	Monday 25 March	Monday 1 April
41	Monday 25 March	Monday 1 April	Monday 8 April
42	Monday 1 April	Monday 8 April	Monday 15 April

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

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

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

The *State Register* is published every Monday (Tuesday when Monday is a holiday) by the State of Minnesota, Department of Administration, Print Communications Division, 117 University Avenue, St. Paul, Minnesota 55155, pursuant to *Minnesota Statutes* § 14.46. A *State Register Contracts Supplement* is published every Thursday. The Monday edition is the vehicle for conveying all information about state agency rulemaking, including official notices; hearing notices; proposed, adopted and emergency rules. It also contains executive orders of the governor; commissioners' orders; state contracts and advertised bids; professional, technical and consulting contracts; non-state public contracts; state grants; decisions of the supreme court; a monthly calendar of scheduled cases before the supreme court; and other announcements. The Thursday edition contains additional state contracts and advertised bids, and the most complete listing of contract awards available in one source.

In accordance with expressed legislative intent that the *State Register* be self-supporting, the following subscription rates have been established: the Monday edition costs \$140.00 per year and includes an index issue published in August (single issues are available at the address listed above for \$3.50 per copy); the combined Monday and Thursday editions cost \$195.00 (subscriptions are not available for just the *Contracts Supplement*); trial subscriptions are available for \$60.00, include both the Monday and Thursday edition, last for 13 weeks, and may be converted to a full subscription anytime by making up the price difference. No refunds will be made in the event of subscription cancellation.

Both editions are delivered postpaid to points in the United States, second class postage paid for the Monday edition at St. Paul, MN, first class for the Thursday edition. Publication Number 326630 (ISSN 0146-7751).

Subscribers who do not receive a copy of an issue should notify the *State Register* circulation manager immediately at (612) 296-0931. Copies of back issues may not be available more than two weeks after publication.

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

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

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

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

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8820.0100; .0600; .0700; .0800; .1000; .1400; .1500; .1800;		.1264; .1266; .1268; .1270; .1300; .1302; .1304; .1306;	
.1900; .2000; .2100; .2300; .2400; .2500; .2700; .2800;		.1308; .1310; .1312; .1314; .1316; .1318 (proposed repealer) ..	654
.2900; .3100; .3300; .3400; .9910; .9925; .9930; .9935;		9500.1205; .1206 s.19.31; .1209; .1210; .1212; .1214;	
.9940; .9945; .9950; .9955; .9960; .9965; .9970 (proposed) ...	46	.1216; .1217; .1218; .1220; .1222; .1224; .1226 s.2,3,4;	
8820.0100; .0600; .0700; .0800; .1000; .1400; .1500; .1800;		.1227; .1228; .1229; .1230; .1232 s.1,2,3; .1238; .1240;	
.1900; .2000; .2100; .2300; .2400; .2500; .2700; .2800;		.1242; .1246; .1248 s.1,2; .1252; .1257; .1258; .1260;	
.2900; .3100; .3300; .3400; .9910; .9925; .9930; .9935;		.1262; .1264; .1266; .1268; .1270; .1300; .1302; .1304;	
.9940; .9945; .9950; .9955; .9960; .9965; .9970		.1306; .1308; .1310; .1312; .1314; .1316; .1318 (repealed) ..	1842
(proposed) .....	1354	9500.1272 (adopted) .....	120
8820.9911-.9910 (proposed repealer) .....	1354	9500.1450; .1451; .1452; .1453; .1454; .1455; .1457; .1458;	
8820.9911-.9919 (proposed repealer) .....	46	.1459; .1460; .1462; .1463 (proposed) .....	2024
8820.9911; .9912; .9913; .9914; .9915; .9916; .9917; .9918;		9500.1451 s.2,3,5,11,12, and 18; 9600.1459 s.2,3, and 4;	
.9919 (repealed) .....	1516	9500.1463 s.1 and 2 (proposed repealer) .....	2024
<b>Transportation Regulation Board</b>		9500.2060; .2100; .2140; .2340; .2380; .2420; .2440;	
8920.0100-.4000 (proposed) .....	2096	.2500; .2580; .2640; .2680; .2700; .2740; .2800; .2820;	
<b>Pollution Control Agency Waste Management Office</b>		.2880 (adopted) .....	117
9205.0400; .0410; .0420; .0430; .0435; .0445		9500.2060 subpart 118 (repealed) .....	117
(proposed) .....	2038	9502.0335; 9543.0010-.0150 (proposed) .....	474
9205.0410 s.2,3,5,8,9,10,12,13,14, and 15; 9205.0420 s.4;		9502.0335 s.3,14,16; .0341 s.1,9a; 9545.0020 s.3,9;	
9205.0440; .0450; .0460; .0470; .0480 (proposed repealer) ..	2038	9555.5415; .6145 s.6 (proposed repealer) .....	474
<b>Waste Management Office</b>		9502.0335; 9503.0030; 9525.0235; .1520; .2020; 9530.4270;	
9210.0100; .0110; .0120; .0130; .0131; .0132; .0140;		9543.3000-.3090; 9545.0090; 9555.6125; .9620;	
.0150; .0160; .0170; .0180; .0400; .0410; .0420; .0425;		9502.0335 s.7 (proposed) .....	486
.0435; .0440; .0450; .0460; .0500; .0510; .0520; .0530;		9502.0335; .9503.0030; .9525.0235; .1520; .2020; 9530.4270;	
.0540; .0550; .0560; .0570 (adopted) .....	695	9543.3000; .3010; .3020; .3030; .3040; .3050; .3060; .3070	
9210.1000; .1010; .1020; .1030; .1040; .1050;		.3080; .3090; 9545.0090; 9555.6125; .9620; (adopted) .....	2043
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.0170; .0180; .0400; .0410; .0420; .0425; .0435; .0440;		9555.5415; .6145 s.6 (repealed) .....	2105
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9210.0100 s.2,3; .0120 s.1-4; .0160 s.3; .0400 s.2,12;		.0411; .0412 (proposed) .....	1398
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9220.0800; .0805; .0810; .0815; .0820; .0825; .0830;		9530.6605; .6640; .6650; .7000; .7031 (adopted emergency) ..	627
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<b>Human Services Department</b>		.3624; .3626; .3630; .3635; .3640; .3650; .3660; .3670;	
9500.1202; .1206; .1211; .1213; .1215; .1219; .1221;		.3680; .3690 (adopted) .....	1513
.1223; .1225; .1226; .1231; .1232; .1233; .1235; .1237;		9520.0300; .0310; .0320 (repealed) .....	1515
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### Adopted Rules

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

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

## Department of Agriculture

### Adopted Permanent Rules Relating to Livestock Weighing Services Fees

The rule proposed and published at *State Register*, Volume 15, Number 28, pages 1533-1534, January 7, 1991 (15 SR 1533) is adopted as proposed.

## Board of Chiropractic Examiners

### Adopted Permanent Rules Relating to Graduate Preceptorship Program

The rules proposed and published at *State Register*, Volume 15, Number 26, pages 1447-1450, December 24, 1990 (15 SR 1447) are adopted as proposed.

## Department of Health

### Adopted Permanent Rules Governing Residential Lead Abatement Methods and Standards for Lead in Paint, Dust, and Drinking Water

The rules proposed and published at *State Register*, Volume 15, Number 21, pages 1216-1225, November 19, 1990 (15 SR 1216) and Volume 15, Number 23, page 1313, December 3, 1990 (15 SR 1313) are adopted with the following modifications:

#### Rules as Adopted

#### 4750.0200 DEFINITIONS.

Subp. 6. **Bare soil.** "~~Bare soil~~" means ~~an outdoor area of one square foot or more where soil is visible~~ has the meaning given in part 4760.0015.

Subp. 8. **Deteriorated paint or deteriorating paint.** "~~Deteriorated paint~~" or "~~deteriorating paint~~" means paint that has become or is becoming chipped, peeled, ~~eracked,~~ or otherwise separated from its substrate or that is attached to damaged ~~base material~~ substrate.

Subp. 10. **Encapsulation.** "Encapsulation" has the meaning given in Minnesota Statutes, section 144.871, subdivision 6 7.

Subp. 12. **Intact paint.** "Intact paint" means any paint that is not deteriorated paint or deteriorating paint as defined in subpart 7 8.

Subp. 15. **Residence.** "Residence" means:

A. every structure used or intended for use as single family habitation, including exterior structure and ground surfaces, and every other structure located within the same lot; ~~or~~

B. a dwelling unit within a structure used or intended for use as multifamily habitation, including common areas located within the same lot and exterior structure and ground surfaces but not including other dwelling units; or

C. every location, such as a residential child care facility, in which the child regularly spends several hours per day and all associated structures and areas to which the child has access.

#### **4750.0400 ASSESSMENT.**

Subp. 4. **Paint.** In conducting an assessment, a board of health must test paint from each type of surface, such as a wall, floor, window well, windowsill, ceiling, shelf, door, or fixture. A board of health must test all deteriorating paint and must test intact paint on surfaces that are accessible to small children as chewable or lead-dust producing surfaces and that are sources of actual lead exposure. A board of health is not required to test paint on every surface within a residence. The selected surfaces must be tested by either:

Subp. 5. **Dust.** In conducting an assessment, a board of health must test dust from each type of horizontal hard surface, such as a floor, window well, windowsill, shelf, or fixture. Carpeting, if any, must be tested for lead in dust nearest the main entrance to the residence and elsewhere within the residence if the carpet appears to the board of health to be in a soiled or worn condition or has not been subject to regular cleaning with a vacuum cleaner. A board of health must also test dust from surfaces that are accessible to small children, that are lead-dust producing, and that are actual sources of lead exposure. A board of health is not required to test dust on every surface within a residence. Dust samples from hard surfaces must be analyzed by a method approved by the United States Environmental Protection Agency as described in subpart 4, item B. Dust samples from carpeting must be analyzed by a method described in "Determination of Lead in Soil," Soil Testing and Research Analytical Laboratories, Department of Soil Science/Agricultural Experiment Station, University of Minnesota, Saint Paul, Minnesota, July 1990. This publication is incorporated by reference and is available through the Minitex interlibrary loan system. This publication is not subject to frequent change. A dust sample must be collected from an area of one square foot, if possible. For hard surfaces, either the method described in item A or B may be used. For carpeting, the method described in item B must be used. If the method in item B fails to collect enough of a dust sample from carpeting to conduct analysis, then the carpeting is considered to be in compliance. The information listed in item C must be recorded for each dust sample.

Subp. 7. **Soil.** In conducting an assessment, the board of health must test bare soil from the residence. The board of health need not collect and test soil from the residence for possible soil lead if the property owner agrees to treat the bare soil according to the abatement procedures adopted by the Pollution Control Agency under Minnesota Statutes, section 144.878, subdivision 2, paragraph ~~(e)~~ (b). Soil must be collected according to items A to F and must be analyzed by a method described in "Determination of Lead in Soil," prepared by the Soil Testing and Research Analytical Laboratories, Department of Soil Science/Agricultural Experiment Station, University of Minnesota, Saint Paul, Minnesota, July 1990. This publication is available through the Minitex interlibrary loan system and is incorporated by reference. This publication is not subject to frequent change.

D. A standard soil sampling tube or a putty knife is an acceptable sampling tool. The sampling tool must be cleaned prior to each use.

Subp. 8. **Soil assessment ~~larger than~~ beyond a residence.** If a board of health undertakes the assessment of lead contamination in an area ~~larger than~~ beyond a residence, the board of health must conduct the assessment according to the methods described in this subpart.

C. Twelve samples must be collected ~~of~~ from each soil sample location described in the area subitems (1), (2), and (3). For purposes of this subpart, soil sample location means soil collected within:

(1) three feet of a foundation ~~or within;~~

(2) three feet of a street, sidewalk, alley, or driveway; ~~or from any other;~~ and

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

## Adopted Rules

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(3) an area of the residential property not described in subitems (1) and (2).

E. A standard soil sampling tube or a putty knife is an acceptable sampling tool. The sampling tool must be cleaned prior to each use.

### 4750.0500 LEAD ABATEMENT METHODS.

Subp. 2. **Paint abatement preparations.** Abatement of lead-based paint must not begin until the requirements in items A to E have been met.

C. For interior paint abatement:

(3) the rooms to be abated must be sealed from the rest of the residence and from the exterior by securely taping six mil or equivalent thickness tarpaulins or plastic over windows or doors not to be used during abatement and over any other openings into the work area such as, but not limited to, heating vents; air conditioning vents; and plumbing, electrical, or telephone system penetrations of floors, walls, or ceilings in the rooms to be abated;

D. For exterior paint abatement:

(1) occupants of the residence to be abated and of adjoining residences must be advised to remove all personal property from the lot before abatement and to close all doors, windows, and storm windows during abatement;

(2) tarpaulins or plastic ~~in good condition~~ must be:

(b) overlapped at least 18 inches where the tarpaulins or plastic meet and secured to each other; ~~and~~

(c) laid over the ground at least 15 feet in all horizontal directions from the surface to be abated. An additional five feet of tarpaulin is required for each floor to be abated above the first floor to a maximum of 25 feet; and

(d) in good condition.

Subp. 3. **Paint abatement methods.** Except as prohibited in subpart 4, paint that exceeds a standard in part 4750.0300 must be abated by the methods in this subpart.

C. Intact paint that exceeds a standard in part 4750.0300 must be abated if it is on a chewable or lead-producing surface and is a source of actual lead exposure. A property owner ~~or resident~~ may choose to have intact lead paint abated even if it is not on a chewable or lead-producing surface or is not a source of actual lead exposure. Intact paint must be abated according to the abatement preparations and methods described in this part. Intact paint must either be:

Subp. 4. **Prohibited paint abatement methods.** The following abatement methods are prohibited:

H. covering with contact paper, ~~wallpaper~~ flexible wallcovering of less than 21 ounces per square yard, or new paint; and

Subp. 6. **Waste removal Daily cleanup.** Waste must be ~~removed~~ cleaned daily from the worksite so ~~that~~ no visible deposits remain. On-site storage of waste is allowed only in covered containers and the storage site must be secure from intrusion.

### 4750.0600 REASSESSMENT.

Subpart 1. **Reassessment required.** Abatement of lead in paint and dust is considered successfully completed when reassessment demonstrates compliance with standards in part 4750.0300. A board of health must conduct the reassessment of a residence for which orders were issued under part 4750.0400, subpart 1, ~~item B~~.

Subp. 2. **Sample collection.** In conducting a reassessment, a board of health must collect interior dust samples from each type of horizontal surface that has been abated or exposed to dust from abatement. A board of health is not required to sample dust from every surface within a residence. A board of health must collect dust samples according to the method described in part 4750.0400, subpart 4 ~~5~~.

### 4750.0700 ABATEMENT CONTRACTOR DUTIES.

Subpart 1. **Equipment required.** An abatement contractor must provide employees with hooded coveralls, shoe coverings, gloves, and toxic dust respirators listed on the Certified Equipment List of the National Institute of Occupational Health, United States Department of Health and Human Services, Washington, D.C., Government Printing Office, January 1989. This publication is incorporated by reference and is available through the Minitex interlibrary loan system. This publication is not subject to frequent change. The abatement contractor must ensure that employees properly use these items during work described in part 4750.0500 and that employees do not wear or take these items away from the worksite except as necessary for proper cleaning and storage or for proper disposal, if not reuseable. Reused work clothing and cleaning materials such as rags must be laundered separately from other clothing and cleaning materials. Disposable clothing and cleaning materials must be disposed with lead-contaminated waste. Hand and face washing facilities must be provided by the contractor and used by employees prior to leaving the work site.

**Notice of Renumbering of Residential Lead Abatement Rules**

Because the part numbers 4750.0100 to 4750.0800 assigned to the residential lead abatement rules were previously assigned to rules in another rulemaking proceeding, the Revisor of Statutes shall editorially renumber the adopted residential lead abatement rules as Minnesota Rules, parts 4761.0100 to 4761.0800.

## Proposed Rules

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

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

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

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

## Pollution Control Agency

### Supplemental Notice of Hearing

#### **Correcting Notice on Proposed Rules Governing Open Burning Restrictions and Permitting Requirements, *Minnesota Rules* pts. 7005.0705 to 7005.0815**

**PLEASE TAKE NOTICE** that the notice of hearing in the above-entitled matter, published in the *State Register* at 15 S.R. 2035 on March 11, 1991, was incomplete. The following is the paragraph as it should have appeared in the notice, with the changed language underlined:

Any person may present his or her view on the proposed rules in one or more of the following ways: by submitting written data to the Administrative Law Judge at any time before the close of the hearing; by submitting oral or written data at the hearing; and by submitting written data to the Administrative Law Judge during the comment period following the hearing. The comment period will be not less than five working days after the public hearing ends. The comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. The written material received during the comment period shall be available for review at the Office of Administrative Hearings. Within three business days after the expiration of the comment period, the MPCA and interested persons may respond in writing to any new information received during the comment period. No additional evidence may be submitted during the three-day period. Any written comments or responses submitted must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the final day of the respective comment and response periods.

Please make a note of the new information. Questions concerning this notice should be directed to Norma L. Florell, Minnesota Pollution Control Agency, 520 Lafayette Road, St. Paul, Minnesota 55155-3898, (612) 296-7712.

Dated: 19 March 1991

Charles W. Williams  
Commissioner

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

# Commissioners' Orders

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## Department of Natural Resources

### Commissioner's Order No. 2408: Regulations Closing Certain Waters to the Taking of Certain Species of Fish; Amending Commissioner's Order No. 2401

PURSUANT TO AUTHORITY vested in me by *Minnesota Statutes* §§ 97A.045, 97C.395, 97C.401, and other applicable law, I, Rodney W. Sando, Commissioner of Natural Resources, hereby prescribe the following amendment to Commissioner's Order No. 2401, regulating the closing of certain waters to the taking of certain species of fish.

**Section 1.** That portion of Sec. 3 of Commissioner's Order No. 2401 entitled "Cook County" is amended to read as follows:

**Cook County:**

Sea Gull River, S.19,30,31, T.66, R.4, and S.25,36, T.66, R.5, from Sea Gull Lake including Gull Lake to Saganaga Lake approximately 1/3 mile north of the narrows. Date closed—from April 1 through the Friday before Memorial Day weekend.

**Sec. 2.** All other provisions of Commissioner's Order No. 2401 remain in full force and effect.

Dated at St. Paul, Minnesota, this 13th day of March, 1991.

Rodney W. Sando, Commissioner  
Department of Natural Resources

## Official Notices

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

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

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## Board of Animal Health

### Notice of Board Meeting

A meeting of the Board of Animal Health has been scheduled for Friday, April 19, 1991 at the Board offices at 9:30 a.m. The Board offices are located at 90 W. Plato Boulevard, St. Paul, MN 55107.

Information about this meeting may be obtained by calling the Board office at 612-296-5000.

Eugene H. Kirchoff  
Accounting Supervisor

## Minnesota Comprehensive Health Association

### Notice of Meeting of Trademark Ad-Hoc Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the Minnesota Comprehensive Health Association Trademark Ad-Hoc Committee will be held on Wednesday, April 3, 1991, at 11:30 a.m. at Blue Cross and Blue Shield of Minnesota, 3535 Blue Cross Road, Eagan, Minnesota, in the sixth floor board room.

For additional information, please call Lynn Gruber at 683-2150.

## Metropolitan Council

### Public Hearing to Amend Fiscal Year 1990-91 Capital Improvement Program for Regional Recreation Open Space (Regional Parks)

The Metropolitan Council will hold a public hearing to amend the Fiscal Year 1990-91 Capital Improvement Program (CIP) for the Regional Recreation Open Space System, the "regional parks" on Tuesday, May 7, 1991 at 10:30 a.m. in the Council Chambers, Mears Park Centre, 230 E. Fifth Street, St. Paul.

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## State Contracts and Advertised Bids

All interested persons are encouraged to attend the hearing and offer comments. People may register in advance to speak by calling Ellie Porter, Metropolitan Systems Committee secretary at 291-6312. Copies of the amendment to the CIP are available by contacting the Council's Data Center at 291-8140.

### Teachers Retirement Association

#### Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, April 10, 1991, at 9:30 a.m. in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

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## State Contracts and Advertised Bids

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

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

Awards of contracts and advertised bids for commodities and printing, as well as awards of professional, technical and consulting contracts, appear in the midweek **STATE REGISTER Contracts Supplement**, published every Thursday. Call (612) 296-0931 for subscription information.

### Materials Management Division—Department of Administration:

#### Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

**Commodity:** Application of fertilizer and/or herbicides

**Contact:** Joyce Dehn 297-3830

**Bid due date at 2pm:** April 4

**Agency:** Various

**Deliver to:** Various

**Requisition #:** Price contract

**Commodity:** Computer hardware, software & implementation

**Contact:** Donald Olson 296-3771

**Bid due date at 2pm:** April 16

**Agency:** State Treasurer's Office

**Deliver to:** St. Paul

**Requisition #:** Price contract

## State Contracts and Advertised Bids

### Department of Administration: Print Communications Division

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

Printing vendors NOTE: Other printing contracts can be found in the Materials Management Division listing above, and in the Professional, Technical & Consulting Contracts section immediately following this section.

**Commodity:** Alcohol and Drug Abuse Client Data System Form, 10M 3-part NCR sets 11"x17" plus stub, camera ready negs available, pad on top in sets of 25 per pack

**Contact:** Printing Buyer's Office

**Bids are due:** March 27

**Agency:** Human Services Department

**Deliver to:** St. Paul

**Requisition #:** 15188

**Commodity:** Employee Biweekly Time Report, 6M books of 28 3-part sets, 12"x8½" overall, chipboard back, tag wrap around cover, carbonless, ½" stub left/right

**Contact:** Printing Buyer's Office

**Bids are due:** March 27

**Agency:** Administration Department—Central Stores

**Deliver to:** St. Paul

**Requisition #:** 15311

**Commodity:** Lakewood Viewbook Folder, 15M 9"x12" two folds, camera ready, 2-sided, 2 halftones, 6 duotones, 3 4-color process, 3 sided (solid) bleeds, glue pocket sides

**Contact:** Printing Buyer's Office

**Bids are due:** March 29

**Agency:** Lakewood Community College

**Deliver to:** White Bear Lake

**Requisition #:** 15338

**Commodity:** Billboard Panels for Oak Wilt, 10 sets, 46"x64" each, negs available, total size 270"x125", 12 panels per set, 3 colors

**Contact:** Printing Buyer's Office

**Bids are due:** March 27

**Agency:** Agriculture Department—Plant Industry Division

**Deliver to:** St. Paul

**Requisition #:** 15327

**Commodity:** Citizen's accident report, 250M 2-part sets, 4-pages, 2-sided, pages 1&2—8½"x13⅜" and pages 3&4—8½"x5⅝" both overall with 1¼" stub at top, carbon interleave

**Contact:** Printing Buyer's Office

**Bids are due:** March 28

**Agency:** Public Safety Department

**Deliver to:** St. Paul

**Requisition #:** 15344

## MAILING LISTS GALORE

### Successful business means successful sales

The Minnesota Documents Division has a variety of mailing lists of licensed professionals and permit holders that will enable you to focus your marketing efforts on a targeted audience.

Types of lists available are: registered nurses, real estate agents, physicians, insurance agents, boatowners, hunters, cosmetologists, teachers, and many more! And you can get them on printouts, cheshire/pressure sensitive labels, as well as 9-track magnetic tapes.

What's more, you can choose from several selection capabilities. You will find our selections most helpful and beneficial to your business when you learn that you can acquire names and addresses of individuals in the areas you need to target most.

Find out more about our mailing lists by writing for our free mailing list catalog. In a hurry? Call (612) 297-2552 for more information. Requests can be sent to: Minnesota Documents Division, Mailing List Operation, 117 University Avenue, St. Paul, MN 55155. FAX: (612) 296-2265.

Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

# Professional, Technical & Consulting Contracts --- ---

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

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## Department of Corrections

### Request for Proposal for Central Office Internal Affairs Officer

The Minnesota Department of Corrections is seeking proposals for a Central Office Internal Affairs Officer. The Internal Affairs Officer is a part-time contract consultant who will conduct internal investigations within the Department of Corrections. He/she will submit reports and recommendations to the department's administration.

#### Duties and Responsibilities:

- Investigative assignments by deputy commissioners and assistant commissioner
- Assist internal affairs officers at the Minnesota Correctional Facility—Oak Park Heights and the Minnesota Correctional Facility—Stillwater
- Centralize gang information and disseminate
- Provide services to the seven institutions that do not have internal affairs officers:
- Investigative assignment shall include:
  - Investigate very serious crimes and suicides
  - Investigate human rights cases
  - Investigate sexual harassment cases
  - Investigate worker's comp cases
  - Investigate abuse of sick leave cases
  - Investigate inmate lawsuits
  - Conduct background investigations
  - Provide training to staff on interviewing, search and seizure, and testifying in court
  - Protect crime scenes, collection of evidence
- Assist fugitive investigator
- Assist attorney general on lawsuits which need follow-up

#### Special Requirements:

This contract requires detailed knowledge of the organization and policy/procedures of the Department of Corrections. Must have established unlimited and positive relationships with local, county, state and federal law enforcement agencies. Also requires established contacts within the public sector to obtain information. Must be extremely familiar and sensitive to data privacy laws. In addition, the person must have the ability to interrogate and confront people in manners that provide maximum information with minimum delay. Also, this person must demonstrate succinct writing skills to provide appropriate reports and documents.

Submit proposals to or for additional information contact:

James B. Zellmer, Director  
Institution Support Services  
Department of Corrections  
300 Bigelow Building  
450 North Syndicate Street  
St. Paul, Minnesota 55104  
Phone: (612) 642-0247

Proposals for the above contract must be submitted no later than April 15, 1991.

## Minnesota Historical Society

### Notice of Contract Availability for Cultural Resource Survey and Planning Work

The Minnesota Historical Society is considering completing several of the cultural resource survey and planning projects outlined below, and requests proposals from qualified contractors.

## Professional, Technical & Consulting Contracts

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1. National Register nomination for the Hibbing Historic Commercial District (St. Louis County)
2. National Register nominations for Coleraine City Hall (Itasca County) and St. Louis County Courthouse in Virginia
3. National Register nominations for Larsmont School (Lake County) and Danforth School (Pine County)
4. National Register nominations for King Post Bridge (Rock County) and Chicago Northwestern Depot in Sleepy Eye (Brown County)

### Required qualifications:

1. Demonstrated experience in conducting cultural resource planning, identification, evaluation, and/or registration activities in conformance with the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation highly preferred.
2. Preparation of a National Register form for a property that has been placed on the Register within the last five years highly preferred.
3. Principal Investigator must meet the Secretary of the Interior's professional qualifications for historian or architectural historian.

These services will be provided under contract. More detailed information for each project including project description, and specific proposal requirements is available by calling the State Historic Preservation Office.

Additional background information is available for inspection by appointment at the Fort Snelling History Center during business hours. To schedule an appointment or to request project descriptions, call Michele Decker at 612-726-1171.

Contractor qualifications, amount of bid, and quality of proposal will be considered in making any awards.

Qualified contractors should send proposals to: Gary W. Goldsmith, Contracting Officer, 1500 Mississippi Street, St. Paul, MN 55101, no later than the close of the business day (5:00 p.m.) Tuesday, April 16, 1991. Late proposals will not be accepted. Two copies must be submitted.

Award of any of these contracts is contingent upon the availability of funds. The solicitation for proposals does not obligate the Society to complete these projects, and the Society reserves the right to cancel solicitation if it is considered to be in the Society's best interests. The Society also reserves the right to reject or accept any or all proposals and to waive any irregularities therein.

## Department of Human Services

### Brainerd Regional Human Services Center

### Request for Proposals for Medical Services

**NOTICE IS HEREBY GIVEN** that Brainerd Regional Human Services Center is seeking the following services for the period July 1, 1991 through June 30, 1992. These services are to be performed as requested by the administration of the Brainerd Regional Human Services Center.

**1. Services of Board Certified or Board Eligible Psychiatrists** to provide consultation and treatment to mentally ill clients in the Timberland Mental Health Program, five days per week, 52 weeks per year, plus on-call when assigned. Perform and record psychiatric diagnostic evaluations on newly admitted mentally ill adult and adolescent patients, provide treatment recommendations, review patient progress, meet regularly with treatment teams. On-call assignments are made on an "on-call/call-in" basis for one-week time periods, i.e., 4:30 p.m. to 8:00 a.m. (15.5 hours) each Monday, Tuesday, Wednesday, Thursday and Friday; and 8:00 a.m. to 8:00 a.m. (24 hours) each Saturday, Sunday, and Holiday if a Holiday occurs during the assignment. During on-call coverage contractor must be reachable by phone at all times, and if called in, must be able to respond within twenty (20) minutes. Multiple contracts will be awarded in order to provide the total required psychiatric services. The amount of the contracts is estimated not to exceed \$370,000.00.

**2. Services of a radiologist** to interpret X-Ray films taken by the center's X-Ray Technician. The amount of the contract is estimated not to exceed \$16,000.00.

**Responses on the above services must be received by 11:00 a.m., April 22, 1991.**

Direct inquiries and responses to:

Keith R. Bernard  
Hospital Services Director  
Brainerd Regional Human Services Center  
1777 Highway 18 East  
Brainerd, MN 56401  
218/828-2220

Award of any of these contracts is contingent upon the availability of funds. This request does not obligate the State and the State reserves the right to cancel this solicitation.

## **Department of Human Services**

### **Health Care Programs Division**

#### **Notice of Request for Proposal for Prepaid Health Plans**

The Department of Human Services is seeking proposals from prepaid health plans to provide health care services to General Assistance Medical Care (GAMC) recipients in Hennepin County. The existing GAMC prepaid health plan contractors in Hennepin County will be required to submit a modified version of the proposal. Prepaid health plans must be organized to provide all GAMC covered services and must be able to accept financial risk. Capitation rates will be set by the department in consultation with an independent actuary. Contracts will be awarded based on: (1) geographic accessibility of service delivery sites; (2) ability to provide service to the entire range of the GAMC population; (3) financial and risk capability; and (4) ability to meet quality assurance, complaint and appeal and service delivery standards. The commissioner reserves the right to reject any proposal.

The formal request for proposal which contains detailed specifications may be obtained by writing or contacting:

Rick Chiat  
Minnesota Department of Human Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3854  
Phone: 612/296-1481

The deadline for submitting a proposal is 4:30 p.m., April 8, 1991.

## **Teachers' Retirement Association**

### **Request for Proposal for Actuarial Consultant Services**

**NOTICE OF AVAILABILITY of a contract for Actuarial Consultant Contract from 7-1-91 to 6-30-93, for the Minnesota Teachers Retirement Association, Suite 500, Gallery Building, 17 West Exchange St., St. Paul, MN 55102—Tel. (612) 296-2409. Contact Persons: Elton I. Erdahl or John J. Gardner.**

**Provide actuarial consultant services to the Association; perform annual actuarial valuations and periodic experience studies as provided by *Minnesota Statutes* 354.06, Subd. 2a., Clause (6); the valuations and experience studies shall be performed according to the requirements of *Minnesota Statutes* 356.215; consult with the Executive Director and staff of the Association on any matters of an actuarial nature; make any necessary special statistical studies for the information of the Board of Trustees; prepare cost estimates for up to twelve legislative proposals relating to benefit changes; recommend to the Board appropriate mortality tables and actuarially equivalent forms of optional annuity plans; review the appropriateness of the assumptions used in the annual actuarial valuations and recommend changes if needed; and perform any other services of an actuarial nature that the Executive Director or Board may request. Final Submission Date—April 30, 1991.**

## **Minnesota Veterans Home—Hastings**

### **Notice for Request for Proposals for Health Care Contract Services**

The Minnesota Veterans Home-Hastings (MVH-H) wishes to retain a contractor to provide for the health care of residents at the Minnesota Veterans Home-Hastings in accordance with health regulations. Specific contractor duties include: Medical Director of the Home; maintenance of complete and appropriate records of all residents examined and treated; formulation of short and long range medical programs; provision of "on-call" services to meet medical needs of residents; examinations of all applicants for admission to the Home; participation in quality assurance reviews and reports; and membership on Quality Assurance, Utilization Management, Infection Control and Pharmacy Committees.

It is anticipated that the cost of this contract service will not exceed \$25,000 per year for professional services for two (2) years.

Proposals must be received by 4:30 p.m., Friday, April 5, 1991. A copy of the Request for Proposal is available from:

Susan Kiley, Administrator  
Minnesota Veterans Home  
1200 East 18th Street  
Hastings, Minnesota 55033  
Phone: (612) 437-3111

### Minnesota Office of Waste Management

#### Correction to Notice of Request for Proposals for Public Education Campaign on Waste Management

The Minnesota Office of Waste Management (OWM) makes two corrections to its original Notice of Request for Proposals, published in the March 4 *State Register*, for assistance in developing a statewide public education campaign on waste management. First, persons are considered qualified under the RFP if they have had previous, successful experience in developing and implementing areawide (rather than statewide) public education campaigns in Minnesota. Secondly, the deadline for proposals has been extended to 5:00 p.m., Monday, April 8, 1991.

Requests for additional information should be directed to Diane Wanner, Minnesota Office of Waste Management, 1350 Energy Lane, St. Paul, MN 55108. Telephone: (612) 649-5775.

### Minnesota Office of Waste Management

#### Notice of Request for Proposals for Consultant Services to Develop Curricula for Solid and Hazardous Waste Management Education

The Minnesota Office of Waste Management (OWM) is a state agency with responsibilities in the area of waste management education. The OWM operates a Waste Education Program ("Program"). The mission of the Program is to lessen state dependence on landfills by encouraging, through education, better waste management practices, including waste reduction, reuse, recycling and resource recovery. Through the Program, the OWM is developing waste management education curricula for grades kindergarten through twelve.

In September, 1989 the "Waste Reduction and Recycling Law" was passed; it gives the OWM the role and responsibility to develop and disseminate waste management education curricula for grades K-12.

The OWM seeks proposals to obtain the services of a consultant to develop curricula for solid and hazardous waste management education for grades 7 through 12 that is consistent with the Program Goals in the **Model Learner Outcomes for Environmental Education** (MN Department of Education) and follows the **Learner Outcome Framework for Minnesota's Solid and Hazardous Waste Curriculum**.

##### Scope of Work

Through this RFP, the OWM is soliciting proposals to design, develop and complete for publication by February 7, 1992, solid and hazardous waste management education curricula for grades seven through twelve. Specific experience in developing and designing secondary level curricula is desired, as well as understanding of and experience with waste management and other environmental issues.

The OWM expects to enter into a contract by July 1, 1991, which will extend no longer than February 7, 1992. (FAX COPIES WILL NOT BE ACCEPTED).

##### Response Information and Deadline

Copies of the Request for Proposals are available by contacting:

Ruth Marston  
Minnesota Office of Waste Management  
1350 Energy Lane  
St. Paul, MN 55108  
Telephone: (612) 649-5738

Proposals must be submitted to the OWM no later than 5:00 p.m., Monday, April 22, 1991.

# Non-State Public Contracts

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The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *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 the editor for further details.

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## Metropolitan Council

### Notice of Request for Proposal (RFP) for a Feasibility Study and Environmental Assessment TH 5 and Carver CR 30 Relocation

NOTICE IS HEREBY GIVEN that the Metropolitan Council is requesting proposals for consulting services to determine the feasibility, cost and environmental impacts of relocating State TH 5 and Carver CR 30 to accommodate a new regional park on Lake Waconia in Waconia, Minnesota. Services will be provided in two phases, Phase I, Feasibility Study and Phase II, Environmental Assessment. The project will commence about June 1, 1991 and should be completed by June 1, 1992.

Five copies of all proposals must be received no later than 4:00 p.m. on May 1, 1991. Proposals should be sent to: Transportation Planning Division, Metropolitan Council, 230 E. Fifth St., St. Paul, Minnesota 55101, Attention: Ann Braden.

Copies of the RFP may be obtained from the Council offices. Inquiries should be directed to Ann Braden (612) 291-6525.

## Minnesota State Bar Association

### Notice of Request for Proposals for Gender Diversity Training Program

#### Introduction

The Minnesota State Bar Association (MSBA) is an organization of attorneys licensed to practice in Minnesota. The Association has approximately 13,000 members. Between 20-22 percent of the lawyers in Minnesota are women.

In the spring of 1988, the MSBA appointed the Women in the Legal Profession Committee to identify and study the issues which affect women lawyers, to make recommendations about what the Bar Association could do to promote the professional satisfaction of women lawyers, and to aid legal employers in their efforts to deal with these emerging issues. The committee's report, released two years later, documented the concerns of women in the legal profession in a number of areas and made a number of recommendations. A copy of the report's executive summary is attached.

Among the committee's recommendations was a call for the MSBA to develop a model gender diversity training program for lawyers which would be made available to legal employers throughout the state of Minnesota. In 1990, the Gender Issues Committee was established to assist in the development and implementation of gender diversity training. This Request for Proposals is for consultant services to assist in the design of such a training program.

#### Program Goals and Objectives

The purpose of the gender diversity training program is to promote respect and accommodation of and by male and female lawyers for each other.

The program should develop an awareness and understanding of gender-related issues affecting the legal profession, facilitate discussion of these issues in the workplace setting, both during the training sessions and thereafter, and suggest practical strategies for remedying the problems which are identified and discussed.

The MSBA contemplates that the specific topics to be addressed by the program will include the following, in the order of their priority:

1. Common stereotypes about the ways in which woman and men are presumed to think and behave, and the negative effects of these stereotypes for lawyers as advocates and co-workers.
2. The extent to which differences exist in the communication styles of men and women, and the problems which can result from a failure to recognize and understand these differences.
3. Sexual harassment in the workplace, with an emphasis on the dangers of a work atmosphere in which harassment is perceived to be tolerated or ignored.

Some examples of the circumstances in which these issues commonly manifest themselves are set out in the attached executive

## Non-State Public Contracts

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summary from the report of the Committee on Women in the Legal Profession. The training program should be intellectually challenging and emotionally engaging without being confrontative or threatening. It should use interactive learning techniques and, wherever appropriate, humor. The MSBA is interested in examining the possibility of incorporating a variety of media, which may include written materials, videotape, and dramatization, into the training program curriculum. It must be possible to reproduce the program in different locations throughout Minnesota.

### Consultant's Duties

The consultant will be responsible for designing the training program in conjunction with an advisory group of MSBA members. The consultant's duties under this contract will be limited to the design phase of the project. The MSBA anticipates that any program materials, such as videotapes or instruction guides, which are ultimately included in the training program curriculum will be produced during the project's second phase.

### Project Timetable

Work on program design should begin by May 1, 1991. The consultant's duties should be fully performed within three months of the start-up date.

### Proposal Contents

The proposal must contain the following:

1. A description of the consultant's approach to designing the training program, including a statement of program objectives and any constraints on the proposed design.
2. A listing of project tasks with estimated hours of effort by task.
3. A project calendar structured by project task.
4. A description of the proposer's background in the field of gender diversity training with special emphasis on diversity training for a legal audience.
5. The identification and qualifications of the specific individuals who would be responsible for program design.
6. An itemized budget identifying amounts which would be allocated for salaries and hourly fees, and supplies, travel and/or other costs assumed by the contractor.

### Selection Criteria

All proposals will be evaluated by the Minnesota State Bar Association. Factors which will be used to judge the proposals include, but are not limited to, the following:

1. Qualifications of the professional personnel involved in the project as measured by education, experience, and familiarity with the legal profession.
2. Adequacy of the proposer's understanding of the project and its desired outcomes.
3. Adequacy of proposer's description of how services under the contract will be provided.
4. Appropriateness of planned project expenditures and timeline.

### Submission of Proposals

All proposals must be submitted on or before 5:00 p.m. on Monday, April 8, 1991, to the attention of:

Mary Jo Ruff, Associate Executive Director  
Minnesota State Bar Association  
430 Marquette Avenue, Suite 403  
Minneapolis, MN 55401

The Minnesota State Bar Association will own full rights to the program design and curriculum developed under this contract. The MSBA also reserves the right not to award any contract, to negotiate modifications with the selected consultant, and to limit funding. The MSBA encourages proposals from women and minority consultants.

# State Grants

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In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant 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 notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## Department of Health

### **Grant Funds Available for Programs For: Special Supplemental Food Program For Women, Infants and Children (WIC); Family Planning; Family Planning Hotline; Maternal and Child Health (MCH) Special Projects; Tobacco-Use Prevention; Indian Health; Migrant Health; Refugee Health; Emergency Medical Services (EMS) Special Projects; Communitywide Prevention of Alcohol and Other Drugs Use and Abuse; Dental Health for 1992-93**

#### **Description of Available Grants—Purpose, Scope and Eligibility Special Supplemental Food Program for Women, Infants and Children (WIC)**

The WIC Program is a State and federally-funded 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 purpose 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 Health and Human Services. 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 these persons. All current WIC agreements will terminate on September 30, 1991.

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 service agency.
- Second priority is given to a public or private nonprofit health service agency.
- Third priority is given to a public human service agency.
- Fourth priority is given to a private nonprofit 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.

The performance record, if any, of each competing agency will be taken into consideration. If all of the competing agencies have a poor performance record, the grant will be awarded to the agency with the least poor performance record. If only one of the competing agencies does not have a poor performance record, the grant will be awarded to that agency. If two or more competing agencies do not have a poor performance record, the grant will be awarded to the agency with the highest priority, or subpriority if appropriate, as described above. Factors which will be taken into consideration in judging a performance record include whether the agency has failed to:

## State Grants

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- Maintain a participation level within two percent of the authorized participation level.
- Maintain or increase the rate of participation by pregnant women.
- Respond to the written findings of the Financial Review or Management Evaluation within thirty days.
- Take corrective action in the areas identified by the Financial Review or Management Evaluation within six months from the date of the approval of the corrective action plan.
- Submit a nutrition education plan or required revisions to the plan within the established time frame.

If additional information or revisions are needed to the application after it is submitted, a request will be made within 15 days of receipt. A complete, correct application must be received within 15 days of the date of the request, if two or more agencies have applied to serve the same geographic area or special population; if only one agency has applied, a complete, correct application must be received within 30 days of the date of the request. Applications which are not complete and correct at the specified deadlines will not be considered.

### Family Planning Special Projects

Family Planning is voluntary planning and action by individuals to attain or prevent pregnancy. Family Planning Special Projects (FPSP) grants will be made available to local government agencies and non-profit corporations to continue, expand, or develop pre-pregnancy family planning services in accordance with the Family Planning Act (*Minnesota Statutes* 145.925) and the Family Planning Rule (*Minnesota Rule* Parts 4700.1900-4700.2550). The amount of funding available for the two-year period 1992-1993 is subject to Legislative appropriation; the amount available for 1990-1991 was \$2,210,000 and Governor Carlson has recommended that \$4,400,000 be available for 1992-1993. As soon as the Legislative appropriation for the next biennium can be reliably determined, this information will be distributed to all applicants.

Applications will be reviewed and scored, and award recommendations made according to the Criteria for Award in part 4700.2300.

The Minnesota Department of Health is currently in the process of amending the Family Planning Rule, including part 4700.2300. If adopted, these amendments will change the arrangement for distribution of funds for 1992-1993. The application forms and instructions will reflect the procedures to be used. Accordingly, they will not be distributed until the procedures are determined. All agencies that submit Notices of Intent will be provided application forms and instructions as soon as possible.

Substantive differences between the current and proposed rules relative to the application process include the following:

#### 1. Agency Priority

Under the current rule, applications proposing to provide *all family planning components* in counties with no other in county publicly subsidized family planning service are given priority above all other applications.

Under the proposed rule, the current absolute priority will be repealed. An additional application evaluation criteria will assess the extent applicants propose to provide *family planning methods services*.

#### Funding Allocation

Under the current rule, all applications including the hotline application, are funded in *statewide* rank order from highest to lowest, as funds are available.

Under the proposed rule, funds will be set aside for a family planning hotline grant. Remaining funds will be allocated on a regional basis according to a needs-based distribution formula. Applications will be funded *within each region* in rank order from highest to lowest, as funds are available.

To assist interested parties in developing applications, workshops on the FPSP grant application process will be conducted. Further information will be provided directly to agencies submitting a Notice of Intent.

#### Family Planning Hotline

Funds may be available, specifically designated for a statewide family planning hotline. The Department is currently in the process of amending the Family Planning Rules to include a section that allocates five percent of the total annual funds available or \$100,000 per year, whichever is less, for a statewide family planning hotline. Funds for the family planning hotline may be made available to local government agencies and non-profit corporations to provide services for the hotline in accordance with the Family Planning Act (*Minnesota Statute* 145.925) and the Family Planning Rule (*Minnesota Rule* Parts 4700.1900-4700.2550).

The application must contain identifiable plans and budget allocations for both the operation of the hotline and its promotion statewide.

If the proposed rule amendments are not adopted for the two year program period 1992-1993, applications proposing to provide services for the statewide family planning hotline will be reviewed with all other applications proposing to provide family planning services in keeping with the Criteria for Award of FPSP grants found in the current Family Planning Rules, part 4700.2300. All

applications will be reviewed and scored, and award recommendations made according to the Criteria for Award in part 4700.2300. All applications will be included in the statewide rank order used for allocating funds if more funds are requested than are available.

Eligible agencies that submit Notices of Intent for a statewide family planning hotline will be directly notified of funding arrangements and application procedures as soon as the application procedures are determined.

### **Maternal and Child Health (MCH) Special Projects**

Eligible applicants are Community Health Boards as defined in *Minnesota Statutes* Section 145A.02, subdivision 5. Other local public and private providers may not apply directly to the Department for funding through this category.

Each Community Health Board is required by Statute to establish a process for its service area by which proposals may be solicited and considered from all qualified programs that have interest in financial participation in the MCH Special Project, including those of non-profit and other public agencies and Indian reservations.

State law targets MCH Special Project funds to serve high-risk and low-income (<200% of poverty) persons and establishes four statewide program priorities: Improved Pregnancy Outcome Program, Family Planning Program, Handicapped/Chronically Ill Children's Program, and Childhood Injury Control Program. The Childhood Injury Control Program cannot be provided, however, unless the other three statewide program priorities are also provided within the Community Health Board area. Funding for the Childhood Injury Control Program is limited to 10% of the MCH Special Project funding awarded to a Community Health Board.

1989 legislative amendments merged the local Pre-Block MCH Special Projects into the Formula MCH Special Project grant program. The affected Community Health Boards (North Country, Carlton-Cook-Lake-St. Louis, Minneapolis, St. Paul, and Goodhue-Wabasha) are required as part of their Formula MCH Special Project grant programs to maintain the same kinds of services to the same populations as previously served through separate local Pre-Block MCH Special Project grants unless they can provide equivalent alternative funding or demonstrate that the need for the specific services provided by the project has significantly decreased as a result of changes in the demographic characteristics of the population.

The only instance in which funds may be used for programs that do not meet Legislative program priorities is when the Community Health Board can demonstrate that existing programs fully address the needs of the highest risk target populations in the priority programs.

The level of funding available for the MCH Special Projects for the two-year period, Calendar Years 1992-93, is yet to be determined through Congressional and Legislative actions. Approximately \$12,876,846 in base grant funding is expected, supplemented by about \$799,540 in non-recurring funding, for an expected initial total allocation of \$13,675,926. As soon as appropriation amounts can be reliably determined, a table of agency-specific allocations will be distributed.

### **Tobacco-Use Prevention**

Smoking continues to be the largest preventable cause of death and disability in the United States and in Minnesota. The purpose of the Tobacco-Use Prevention Grant program is to promote the reduction of smoking in Minnesota. Proposals must demonstrate a philosophy consistent with *The Minnesota Plan for Nonsmoking and Health*, and with recommendations contained in the executive summaries of the Minnesota Nonsmoking Initiative biennial reports to the Minnesota Legislature in 1987, 1989 and 1991. Funds are earmarked for projects having statewide scope and will be funded on a competitive basis. These projects will coordinate with the MDH mass media endeavors and will focus efforts on adolescents. Projects selected will be funded for up to a two-year period. Complete application materials will be available on or before July 31, 1991, and will be sent to all agencies which have submitted a letter of intent by that date.

### **Indian Health**

The purpose of this program is to provide assistance to community health boards to establish, operate, or subsidize clinic facilities and services to furnish health services for American Indians who reside off reservations. Eligible applicants are community health boards.

### **Migrant Health**

The purpose of this program is to fund the establishment, operation, or subsidizing of clinic facilities and services, including mobile clinics, to furnish health services for migrant agricultural workers and their families in areas of the state in which significant numbers of migrant workers are located. A "Migrant Agricultural Worker" means any individual whose principal employment is in agriculture on a seasonal basis who has been so employed within the last 24 months, and who established a temporary residence for the purposes of such employment. Eligible applicants include cities, counties, groups of cities or counties, or non-profit corporations. First consideration will be given to organizations that can provide services on a statewide basis.

### **Refugee Health**

The purpose of this program is to assist local health agencies in providing health assessments and follow-up activities to refugees

## State Grants

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for problems of public health concern. The target population is refugees as defined in Section 101 (a)(42) of the Immigration and Nationality Act. Any such persons receiving this alien classification, regardless of national origin, are eligible for services under this program. Exceptions are Cubans and Haitians, who are legally classified as "entrants", and certain other refugees (mainly Soviet Jewish refugees) whose medical care and other resettlement needs are to be privately provided through a special matching grant program. Eligible applicants are community health service agencies, which are experienced in providing or facilitating health assessments and follow-up care to refugees and are located in a county which has become home to more than 80 refugees whose primary resettlement was to Minnesota in FFY 90. Not more than one grant will be issued for each eligible county. Funds will be awarded on a formula basis based on the number of refugees resettled in FFY 88 in the county. Each grant is not expected to exceed \$20,000 annually.

### **Emergency Medical Services (EMS) Special Project Grants**

The purpose of this program is development of innovative projects that will ultimately reduce death and disability due to medical emergencies. Up to \$170,000 may be available for the biennium, subject to Legislative approval. Of that total, \$60,000 will be dedicated to video tape or other medium of continuing education for EMS Medical Directors and \$110,000 will be dedicated to other EMS projects. Community Health Services (CHS) agencies, organizations, institutions and individuals are eligible to apply. While projects which have statewide impact are sought, that impact need not be immediate; demonstration projects of a local nature which have potential application in other settings will be considered. The Department expects to fund one medical director education project and several other EMS projects during an 18 month period of the biennium.

### **Dental Health Program Grants**

Dental Health Program Grant funds and technical assistance are available for the implementation of five different types of oral disease prevention activities for children and youth in low income rural areas. These activities are School Water Fluoridation Programs, Dietary Fluoride Supplement Programs (school-based or home-based/CHS agencies are encouraged to apply for home-based Dietary Fluoride Supplement Programs targeted to pre-school children in rural low income areas), Dental Sealant Demonstration Projects, Baby Bottle Tooth Decay Prevention Demonstration Projects, and Well Water Fluoride Identification Programs. It is anticipated that these activities will be authorized by community health boards and school boards and implemented by Community Health Services (CHS) agencies and school districts and schools. However, any public or private (not-for-profit) agency that can demonstrate the administrative, organizational, programmatic, and fiscal capability to deliver proposed activity is eligible to apply.

The goal of MDH Dental Health Program Grants is to improve the oral health of children from rural low income families, who are at great risk of developing oral diseases, by increasing the capacity of local agencies to provide needed dental public health services. Dental Health Program Grant applications must be targeted to children from low income families in primarily rural areas. Priority consideration will be given to grant applications that: 1) serve children in primarily rural low income counties (as indicated by the county per capita personal income); and/or 2) serve children who attend school buildings in primarily rural areas where a high percentage of students are from low income families (as indicated by the percentage of children on free and reduced lunch).

**An important new element in Dental Health Program Grants for this grant cycle is that for the first time funding will be available for a majority of reasonable and necessary personnel and administrative costs needed to implement grant activities. Grantees will be expected to contribute sufficient in kind match support to demonstrate a significant commitment to the proposed grant activity.**

It is not expected that an agency will develop a comprehensive detailed grant proposal when submitting a grant application. A simple one page information application is all that is required. This one page application form, and detailed information about the type of grant activity for which the agency has submitted a letter of intent, will be sent to each agency that submits a letter of intent to apply for a Dental Health Program Grant. After the grant funding decisions have been made from the applications received (based on the criteria and priorities indicated in this notice of availability and in the grant application information), MDH Dental Health Section staff will provide the grantee agency with intensive consultation and technical assistance in developing the protocol and implementation plan for grant activities.

### **Communitywide Prevention of Alcohol and Other Drug (AOD) Use and Abuse**

**Summary:** Under a bill currently being considered by the Minnesota Legislature, funds may be available for formula funding for communitywide prevention of alcohol and other drug use and abuse. The program is intended to prevent AOD use and abuse by changing community norms that influence behavior.

To be considered for a grant, a community health board or Indian reservation must submit an application to the commissioner of health that includes: a description of the planning process used, a description of community needs and existing resources, a description of the program activities to be implemented with grant money, and a list of the agencies and organizations with whom the board or Indian reservation intends to contract. Some of the funds must be targeted to high-risk youth. Grantees may either provide services directly or contract with other community groups. Grant money may not be used for alcohol and other drug testing, treatment, or law enforcement activities. Grant money must not be used to supplant or replace funding provided through other sources.

If the legislation is passed and funds are available, workshops will be conducted to assist interested agencies in completing the application. Eligible agencies that submit notices of intent will be directly notified of funding arrangements and application procedures after June 1, 1991.

**Amount of funds available:** To be announced pending passage of legislation.

**Match requirement:** Prevention grant money provided by the commissioner must not exceed 75 percent of the estimated cost of the eligible prevention programs activities. Local funding is required for the remainder of the costs.

### **Procedures and Information for Applying for Grants**

#### **Step 1: Applicants Must Provide Notice of Intent to Apply for Funds**

Any organization interested in applying for funds should submit a Notice of Intent to:

Commissioner of Health  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
ATTN: Grants Mgmt, Room 265

**The Notice of Intent must be received by the Department of Health no later than 4:30 p.m., Friday, April 26, 1991. A copy of the Notice of Intent must also be sent to the grant manager identified in the last section of this notice.** Those organizations applying for more than one grant may submit one Notice of Intent as long as a copy is sent to each respective grant manager. In addition, Community Health Boards must submit a copy of the Notice of Intent to the Community Health Board in their geographical service area.

The Notice of Intent must include the following information:

Name of Applicant Organization  
Type of Organization (e.g., "Community Health Board", "Non-Profit Hospital")  
Name, Address, and Telephone Number of a Contact Person  
Name of Grant Program(s)  
Proposed Geographic Area and/or Special Population of Project (for WIC only)

(**Note:** If interested parties intend to submit a proposal that the Department of Health judges is of statewide significance, the Department will provide one copy of the written Notice of Intent to each Community Health Board in the state. Any Community Health Board may subsequently request one copy of the completed application form from the applicant for review and comment.)

#### **Step 2: The Department will Provide Application Materials**

An organization expressing an intent to apply will be provided with pertinent application materials, information on the review and award process, and the names and telephone numbers of Minnesota Department of Health consultants available to provide technical assistance concerning preparation of the grant application. WIC application materials will be mailed out upon receipt of a Notice of Intent. Tobacco-Use Prevention and EMS Special Project grant application materials will be mailed to organizations expressing an intent to apply no later than July 31, 1991. All other application materials will be mailed out to organizations no later than May 3, 1991. Family Planning Special Projects and Family Planning Hotline application material will be sent at a later date.

#### **Step 3: Applicants Must Submit Completed Applications According to the Following Schedule**

The original plus two additional copies of each completed application must be received by the Minnesota Department of Health office listed in the application materials you receive in Step 2: above, no later than 4:30 p.m. on the dates identified below. The completed application must also be submitted to appropriate Regional Development Commissions (RDCs) and CHS Community Health Boards 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 applications and EMS Special Projects Applications not received by the deadline will not be considered. Other applications not received by the deadline will be reviewed and considered for funding only after all other applications are reviewed and funded (in accordance with available funds).**

Grant application receipt deadlines are no later than 4:30 p.m. on the following dates:

WIC	— June 3, 1991
Family Planning Special Project	— To be announced
Family Planning Hotline	— To be announced
Maternal and Child Health Special Project	— September 16, 1991

## State Grants

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Tobacco-Use Prevention	— September 27, 1991
Indian Health	— October 31, 1991 application to be included as a part of the CHS Plan with copy of Indian Health grant part sent to MDH Grant Manager.
Migrant Health	— July 31, 1991
Refugee Health	— July 31, 1991
Emergency Medical Services	— September 27, 1991
Communitywide Alcohol and Other Drug Use and Abuse Prevention Project	— To be announced
Dental Health Program Grant	— July 1, 1991

### Step 4: The Department will Award Funds According to the Following Schedule

Applications will be reviewed as submitted except that, at its discretion, the Department may request further clarification. Grants will be awarded in accordance with priority areas and criteria identified in the application materials. Applicant organizations will be notified in writing of the grant award decisions and contracts will be completed to begin according to the following schedule:

	<u>Award Decision</u>	<u>Contract</u>
WIC	Within 30 days of receipt of completed application, but no sooner than June 30.	October 1, 1991
Family Planning Special Project	To be announced	January 1, 1992
Family Planning Hotline	To be announced	January 1, 1992
Maternal and Child Health Special Projects	November 29, 1991	Not Applicable
Tobacco-Use Prevention	November 1, 1991	January 1, 1992
Indian Health	December 15, 1991	January 1, 1992
Migrant Health	September 1, 1991	January 1, 1992
Refugee Health	Within 30 days of receipt of completed application.	October 1, 1991
Emergency Medical Services Special Projects	November 1, 1991	January 1, 1992
Communitywide Alcohol and Other Drug Use and Abuse Prevention Projects	To be announced	January 1, 1992
Dental Health Program Grants		
—Dental Sealant Demonstration	August 1, 1991	October 1, 1991
—School-Based Dietary Fluoride	August 1, 1991	October 1, 1991
—School Water Fluoridation	September 1, 1991	January 1, 1992
—Home-Based Dietary Fluoride	September 1, 1991	January 1, 1992
—Well Water Fluoride	September 1, 1991	January 1, 1992
—Baby Bottle Tooth Decay	September 1, 1991	January 1, 1992

### Duration of Funding

EMS Special Projects grants funds will be awarded for the period of January 1, 1992, through June 30, 1993. WIC and Refugee Health Grants funds will be awarded for the period of October 1, 1991, through September 30, 1993. Dental Sealant Demonstration Projects and School-Based Dietary Fluoride Supplement Program grants will be awarded for the period October 1, 1991 through September 30, 1993. For all other grants listed in this notice, funds will be awarded for the period of January 1, 1992, through December 31, 1993. Funding for the full award period of all grants will be dependent upon federal and state appropriations.

### Minnesota Department of Health Grant Managers

The staff at the Minnesota Department of Health listed on the following pages are available for further information regarding the special grants. As indicated above, send a copy of the Notice of Intent to the grant manager of each special grant for which you intend to apply.

**Special Supplemental Food Program for Women, Infants and Children (WIC):**

Mary Donohue  
WIC Section  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
55440  
612/623-5115

**Family Planning Special Projects**

Erica L. Fishman, MSW  
Family Planning/Reproductive Health Unit  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5267

**Maternal and Child Health Special Projects**

Ronald G. Campbell, M.D.  
Section of Maternal and Child Health Technical Services  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5539

**Emergency Medical Services Special Projects**

Donald Hedman  
Emergency Medical Services Section  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5488

**Communitywide Alcohol and Other Drug Use and Abuse Prevention Project**

Patricia Lind  
Health Promotion and Education Division  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5413

**Indian Health**

Lorene Wedeking  
Public Health Nursing Section  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5235

**Migrant Health**

Lorene Wedeking  
Public Health Nursing Section  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5235

**Refugee Health**

Diane C. Peterson  
Refugee Health Unit  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5569

**Tobacco-Use Prevention**

Arlene Thornton  
Section for Nonsmoking and Health  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5630

**Dental Health Program Grant**

Richard J. Hastreiter, D.D.S. MPH  
Dental Health Section  
Minnesota Department of Health  
717 Delaware Street S.E.  
P.O. Box 9441  
Minneapolis, MN 55440  
612/623-5441

**Department of Human Services**

**Minnesota Board on Aging**

**Notice Requesting Grant Proposals to Implement Congregate Housing Services Projects**

**Amount and Purpose**

The Minnesota Board on Aging has received a federal grant from the Administration on Aging to develop and implement congregate housing services projects in subsidized housing for older persons. The Board is requesting proposals for grants in the amount of \$12,500 each to fund four different projects statewide to hire an on-site coordinator. The on-site coordinator is a person who works in one or more building(s) and serves as a contact for older persons who need services, support and assistance in order to "age in place" and to delay or prevent nursing home placement. To be considered a congregate housing services project, there must be a plan to provide a minimum of one meal per day, per elderly participant, seven days a week. Non-federal match of 25% will be required of applicants. The project period will be August 1, 1991 through June 30, 1992.

## Announcements

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### Letter of Intent

Letters of intent to apply for a grant must be submitted to the Minnesota Board on Aging, 444 Lafayette Road, St. Paul, MN 55155-3843, by **April 15, 1991 at 4:30 p.m.**

### Application Process

Application materials and technical assistance will be provided to those agencies or housing units submitting letters of intent.

Applications must be submitted to the Minnesota Board on Aging at the above address by **June 17, 1991 at 4:30 p.m.**

### Criteria

Grants will be made to the applicants which, in the judgment of the Minnesota Board on Aging will most effectively meet the program requirements as stated in the application materials.

### For Information

Contact **Marilyn Frank, Project Director, Minnesota Board on Aging, 444 Lafayette Road, St. Paul, MN 55155-3843, (612) 297-5459.**

## Announcements

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**Environmental Quality Board (EQB):** Comments are due April 17 on EAWs (environmental assessment worksheets) for the following projects at their listed regional governing unit: **Owatonna Municipal Airport, City of Owatonna (507) 451-4540. Proposed field test of corn plants genetically engineered to contain an additional storage protein gene, Minnesota Dept. of Agriculture (612) 296-1488.** • A draft EIS (environmental impact statement) is being prepared for the *Minnesota Industrial Containment Facility* by the Metropolitan Council (612) 291-6319. A public meeting to gather comments has been scheduled for Tuesday 5 April at 7:00 p.m. at the Rosemount Senior High School, 3335-142nd Street West, Rosemount. Comments on the draft are due by April 24.

**Educational Software:** The new 1991 spring/summer MECC Etc. Catalog, featuring high-quality educational technology products, is a multimedia resource for products that supplement existing classroom or lab equipment and includes only those products that can be easily integrated in the classroom. To obtain a free copy, call 1-800-228-3504 ext. 693. In Minnesota, call 1-800-782-0032 ext. 693.

**Economic Indicators:** Most state economic indicators continued their sideways movement in January, while national counterparts fell dramatically, according to Commissioner R. Jane Brown, MN Dept. of Jobs & Training. The coincident index, which combines measures of employment, retail sales and manufacturing production, has been virtually level for four straight months. The U.S. coincident index peaked in June 1990 and dropped every month since then. The decline nationally has been eight times larger than Minnesota's over that period.

# Minnesota's Bookstore

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**Order Form on Back—For Information, Call 297-3000**

### NEW PUBLICATIONS:

**1990 Minnesota Session Laws.** Two volume set includes laws passed during the 1990 session and the 1989 Special Session. Stock #18-6, \$40.00 + \$2.40 tax.

**Community Waste Education Manual.** Practical guide helps communities develop waste education campaigns with organizing volunteers, planning a budget, working with media and more. Includes camera-ready art and copy for media and publication needs. Stock #5-7, \$22.95 + \$1.38 tax.

**School District Profile 1988-89.** Comparative enrollment, staffing and financial data on Minnesota's school districts, evaluation of the statistical content with commentary on trends and patterns. Stock #5-3, \$5.00 + 30¢ tax.

**The School Book 1990-91.** Comprehensive guide to elementary schools in the Twin Cities: school addresses/phone, staffing information, and MTC bus connections at schools. Lists class size, student/teacher ratio, grading and curriculum. 554 pages. Stock #40-9, \$12.95 + 78¢ tax.

**Chemical Dependency Programs Directory 1989.** Features comprehensive listings for programs ranging from Prevention/Intervention Services to a wide range of Treatment Services. Each type of program includes an alphabetical listing of facilities and brief narrative description of programming provided. Stock No. 1-12, \$15.00 plus tax.

**Process Parenting—Breaking the Addictive Cycle.** A training manual that provides parent education and treatment techniques for professionals who work with recovering chemically dependent parents or dysfunctional families. Stock No. 5-4, \$15.00 plus tax.

**It's Never Okay: A Handbook for Professionals on Sexual Exploitation by Counselors and Therapists.** Therapeutic and prevention issues and employer responsibilities are discussed in this task force report, as well as recommended curriculum for training institutions for counselors and therapists. Stock No. 14-16, \$19.95

### OTHER PUBLICATIONS

**Our Minnesota.** More than 100 full-color photos by Les and Craig Blacklock portray Minnesota in her seasonal beauty, with text from the personal journal of Fran Blacklock's thirty years of traveling the state. Stock #9-23. \$13.95 plus tax.

**Historic Sites and Place Names of Minnesota's North Shore.** John Fritzen, long time employee of the Minnesota DNR draws upon his almost 40 years as a forester, mostly spent on Minnesota's colorful and legendary North Shore, to regale readers with tales of timbermen, pioneer settlers, miners, commercial fishermen and others. Black and white photos. Stock #9-11. \$3.50 plus tax.

**Landscaping for Wildlife.** Attract songbirds, deer, butterflies, hummingbirds, pheasants, and other wildlife to your property by using the tips in this 144-page, 4-color book. Stock #9-15, \$8.95 plus tax. See "Special Set Offer" below.

**Minnesota Manufacturer's Directory, 1991.** More than 7,000 entries listing name, address, phone, staff size, sales volume, market area, year of establishment, type of firm, CEO, sales or marketing and purchase managers, and four manufactured products. Stock #40-2. \$85.00.

### SUBSCRIPTIONS:

**State Register.** Minnesota's official weekly publication for agency rules and notices, executive orders of the Governor, state contracts, Supreme Court Calendar, Supreme Court and Tax Court Decisions. Annual subscription: Monday edition only \$140; Monday and Thursday's State Contract Supplement \$195; 13-week trial (includes both Monday and Thursday editions) \$60.00.

**Workers Compensation Decisions.** Volume 43. Selected landmark decisions of the Worker's Compensation Court of Appeals. Annual subscription. \$130.00.

### SERVICES:

**Mailing Lists.** Lists of Minnesota licensed professionals and permit holders. Write or call (612) 297-2552 for a free mailing list catalog which contains available lists, selections, formats, pricing and ordering information.

**American Flag.** Perfect for home or office. 3' x 5' with embroidered stars. Heavy nylon bunting. Code No. 6-1. \$21.00, plus tax.

**1989 Lake Map Index.** Listing over 4,000 lake maps. Free.

**State Register Binder.** Durable 3½ inches, forest green binders imprinted with the *State Register* logo. \$6.50 plus 39¢ tax.

