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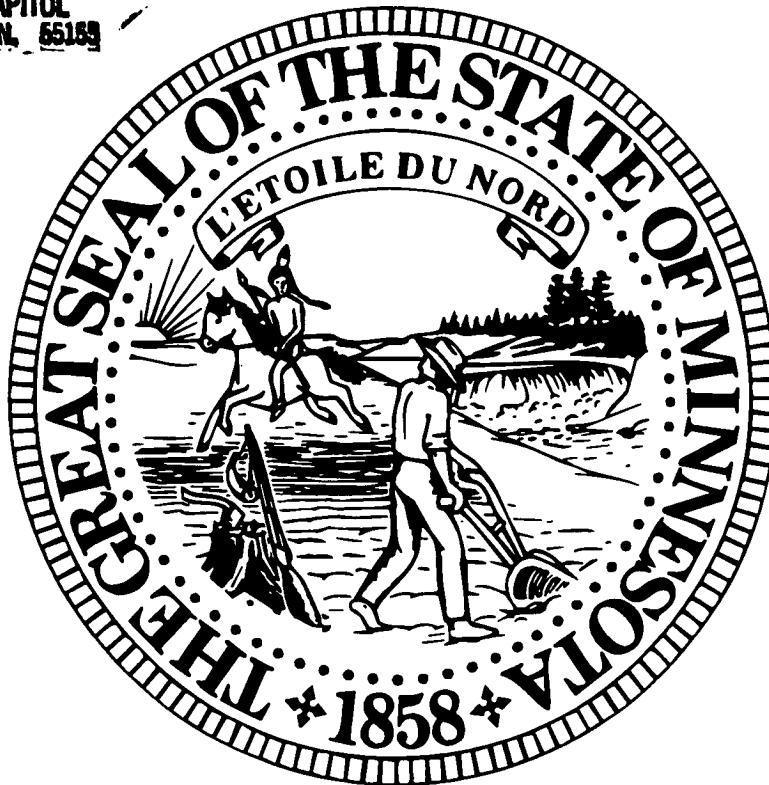
The Minnesota

State Register

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Rules and Official Notices Edition

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by the

Minnesota Department of Administration – Print Communications Division

Monday 8 January 1996

Volume 20, Number 28

Pages 1955-1986

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 and revenue notices, professional-technical-consulting contracts, non-state bids and public contracts and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals for commodities, including printing bids.

Printing Schedule and Submission Deadlines

| Vol. 20 Issue Number | PUBLISH DATE | Deadline for both Adopted and Proposed RULES | Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts |
|----------------------------|--------------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| # 28 | Monday 8 January | Friday 22 December | Friday 29 December |
| # 29 | Tuesday 16 January | Friday 29 December | Monday 8 January 1996 |
| # 30 | Monday 22 January | Monday 8 January 1996 | Friday 12 January |
| # 31 | Monday 29 January | Friday 12 January | Monday 22 January |

| | | |
|-----------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|
| Arne H. Carlson, Governor 612/296-3391 | Hubert H. Humphrey III, Attorney General 612/297-4272 | Joan Anderson Growe, Secretary of State 612/296-2079 |
| Joanne E. Benson, Lt. Governor 612/296-3391 | Judi Dutcher, State Auditor 612/297-3670 | Michael A McGrath, State Treasurer 612/296-7091 |
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| Robert A Schroeder, Asst. Commissioner 612/297-4261 | Mary Mikes, Manager 612/297-3979 | Debbie George, Circulation Manager 612/296-0931 |

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To submit notices for publication in the *State Register*, contact the editor listed above. The charge is \$80.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Submit two copies of your notice, typed double spaced, with a letter on your letterhead stationery requesting publication date. Send to the *State Register* at the address listed below.

SUBSCRIPTION SERVICES:

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
- *Contracts Supplement* (published every Tuesday, Wednesday, Friday) One year subscription: \$125.00 via first class mail, \$140.00 via fax or through our On-Line Service via your computer modem. For a free sample demo of the On-Line Service call via your modem: 612/821-4096. Access item "S": *State Register* Modem parameters 8-N-1 1200/2400. By purchasing the On-Line access you are agreeing to not redistribute without authorization.
- 13-week trial subscription which includes both the *State Register* and *Contracts Supplement*. \$60.00
- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.
- "*Commodity Contract Awards Reports*," - lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" - published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "*Professional-Technical-Consulting Award Reports*," - published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Appears monthly. Order stock number 90-15. Available in hard copy format only.

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

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

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions.

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

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

Minnesota Rules: Amendments & Additions

Vol. 20, issue #27-28 1958

Withdrawn Rules

Revenue Department

Sales and use tax on capital equipment and replacement capital equipment..... 1959

Errata : Proposed Rule

Administration Department

Building Code Changes
Name of administrative law judge assigned to hearing 1959

Errata: Proposed Rule

Human Services Department

Foster care for children Table of Contents correction 1959

Executive Orders

Executive Department

Executive Order 95-14: Providing for emergency assistance to west central Minnesota farmers..... 1960

Official Notices

Finance Department

Available tax exempt bonding authority..... 1961

Labor and Industry Department

Prevailing wage certifications for commercial construction project..... 1961

Minnesota Comprehensive Health Association

Executive meeting notice..... 1961

Minnesota State Retirement System

Board of directors meeting..... 1962

Public Service Department

Opinions sought on Minnesota's Energy Report to the Legislature 1962

Transportation Department

Petition for state aid variance for using \$1000/kilometer as the minimum maintenance allotment 1962

State Grants

Corrections Department

Funds available for comprehensive continuum of care for juveniles..... 1963

Housing Finance Agency

Public housing development funds 1963
Metropolitan housing resource program 1964
Housing for persons with aids program 1966

Transitional housing program..... 1969
Housing trust fund program 1971
Affordable rental investment fund 1972
Metropolitan Council housing bond credit enhancement program..... 1974

Human Services Department

Proposals sought for service alternatives for chronic chemically dependent persons 1976

Professional, Technical and Consulting Contracts

Administration Department

Proposals sought for electronic benefit transfer system and services..... 1976
Proposals sought for the State Designer Selection Board for two Transportation Dept. projects..... 1977
Proposals sought for total building management at Duluth government services center 1980

Finance Department

Proposals sought for support and maintenance of human resources/payroll system..... 1981

Teaching Board

Proposals sought for research design for first-year teacher research and development sites 1982

Transportation Department

Proposals sought for Minnesota Guidestar Trilogy project... 1982

Non-State Public Bids, Contracts and Grants

Metropolitan Council

Proposals sought for tort and property damage claim legal services..... 1983

Minnesota Higher Education Facilities Authority

Proposals sought for a financial advisor 1984

Minnesota Historical Society

Bids sought for *Northern Lights* book 1984

Awards of State Contracts & Advertised Bids

Commodities and requisitions are advertised in the *State Register Contracts Supplement*, published every Tuesday, Wednesday and Friday. "Commodity Contract Awards Reports" are published every two weeks, and "Professional-Technical-Consulting Contract Awards Reports" are published monthly. Both are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757. For subscription information call 612/296-0931.

Individual awards can be obtained from the **Materials Management Helpline 612/296-2600.**

Minnesota Rules: Amendments and Additions

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 1-800-657-3757.

Vol. 20 issue 27-28

Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

1800.0200; .0300; .0400; .0500; .0600; .0800; .0900; .1000; .1100; .1200; .1500; .1600; .1700; .1900; .2100; .2200; .2500; .2600; .2700; .2800; .2900; .4000; .4100; .5100; .5200; .5800 (proposed) 1863

1800.0700; .0900, s.2; .1000, s.8; .1100, s.3; .2000; .2300; .2500, s.3; .2700, s.4; .2900, s.3; .5700 (proposed repealer) 1863

Commerce Dept

2761.0200; .0300; .0400; .0500; .0700 (adopted) 1925

Health Dept

4655.0090; .1084; .6500; .7000; .9200; .9210; .9337; .9338; .9339; .9342; 4658.0010; .0191; .0192; .0193; .0200; .0205; .0210; .0215; .0220; .0250; .0255; .0260; .0265; .0275; .0290; .0300; .0445; .0450; .0615; .0620; .0900; .0950; .0960; .0990; .1000; .1005; .1090; .1100; .1190; .1200; .1290; .1400; .1405; .1410; .1415; .1420; .1425; .1490; .1600; .1605; .1610; .1690; .2000; .2010; .2020; .2030; .2090; .3000; .3005; .3090; .3500; .3590; .4000; .4005; .4010; .4015; .4020; .4025; .4030; .4035; .4040; .4090; .4100; .4105; .4110; .4115; .4120; .4125; .4130; .4135; .4140; .4145; .4150; .4155; .4160; .4165; .4170; .4175; .4190; .4200; .4205; .4210; .4215; .4290; .4300; .4305; .4310; .4315; .4320; .4325; .4330; .4335; .4340; .4345; .4350; .4355; .4360; .4365;

.4370; .4375; .4390; .4400; .4405; .4415; .4420; .4425; .4430; .4435; .4440; .4445; .4450; .4455; .4460; .4490; .4500; .4505; .4510; .4515; .4520; .4525; .4530; .4535; .4540; .4545; .4550; .4590; .4600; .4605; .4610; .4615; .4620; .4625; .4630; .4635; .4640; .4690; .5000; .5005; .5010; .5015; .5020; .5025; .5030; .5035; .5040; .5090; .5100; .5190; .5200; .5205; .5210; .5215; .5220; .5225; .5230; .5235; .5240; .5245; .5290; .5300; .5305; .5310; .5315; .5390; .5400; .5405; .5410; .5415; .5490; .5500; .5505; .5510; .5515; .5520; .5590; 4660.0090; .3900; .7800; .8000; .8310; 4665.0900 (proposed) 1881

4655.0100, s.4,8,10; .7500; .8000; .9070; .9300; .9320; .9312; .9322; .9323; .9324; .9325; .9326; .9327; .9328; .9329; .9330; .9331; .9332; .9333; .9337; .9335; .9336; .9337; .9338; .9339; .9341; 4660.1300; .1400; .1410; .1420; .1430; .1440; .1450; .1460; .1470; .1480; .1500; .1600; .1700; .1800; .1900; .2000; .2100; .2200; .2300; .2400; .2500; .2600; .2610; .2620; .2630; .2640; .2700; .2800; .2900; .3000; .3100; .3200; .3300; .5700; .5800; .5810; .7600; .7010; .8300; .8380; .7410; .8500; .7510; .8520; .8530; .8540; .8550; .8560; .8700; .9910; .9920; .9930 (proposed repealer) 1881

Public Service Dept

7601.0100; .1000; .3015; .3030 (adopted) 1928

Health Dept

9050.0040; .1070 (proposed) 1881

Withdrawn Rules

Department of Revenue

Appeals and Legal Services Division

Notice of Withdrawal of Proposed Adoption of *Minnesota Rules*, part 8130.2200, Relating to Sales and Use Tax on Capital Equipment and Replacement Capital Equipment

NOTICE IS HEREBY GIVEN that the rules proposed and published at *State Register*, Volume 19, Number 50, pages 2366-2375, June 12, 1995 (19 SR 2366), are withdrawn by the Department of Revenue, as provided by *Minnesota Statutes*, section 14.05, subdivision 3.

Dated: 8 January 1996

Matthew G. Smith
Commissioner of Revenue

ERRATA

Department of Administration

Building Codes and Standards Division

Correction to Proposed Permanent Rules Relating to Building Code Changes

The Dual Notice of rules proposed and published at *State Register*, Volume 20, Number 26, pages 1509-1511, December 26, 1995 (20 SR 1509) is amended as follows:

The administrative law judge assigned to conduct the hearing under **Notice of Hearing** on page 1510 is Howard L. Kaibel Jr.

Dated: 28 December 1995

Thomas R. Joachim
State Building Official

Human Services Department

Table of Contents Correction

The Table of Contents for *State Register* Vol. 20 #26 incorrectly stated:

Human Services

Child protection.....1725

Foster care for children.....1727

A combined notice was printed on page 1725 and the table of contents should have stated page 1725 for both Child protection and Foster care for children.

Executive Orders

Executive Department

Emergency Executive Order 95-14 Providing for Emergency Assistance to West Central Minnesota Farmers

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Emergency Executive Order:

WHEREAS, recent snow and rain in west central Minnesota have resulted in extremely wet field conditions, thereby threatening the timely removal of straw bales; and

WHEREAS, these wet conditions will result in additional days required to complete the harvest; and

WHEREAS, it is urgent that immediate action be taken to avoid economic loss this harvest season and to protect the economic health and safety of people in west central Minnesota;

NOW, THEREFORE, I hereby order that a State of Emergency exists in west central Minnesota and do direct the Commissioner of the Department of Transportation with respect to highways under his jurisdiction and local authorities with respect to highways under their jurisdiction, to issue an annual permit to enable a vehicle carrying square bales of straw with a total outside load width not exceeding 12 feet to be operated on public streets and highways. Permits issued under this section are governed by the applicable provisions of *Minnesota Statutes*, section 169.86, except as otherwise provided herein, and, in addition, carry the following restrictions:

1. This permit only authorizes a load width exceeding 102 inches if the product is square baled straw with a minimum bale size of four feet by four feet by eight feet. The hauling vehicle must not exceed 102 inches wide, although temporary extensions that are narrower than the load may be used to stabilize the straw in transit.
2. Only first haul from field of harvest to first storage site is allowed under this permit.
3. Movement is only allowed through March 1, 1996, in the counties of Norman, Mahnomen, Clay, Becker, Wilkin, Otter Tail, Grant, and Traverse.
4. Movement is only allowed within 35 miles of the border between Minnesota and North Dakota. The vehicle may not be operated on a highway with pavement less than 24 feet wide (map available). The vehicle may not be operated on interstate highways.
5. The vehicle may not be operated between sunset and sunrise, when visibility is impaired by weather, fog, or other conditions rendering persons and vehicles not clearly visible at a distance of 500 feet, on Sunday from noon until sunset, or on New Year's Day.
6. The vehicle must be equipped with a retractable or removable mirror on the left side so located that it will reflect to the driver a clear view of the highway for a distance of at least 200 feet to the rear.
7. The vehicle must display red, orange, or yellow flags, 18 inches square, as marked at the front and rear and on both sides of the load. The load must be securely bound to the transporting vehicle.
8. Farm vehicles not for hire carrying square baled straw less than 20 miles are exempt from the requirement to obtain a permit. All other requirements of this Emergency Executive Order apply to vehicles transporting square baled straw.
9. The permit fee is \$24. All other statutes apply.

Pursuant to *Minnesota Statutes* 1994, section 4.035, subd. 2, this Emergency Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1994, section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this twenty-eighth day of December, 1995.

Arne H. Carlson
Governor

Filed According to Law:

Joan Anderson Growe
Secretary of State

Pursuant to the provisions of Minnesota Statutes §14.101, 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.

Department of Finance

Cash and Debt Management Division

Notice of Available Tax Exempt Bonding Authority

NOTICE IS HEREBY GIVEN pursuant to *Minnesota Statutes* 474A.14 that on January 1, 1996 the total sum of \$228,360,000 of tax exempt bonding authority was available for calendar year 1996. Of this amount, \$57,879,000 was available for the Small Issue Pool; \$58,932,000 was available for the Housing Pool; \$10,524,000 was available for the Public Facilities Pool; and \$101,025,000 was available for entitlement issuers.

Available tax exempt bonding authority for entitlement issuers in 1996 consists of \$15,785,000 for the City of Saint Paul; \$21,047,000 for the City of Minneapolis; \$53,670,000 for the Minnesota Housing Finance Agency; and \$10,523,000 for Dakota County. For further information please contact Mr. Lee Mehrkens at (612) 296-1700.

Laura M. King
Commissioner

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective January 2, 1996 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Anoka: Stonegate Residential Community-Fridley; Dayton Port Scenic Byway Rest Area-6 miles NW of Anoka-Anoka.

Hennepin: Tuttle School Asbestos Abatement-Minneapolis; Bancroft School Asbestos Abatement-Minneapolis; Hennepin County ACF Programs & Services-Plymouth; Minneapolis Public Schools-Keewaydin & Wenonah-Minneapolis; Water Treatment/Filtration Plant Expansion-Brooklyn Park.

Pine: Group Camp Remodel/Accessibility Project-St Croix State Park-Near Hinckley.

Ramsey: Highland Park Junior & Senior High School Technology Installation-St Paul.

Renville: Olivia Public Library-Olivia.

St Louis: Phase I Interior Renovations & Reroof, Floodwood DAC-Floodwood.

Copies of the certified wage rate for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

Gary W. Bastian, Commissioner

Minnesota Comprehensive Health Association

Notice of Meeting of the Executive Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association (MCHA), Executive Committee will be held at 4:30 p.m., on Wednesday, January 10, 1996 at HealthPartners, 8100 34th Avenue South, Bloomington, Minnesota. The meeting will be in room 11 South A, on the 11th floor.

For additional information please call Lynn Gruber at (612) 593-9609.

Official Notices

Minnesota State Retirement System

Board of Directors, Regular Meeting

The regular meeting of the Board of Directors, Minnesota State Retirement System, will be held on Thursday, January 11, 1996, at 9:00 a.m. in the office of the System, 175 W. Lafayette Frontage Road, St. Paul, Minnesota.

Department of Public Service

Notice of Intent to Solicit Outside Comment and Opinions Regarding Minnesota's Energy Report to the Legislature

NOTICE IS HEREBY GIVEN that the Minnesota Department of Public Service (the Department) is seeking information, comments or opinions from sources outside the agency in preparing the Department's 1996 Energy Policy and Conservation Report (Energy Report) submitted to the Minnesota Legislature. The Energy Report is required by *Minnesota Statutes* Section 216C.18.

Interested persons or groups may submit data or views on the subject of concern in writing or orally. Written statements should be addressed to:

Susan Kosowski, Senior Research Analyst
Department of Public Service
Suite 200
121 7th Place East
St. Paul, Minnesota 55101-2145
Telephone: 612+297-1769 Fax: (612) 297-1959

Oral statements will be received during regular business hours by telephone and in person at the above address.

All statements of comment and opinion will be accepted until February 23, 1996. Any written or oral comment received by the Department shall become part of the record in the development of the Energy Report.

Dated: 29 December 1995

Krista L. Sanda, Commissioner
Department of Public Service

Department of Transportation

Petition of the Division of State Aid For Local Transportation for a Variance from State Aid Requirements for USING \$1000/KILOMETER AS THE MINIMUM MAINTENANCE ALLOTMENT

NOTICE IS HEREBY GIVEN that the Division of State Aid For Local Transportation has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300 for a variance from rules as they apply to the allocation of general maintenance of urban municipalities.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.1400 Subp. 3 adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to permit the use of \$1,500 an improved mile in lieu of \$1,000 a kilometer as the minimum maintenance allocation contained in the *Minnesota Rules* Chapter 8820, adopted in 1991 and amended in 1993; in lieu of the *Minnesota Rules* Chapter 8820, adopted November 11, 1995.

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, St. Paul, Minnesota 55155.

If a written objection is received within 20 days from the date of this notice in the *State Register*, the variance can be granted only after a contested case hearing has been held on the request.

Dated: 20 December 1995

Patrick B. Murphy
Division Director
State Aid for Local Transportation

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.

Department of Corrections

Notice of Availability of Funds

The Minnesota Department of Corrections, Community Services Division, announces the availability of funds for comprehensive continuum of care for juveniles.

Funds are available to nongovernmental, community-based agencies for programs to provide a comprehensive continuum of care for juveniles at high risk to become Extended Jurisdiction Juveniles and for Extended Jurisdiction Juveniles. Only programs for services in Hennepin County for high-risk African American youths and programs in Ramsey County for high-risk Southeast Asian youths will be considered. The funds will be available for approximately 16 months, March, 1996 - June 30, 1997.

There is no assurance of continued funding for following fiscal years.

The deadline for proposal submission is February 16, 1996, 4:30 p.m. To receive a request for proposal which describes in detail how to apply for this funding, contact Nancy Montemurro, Minnesota Department of Corrections, Community Services Division, 1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108-5219. Telephone (612) 642-0235.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: PUBLIC HOUSING DEVELOPMENT FUNDS

Funds are available for development of 322 units of public housing. These funds are available on an ongoing basis and may be applied for at any time. They are offered and described under this Super RFP as they may well be suited to support community affordable housing needs with the Minnesota Housing Finance Agency Deferred Loan Programs and other metropolitan resources under the Super RFP, as well as with other generally available funds, or with other resources in the community. These funds are available from the Minneapolis Public Housing Authority (MPHA) through the settlement of the Hollman v. Ciscneros lawsuit.

Form of Awards:

The public housing program provides development grants for 100% of the cost of acquisition, new construction, and, in some cases, rehabilitation, of rental housing for low income households. Annual operating subsidies are provided to permit rental of the units to low income households at 30% of income.

Income Limit:

Eligible households initially have incomes at or less than 50% of the metropolitan area median, adjusted for household size.

Location:

Funds are available for developments located in certain areas of Minneapolis and in most suburban areas of the seven county Metropolitan Area.

Eligible Applicants:

Proposals are invited from limited profit and nonprofit entities, Minnesota Cities, and Housing and Redevelopment Authorities. While Housing and Redevelopment Authorities must ultimately be involved in all developments, initial proposals and inquiries are invited from any of the entities listed above. Although public housing has traditionally been owned by Housing and Redevelopment Authorities, other arrangements may be feasible and will be explored if proposed. In any case, public housing may be developed and managed by private entities and may be included in mixed-income developments. All applications are subject to approval by the U.S. Department of Housing and Urban Development. Funding contracts may, at the applicant's discretion, be directed between HUD and the applicants, or between HUD and a joint powers entity involving both public applicants and the MPHA.

State Grants

Eligible Projects:

Eligible developments may include single family and duplex properties as well as multifamily properties. No more than 10 public housing units may be developed on a single site. Developments on scattered sites are encouraged, and may involve a total of more than 10 units. Mixed income developments including up to 10 public housing units (or 10% of the total units for developments of more than 100 units) are also encouraged. All public housing units must be of two or more bedrooms.

Developments must be located in areas which are not poverty- or minority- concentrated.

Tenants of a majority of units awarded to each applicant must come from the waiting list of the MPHA. Although Minneapolis residence is not a requirement, priorities for occupancy of these units are set out in the Hollman Decree. Tenant screening and selection will be done by project management rather than by the MPHA. Applicants may establish their own waiting list and admission priorities, consistent with applicable federal law, for the remaining units awarded to each applicant. The number of units which must take tenants from the MPHA waiting list will be negotiated with each applicant and will not be less than 50%.

Technical assistance in operation of a public housing program is available.

Application Process:

Applicants should contact the following for more detailed program information:

Minneapolis Public Housing Authority
1001 Washington Avenue North
Minneapolis, MN 55401-1043

Written inquiries should be directed to Charles Lutz. Telephone inquiries may be directed to Mr. Lutz at (612) 342-1471 or Vickey Murray at (612) 342-1234.

To request application materials contact:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
(612) 297-3294

Application Submission Deadline:

The original and two (2) copies of applications in response to this Super RFP are due at 4:30 p.m. on Thursday, February 22, 1996. MHFA staff will review the applications and make recommendations for funding to MPHA staff by April 8-11, 1996. MPHA staff will make recommendations for funding to its Board on April 24, 1996.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MPHA reserves the right to modify or withdraw this RFP at any time and to reject any and all proposals. MPHA is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the MPHA to further fair housing opportunity in all Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: METROPOLITAN HOUSING RESOURCE PROGRAM

The Minnesota Housing Finance Agency (MHFA) announces the availability of funds to eligible sponsors to assist them in the development, construction, acquisition, preservation and rehabilitation of permanent affordable rental housing. These funds were made available through the Family Housing Fund.

Amount of Funds Available:

\$600,000

Form of Awards:

Funds are awarded in the form of a zero percent (0%), 30 year deferred or subordinated loan. Loans may be structured with an interest rate to be eligible for inclusion in basis for developments using low income housing tax credits.

Eligible Communities:

Any municipality in the seven-county metro area or any development in a municipality in the seven-county metro area provided

that the proposed project is consistent with the housing element of the municipality's comprehensive plan, and action plan for carrying out negotiated housing goals.

The cities of Minneapolis and St. Paul and developments in Minneapolis and St. Paul are not eligible for these funds. (Projects located in these cities are supported by the Family Housing Fund through a separate process.)

Eligible Applicants:

Eligible applicants are limited profit and non-profit entities, Minnesota Cities, and Housing and Redevelopment Authorities. Entities undertaking a development consisting of the rehabilitation of existing rental housing are not subject to limited return.

Eligible Projects:

Funding is available for certain costs associated with projects that help municipalities meet their housing goals -including, but not limited to acquisition, rehabilitation, and construction of permanent affordable housing.

- In developing suburbs, priority will be given to rental housing for low income households in order to decrease concentrations of poverty in the metro area and provide housing choice to lower income households.
- In the fully developed areas and the free standing growth centers, priority will be given to the preservation of the existing stock of low and moderate income rental housing.

Income Limits:

100% of assisted units must be initially occupied by households with incomes less than 60% of Twin Cities area median income (\$30,600), adjusted for family size. New tenants occupying the units during the term of the mortgage must also meet the income limits at the time of initial occupancy.

Gross Rent Limits:

Maximum gross rents shall not exceed 30% of 50% of metro area median income (see chart below) by unit size, and will be subject to MHFA market review.

| Gross Rent Limit at 30% of 50% of Metropolitan Area Median Income | | | | |
|--------------------------------------------------------------------------|--------------|--------------|--------------|--------------|
| 0BR | 1BR | 2BR | 3BR | 4BR |
| \$446 | \$478 | \$574 | \$663 | \$740 |

Application Process:

Applicants should request packets from Multifamily Underwriting staff:

Minnesota Housing Finance Agency
 400 Sibley Street, Suite 300
 St. Paul, MN 55101
 (612) 297-3294
 toll free: 1-800-657-3701

If after reviewing the application materials there are any questions concerning the Metropolitan Housing Resource Program or the application process, please direct your questions to Denise Holter at (612) 297-4294.

Application Submission Deadline:

The original and one (1) copy of application are due at 4:30 p.m. on Thursday, February 22, 1996. MHFA staff will review the applications and make recommendations for funding to Family Housing Fund staff by April 8-11, 1996. Family Housing Fund staff will make recommendations for funding to its Board on April 23, 1996.

This request for proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM

The Minnesota Housing Finance Agency (MHFA) and the Minnesota Department of Health (MDH) announce the availability of Department of Housing and Urban Development (HUD) grant funds to devise long-term comprehensive strategies for meeting the housing needs of persons with Acquired Immune Deficiency Syndrome (AIDS) or related diseases, such as HIV, and their families. The program authorizes entitlement grants and competitively awarded grants for housing assistance services.

The Housing Opportunities for Persons With AIDS Program (HOPWA) was authorized through the HUD Housing and Community Development Act of 1992.

Amount of Funds Available:

\$50,000

The HOPWA funds were awarded to the MDH in 1994. The HIV Housing Assessment and Planning Project began in April 1994. Under the auspices of the MDH and the direction of the Coalition for Housing for Persons with HIV (Coalition), the Assessment sought to define and quantify the housing needs throughout the state for persons with HIV infection and to develop a five year plan for addressing those needs. The information from this process is available in the HIV Housing Needs Assessment and Five Year Plan (five year plan). If you do not have a copy of the Five Year Plan, please call Terry Lauer, HIV Services Specialist, at (612) 623-5508.

Form of Awards:

The grant period for these awards is approximately one (1) year from the date of the award. There will be no continuation of funding for this program.

HOPWA funds awarded for supportive programs and services will enter into a Grant Agreement with the MDH.

HOPWA funds awarded for housing programs will enter into a Commitment Agreement with MHFA.

Eligible Applicants:

Eligible applicants include natural persons, limited-profit and non-profit entities, Minnesota units of local government, Public Housing Authorities, and/or community based organizations.

Current funds are only available for housing programs and/or supportive programs and services outside the eleven (11) county metropolitan area. These counties that are ineligible include:

Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright.

Programs and/or services, serving all other counties are encouraged to apply. This RFP is issued specifically to encourage HOPWA funding in outstate Minnesota.

Eligible Projects:

Of the estimated 3,000 people living in Minnesota with HIV/AIDS, it is estimated that 1,000 people are in need of more intensive supportive services to locate, maintain, or remain in their homes. To focus on those with increased housing needs and to target limited resources, services and programs supported with these HOPWA funds must assist low income and disabled persons with HIV infection including both individuals and households.

1. **Low income:** Individuals and families whose income does not exceed 80% of the median income for a county or metropolitan statistical area, as determined by HUD, adjusted for household size. A restriction of income level is not applicable if individuals or households are receiving housing and supportive services information only.
2. **Disabled with HIV/AIDS:** At least one individual in the household must have AIDS or a related disease (which means the disease of Acquired Immune Deficiency Syndrome or any conditions arising from HIV infection). Households may include those who are connected by law, blood or are of special significance to the individual with AIDS.
3. **Rental Assistance:** Persons receiving rental assistance or residing in rental housing, except those in short stay supported housing, must pay 30% of the family monthly gross income after adjustments. Rents must be reasonable in relation to comparative rents.

Priority Populations:

Included within the three eligible participant categories (Low income, Disabled with HIV/AIDS, and Rental Assistance), the following categories of individuals and households require increased attention and are thus priority populations for HOPWA funding.

Proposed housing programs and services must be culturally specific, meeting the needs of targeted communities including people of color, youth, and disabled persons. Applications targeting these priority populations will receive selection preference consideration:

- Households with children.
- Individuals whose rental histories, pre-existing conditions, and other life circumstances increase the difficulty of accessing subsidized and fair market housing. This group includes people with mental illness, chemical dependency, and those with backgrounds that include past evictions and prison records.
- People from communities of color, including African Americans, Native Americans, and Hispanics.
- Adolescents and young adults between 13 and 24 years of age.
- Households who are homeless or at risk of homelessness.

Eligible Housing Programs and Services

The five year plan outlined seven program and service strategies to meet the housing needs of persons with HIV/AIDS. Applicants may apply for funds to implement all or one of these programs and services by checking the appropriate box on the MHFA Deferred Loan/Grant Application.

To assist applicants in designing HOPWA housing programs and services, each of the seven five year plan strategies is highlighted below. The projected annual HOPWA dollar amount for each strategy area is listed along with a brief description of the specific area programmatic and service goals.

1. Adult Foster Care

While the Adult Foster Care model is seen by many as ideal for a lower incidence state like Minnesota, the expense of housing people in these settings makes the five year plan's recommendation for their expansion focus on increasing their efficiency. Multiple programs may be funded in this area.

Goals:

- Expand the number of adult foster care beds for people with HIV.
- Increase the ability of these homes to operate in a more cost efficient manner through consolidation of certain key functions.
- Increase the ability of these homes to care for more individuals, perhaps by increasing the bed size from four to six. CAUTION PROVIDERS - this may raise zoning issues in some communities.

2. HIV Housing Clearinghouse

The HIV Housing Clearinghouse will be dedicated to expanding the supply of housing supportive to the needs of people with HIV and to assisting people and professionals in negotiating the complex housing continuum. A single program will be funded in this area.

Goals:

- Advocate within the existing housing continuum for more housing options for people with HIV. A particular need in this area is an increase in housing for families with children.
- Provide a single access point for people with HIV, HIV case managers, and other service providers on HIV housing options. This may include the development of a multi agency one stop application and selection process. Ease of statewide access is imperative and could be enhanced by: setting up a toll free telephone number (for clients and other agencies); providing regularly updated information by means of voice mail bulletins; or through developing a computer data bank which can be accessed by case managers and others. The Clearinghouse should serve as an access point for other HIV related services and help in the identification of ongoing gaps in service provision.
- Information available through the Clearinghouse should be updated frequently and include, at a minimum: vacancies and availability of housing; hours of operation and information needed for application; specific eligibility and housing options such as unit size, rent, income requirements, waiting lists, lease options, cost of security deposits, years of rental history required, policies on unlawful detainer, criminal and credit check screening, pet policies, and application process.
- Expand housing options for people with HIV by: developing relationships with landlords and housing providers, providing access to housing units; actively working with people to find housing; and working to address and resolve discrimination complaints.

3. Intensive Housing Intervention

The Intensive Housing Intervention Program will provide one-on-one housing counseling and subsidized rent to people with HIV

State Grants

for an average of six months. This program will target low income people with HIV infection that have a demonstrable need for the program due to their history with chemical dependency, the criminal system, delinquent rent, or other complex life situations. Multiple programs may be funded in this area.

Goals:

- Help people with HIV find permanent housing solutions.
- Subsidize the rent for people while they find permanent housing solutions.
- Provide advocacy credit counseling, life skills training behavior modification and assistance in planning for a permanent housing situation.
- Provide referrals to treatment programs where appropriate.

4. Housing Subsidies

Public housing and Section 8 already exist as programs. The HIV Housing Subsidies program will increase the number of publicly assisted permanent housing options for people with HIV. Multiple programs may be funded in this area.

Goals:

- Provide housing subsidies to people who do not qualify for public housing or Section 8, due to rental history. These subsidies can be either project-based or tenant-based.
- Advocacy and education services may be part of the support services as with the Intensive Housing Intervention program.

5. Emergency Housing Fund

The HIV Housing Emergency Fund will provide grants and some loans to people with emergency housing needs. Multiple programs may be funded in this area and requires co-applicant or a contract with a Public Housing Authority (PHA).

Goals:

- Make grants averaging \$600 for one-time emergency needs such as past due bills, overdue mortgage payments, moving costs, damage deposits, or first month's rent, essential renovations, and application fees.
- Provide an entry point for people to obtain additional services appropriate to helping them resolve their housing crisis.

6. HIV Housing Development

The HIV Apartment Development program area will be dedicated to developing new housing for people with HIV.

Goals:

- Buy, rehabilitate and manage units within small apartment buildings specifically for people with HIV.
- Because of the costs associated with this program area and the limited HOPWA funds, the success of an applicant in this area is dependent on the cooperation of housing developers and leveraging private and/or public resources.

7. Adult Day Health Care

This program will offer an alternative for those people living with HIV who need care and supervision throughout the day but who do not qualify for or need 24 hour care or institutionalization. A single program will be funded in this area.

Goals:

- Promote independent living and help people remain in their homes and decrease the need for extended home care hours.
- Provide medical care, supervision and other appropriate services.
- Provide support and respite to partners, caregivers, and families.
- Provide socialization of clients.

Application Process:

Applicants should request application packets from Multifamily Underwriting staff:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
(612) 297-3294, or
toll free: 1-800-657-3701

If after reviewing the application materials there are any questions concerning the Housing Opportunities for Persons With Aids Program or the application process, please direct your questions to Terry Lauer, MDH at (612) 623-5508 or Glory J. Hill, MHFA at (612) 296-9827.

Application Submission Deadline:

The original and one (1) copy of application are due by 4:30 p.m. on Thursday, February 22, 1996. Staff will make recommendations for funding to the MHFA Board on April 25, 1996.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: TRANSITIONAL HOUSING PROGRAM

The Minnesota Housing Finance Agency (MHFA) announces the availability of loan/grant funds to eligible sponsors to assist in providing safe, appropriate, and affordable housing for low and moderate income residents of Minnesota. The Transitional Housing Program is designed to assist eligible applicants in the construction, acquisition, or rehabilitation of residential housing for this group of persons.

Program Options:

The Transitional Housing Program has three program options: (1) Temporary or transitional housing for individuals and families having an immediate need for housing; (2) Residential housing for migrant farmworkers; and (3) Homeless individuals and families.

Under the Temporary or Transitional Housing program option, individuals and families income cannot exceed 50% of the greater of the statewide or area median income adjusted for families of five or more.

Under the Residential Housing for Migrant Farmworkers program option, housing must contain cooking, sleeping, bathroom facilities, and hot/cold running water in the same structure.

Under the Homeless Individuals and Families program option, eligible applicants can apply for funds to provide housing (including SRO-type housing) for individuals and families whose incomes do not exceed thirty percent (30%) of the metropolitan area median income for a family of four adjusted for families of five or more.

For all the program options, the maximum loan/grant amount may not exceed 50% of Total Development Cost with the balance of the funds coming from other sources. The loan/grant may not exceed \$25,000 per unit. Each project funded must be operated and maintained as housing for the target population for twenty years.

Amount of Funds Available:

\$275,000

Form of Awards:

Funds are awarded to projects in the form of a zero interest deferred loan. To encourage the long term affordability of the housing provided under this program, a twenty year repayment schedule is used. The loan must be repaid in full if the project fails to operate as affordable housing for low income persons during the first ten years of the loan. During the next ten years, ten percent of the loan is forgiven each year provided that the housing remains affordable for low income persons and families.

Location:

Statewide

Eligible Applicants:

Eligible Applicants are individuals, for-profit entities, non-profit entities, Minnesota cities, joint power boards established by two or more cities, and Housing and Redevelopment Authorities.

State Grants

Eligible Projects:

The Legislation requires Transitional Housing funds be used "to provide loan/grant awards to projects for the construction, acquisition or rehabilitation of residential housing." The housing is to be provided for a limited duration not exceeding twenty-four (24) months and available for occupancy on a continuous twenty-four (24) hour basis. Loan/grants may **not** be used for residential care facilities, for facilities that provide housing for occupancy on less than a twenty-four (24) hour continuous basis, or for any residential housing that requires occupants to accept board as well as lodging.

Loan/grants may be used for specific work or improvements, such as:

- Land or building acquisition
- Building construction
- Building rehabilitation
- Costs that are associated with the project or project financing. These may include costs of financing such as processing and attorney fees, or building permits.

Loans/grants cannot be used for completed work or improvements, expenses incurred in the preparation of the proposal or project costs which are otherwise reimbursable from other private or public sources. Additionally, costs incurred prior to executing the Commitment Agreement are not eligible for reimbursement from loan/grant funds.

It is the desire of the MHFA to encourage and support approaches to housing problems which provide affordable housing with strong local support. It is expected that these funds will be used to leverage other funds or to provide the final piece of a financing package. They can be used in conjunction with other MHFA, State, or Federal programs as appropriate.

No maximum single loan/grant amount has been officially established other than \$25,000 per unit.

Application Process:

Applicants should request packets from Multifamily Underwriting staff:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
(612) 297-3294, or
toll free: 1-800-657-3701

If after reviewing the application materials there are any questions concerning the Transitional Housing Program or the application process, please direct your questions to Glory J. Hill at (612) 296-9827. Applicants are encouraged to discuss the feasibility of their project proposal with MHFA staff prior to submitting an application for funds.

Application Submission Deadline:

The original and one (1) copy of application are due by 4:30 p.m. on Thursday, February 22, 1996. Staff will make recommendations for funding to the MHFA Board on April 25, 1996.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: HOUSING TRUST FUND PROGRAM

The Minnesota Housing Finance Agency (MHFA) and the Housing Trust Fund Advisory Task Force (HTFATF) announce the availability of loan funds to eligible sponsors to assist them in the development, construction, acquisition, preservation and rehabilitation of affordable rental housing, limited equity cooperative housing, and homes for ownership by low income persons. These funds were generated by interest earnings on real estate brokers' trust accounts; interest accrued on revenue bond application fees and forfeited fees; and state appropriated funds.

Amount of Funds Available:

\$1,000,000

Location:

Statewide

Form of Awards:

Funds are awarded to projects in the form of a zero interest deferred loan. To encourage the long term affordability of the housing provided under this program, a twenty year repayment schedule is used. The loan must be repaid in full if the project fails to operate as affordable housing for low income persons during the first ten years of the loan. During the next ten years, ten percent of the loan is forgiven each year provided that the housing remains affordable for low income persons and families.

Set Aside:

Up to twenty percent (approximately \$200,000) of the total funds available may be used for projects that are not compatible with the 20 year repayment schedule. Within the twenty percent set aside, up to \$100,000 will be available for home ownership projects. The MHFA's and the HTFATF's intent is to use this set aside of funds to encourage innovative proposals which would otherwise not be possible to fund given the 20 year use commitment. Applications submitted under the set aside will be evaluated with all applications received in response to the Request for Proposals.

Eligible Applicants:

Eligible applicants are individuals, for-profit entities, non-profit entities, Minnesota Cities, joint power boards established by two or more cities, and Housing and Redevelopment Authorities.

Eligible Projects:

The legislation requires that the funds from the trust fund account be used "to provide loans or grants for projects for the development, construction, acquisition, preservation, and rehabilitation of low income rental and limited equity cooperative housing units and homes for ownership. At least 75 percent of the rental and cooperative units in the development or all of the units funded by the housing trust fund account, must be rented to persons and families whose income does not exceed 30 percent of the median family income for the metropolitan area. Homes for ownership must be owned or purchased by persons and families whose income does not exceed 50 percent of the metropolitan area median income." (*Minnesota Statutes* Sect. 462A.201 Subd. 2, as amended.) As of May 1995, 30 percent of the Minneapolis/St. Paul area median income was \$15,300.

It is the desire of the MHFA and the HTFATF to use the Housing Trust Fund Housing Program to encourage and support innovative approaches to housing problems which provide affordable housing with strong local support. It is expected that these funds will be used to leverage other funds or to provide the final piece of a financing package. They can be used in conjunction with other MHFA, State, or Federal programs as appropriate.

The MHFA will not be accepting applications for proposals whose primary purpose is lead based paint abatement.

Application Process:

Applicants should request application packets from Multifamily Underwriting staff:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
(612) 297-3294, or
toll free: 1-800-657-3701

If after reviewing the application materials there are any questions concerning the Housing Trust Fund Housing Program or the application process, please direct your questions to Daniel Tempel (612) 297-3119.

State Grants

Application Submission Deadline:

The original and one (1) copy of application are due by 4:30 p.m. on Thursday, February 22, 1996. The Housing Trust Fund Advisory Committee will review the applications and should make funding recommendations to the MHFA Board by April 25, 1996.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: AFFORDABLE RENTAL INVESTMENT FUND

The Minnesota Housing Finance Agency (MHFA) announces the availability of loan funds to eligible sponsors to assist them in the development, construction, acquisition, preservation and rehabilitation of permanent affordable rental housing. These funds were made available through state appropriation and MHFA resources.

Amount of Funds Available:

\$3,600,000

Location:

Statewide

Form of Awards:

Funds are awarded in the form of a zero percent (0%), 30 year deferred first or subordinated loan.

Allocation of Funds:

To the extent practicable, funds shall be used so that an approximate equal number of rental housing units are financed in the metropolitan area, and in the nonmetropolitan area.

Preference will be given to economically viable developments with financial contributions from units of local government, area employers, and the private sector. In the metropolitan area preference will be given to economically viable developments that not only receive financial contributions as stated previously, but also take into account the availability of transportation and job training efforts in the community.

Metropolitan area includes the counties of Anoka, Carver, Dakota excluding the city of Northfield, Hennepin excluding the city of Hanover, Ramsey, Scott excluding the City of New Prague, and Washington.

Eligible Applicants:

Eligible applicants are limited profit and non-profit entities, Minnesota Cities, and Housing and Redevelopment Authorities. Entities undertaking a development consisting of the rehabilitation of existing rental housing are not limited to return.

Eligible Projects:

The funds will be used to provide loans for projects for the development, construction, acquisition and rehabilitation of permanent low income rental housing consisting of a minimum of four rental units. Single family and duplex properties are allowed in scattered site developments with a minimum of four units total.

All rental units which meet the rent and income requirements are eligible for assistance. In instances where not all units are eligible for assistance, funds will be provided on a prorata basis. Developments which provide for or maintain economic integration are encouraged.

New construction will be closely targeted to areas of economic growth or with sufficient market demand and with an emphasis on housing for large families and single individuals.

Assisted housing shall not be limited to persons 55 years and older.

Income limits:

100% of assisted units must be initially occupied by households with incomes up to 80% of state median income (\$34,800). New tenants occupying the units during the term of the mortgage must also meet the income limits at the time of initial occupancy.

Gross Rent Limits:

Maximum gross rents (contract rent plus tenant paid utility allowance) shall not exceed the lesser of 30% of 50% of statewide median income by unit size, or 30% of 50% of Statewide median income adjusted by unit size (see chart below). In areas with low incomes and market rents the Agency will not approve rents at the maximum program limits.

| Gross Rent Limit at 30% of 50% of Statewide Median Income (\$43,500) | | | | |
|-------------------------------------------------------------------------|-------|-------|-------|-------|
| OBR | 1BR | 2BR | 3BR | 4BR |
| \$380 | \$408 | \$489 | \$565 | \$631 |

Also, gross rents shall not be lower than 30% of 30% of area median income by unit size.

Application Process:

Applicants should request packets from Multifamily Underwriting staff:

Minnesota Housing Finance Agency
 400 Sibley Street, Suite 300
 St. Paul, MN 55101
 (612) 297-3294, or
 toll free: 1-800-657-3701

If after reviewing the application materials there are any questions concerning the Affordable Rental Investment Fund Program or the application process, please direct your questions to Brenda Nieland at (612) 297-5136, or Denise Holter at (612) 297-4294.

Application Submission Deadline:

The original and one (1) copy of application are due by 4:30 p.m. on Thursday, February 22, 1996. Staff will make recommendations for funding to the MHFA Board on April 25, 1996.

This request for proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Housing Finance Agency

Notice of Fund Availability Request for Proposals: METROPOLITAN COUNCIL HOUSING BOND CREDIT ENHANCEMENT PROGRAM

The Metropolitan Council, through the Minnesota Housing Finance Agency (MHFA) is requesting proposals for participation in the Metropolitan Council Housing Bond Credit Enhancement Program. Under *Minnesota Laws* Chapter 587, article 12, section 22, the Metropolitan Council may pledge its full faith and credit and taxing powers to the payment of bonds issued under *Minnesota Statutes* Section 469.034 for "qualified housing development projects" in the metropolitan area. The bonds must be payable from the revenues of the projects financed under the program, or from income of the authorities that participate in the program, including earnings on any reserves established for the program. Pledged revenues must equal or exceed 110 percent of the principle and interest due on the bonds. The program is intended to diversify throughout the region the availability of housing type and price to allow access to employment opportunities and meet housing needs of residents as their financial needs or lifestyles change.

Amount of Funds Available:

The aggregate principle amount of bonds that may be secured by a pledge of the Council's full faith and credit may not exceed \$20,000,000.

Form of Awards:

Pledge of full faith and credit and taxing powers of the Metropolitan Council to the payment of bonds issued under *Minnesota Statutes* Section 469.034 for "qualified housing development projects" in the metropolitan area.

Awards are limited to \$3 million per project and applicant. This limitation applies only to the portion of the project secured by the Council's full faith and credit pledge.

Underwriting/Fees:

Underwriting parameters for all developments will include analysis of financial feasibility, construction costs, and review of management and architectural requirements. Projects must generally meet the requirements of the Minnesota Housing Finance Agency's Multifamily Mortgage Handbook. The MHFA will be providing loan processing, construction monitoring, and management and operations monitoring services. Standard fees will include \$10,000 or 2% of the mortgage amount not including the Debt Coverage Escrow whichever is greater, as a loan processing fee, inspection fee equal to 1/2% of the gross construction cost, and an annual fee equal to 1/2% of the initial mortgage principle for ongoing monitoring of marketing and operations. Fees charged to local issuers for these services will be charged on a sliding scale, based upon the experience of the applicant, from no fee to the standard fee.

Location:

Projects must be located within the legal jurisdiction of the Metropolitan Council as defined by *Minnesota Statutes* Chapter 473. The legal jurisdiction of the Metropolitan Council includes the counties of Anoka, Carver, Dakota excluding the city of Northfield, Hennepin excluding the city of Hanover, Ramsey, Scott excluding the city of New Prague, and Washington.

Eligible Applicants:

Eligible applicants are local authorities with housing and redevelopment authority powers under *Minnesota Statutes* Chapter 469.

Eligible Projects:

Eligible projects must be "qualified housing development projects" pursuant to *Minnesota Statutes* 469.034 subdivision 2, paragraph (e), except that individuals and families must not have incomes greater than 60% of the median family income.

Only developments proposing housing for families, particularly large families, requiring three or more bedrooms are eligible.

Acquisition/rehabilitation and new construction of permanent housing are eligible. Scattered site housing projects are permitted. City sewer and water required.

Refinancing of existing publicly owned projects is not permitted under the program.

Income Limits:

100% of assisted units must be occupied by families with incomes less than 60% of area median income adjusted by family size.

Gross Rent Limits:

Maximum gross rents shall not exceed the lesser of 30% of 50% of area median income by unit size, or 30% of 50% of area median income by unit size.

Local Participation:

Local participation with regard to risk sharing and resources needed to accomplish the objectives of the program is anticipated. Applicants will be rewarded in the selection process based upon the extent to which they propose providing local resources including equity and credit enhancement to the proposed project or develop proposals that permit the Council's credit to be released after some realizable performance test(s) are met.

Local Residency Preference:

The number of units in the proposed project that may be subject to a local residency preference shall be proportionate to the local contribution to the projects total development cost. Local contribution is defined as any portion of the project financing that is not backed by the Council's full faith and credit pledge.

Per Unit Development Cost Limits:

The reasonableness of per unit as well as total development cost will be assessed. Cost of units developed under the program shall not exceed developmental cost limits established for the federal HOME program. The current limit is approximately \$100,000 for a three bedroom unit.

Application Process:

Applicants should request packets from Multifamily Underwriting staff:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
(612) 297-3294, or
toll free: 1-800-657-3701

If after reviewing the application materials there are any questions concerning the Metropolitan Council Housing Bond Credit Enhancement Program or the application process, please direct your questions to Daniel Tempel at (612) 297-3119 or Denise Holter at (612) 297-4294.

Application Submission Deadline:

Applications are due by 4:30 p.m. on Thursday, February 22, 1996. The MHFA will review the applications and will make recommendations to the Metropolitan Council by April 11, 1996. The Metropolitan Council will make preliminary commitments for credit enhancement by May 20, 1996.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA and the Metropolitan Council reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) and the Metropolitan Council to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

Professional, Technical & Consulting Contracts

Department of Human Services

Proposals Sought for Initiation or Development of Service Alternatives for Chronic Chemically Dependent Persons

The Chemical Dependency Program Division of the Minnesota Department of Human Services (hereinafter CDPD) is soliciting proposals for initiation or development of services for chronic chemically dependent people. Persons to be served are those who have repeated detoxification admissions, repeated exposure to treatment referral services, and a history of homelessness or difficulty in retaining adequate housing due to alcoholism or chemical dependency. The funding of up to ten proposals is contemplated.

Funds may be used for planning program development activity, and operating costs. Preferred proposals will implement case management or other similar community services in areas with demonstrated need. It is anticipated that the work called for would begin July 1, 1996 and end on or before June 30, 1998. Proposals should not exceed \$60,000.00 per year.

Copies of the Full Request for Proposals and grant application forms are available on request from:

Proposal Requests
Chemical Dependency Program Division
Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3823
(612) 296-3991

Proposals must be received no later than 4:30 p.m., February 26, 1996, or have a legible postmark no later than February 23, 1996.

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.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

Department of Administration

Department of Human Services Request for Proposal (RFP) for Electronic Benefit Transfer System and Services

The Minnesota Department of Human Services (DHS) requires services from an experienced Electronic Benefits Transfer (EBT) or Electronic Funds Transfer (EFT) system vendor. The State currently has a combination EBT and paper benefit issuance and delivery system. The current EBT system utilizes an Automated Teller Machine (ATM) process and point-of-sale (POS) technologies.

This Request for Proposal (RFP) requests services necessary to implement and operate a statewide electronic benefits transfer system to disburse food stamps and cash benefits to recipients of public assistance over a period of five (5) years.

Under the terms of the contract to be executed as a result of this RFP, the EBT Vendor will have a number of responsibilities. Generally, these responsibilities are:

1. Provide project management for EBT automated system operations and data processing at a Vendor computer facility(ies).
2. Successfully implement and operate an EBT system meeting RFP specifications.
3. Provide EBT system hardware and software at the Department of Human Services, county agencies and retailer sites.
4. Provide conversion and ongoing training services to public assistance recipients, government staff and retailers.

Professional, Technical & Consulting Contracts

5. Request, coordinate, and facilitate the movement of funds from the various governmental agencies and place them into the commercial payment system to reimburse financial institutions and retailers for EBT transactions.

Submission of Responses

Responses to the RFP must be submitted no later than 4:00 p.m. on April 8, 1996. Vendors having more than twenty full time employees must be certified with the Department of Human Rights at the time the proposal is due or the document will be rejected. Contact the Department of Human Rights at (612) 296-5663 or (612) 296-5683 for certification information and documentation.

Copies of the RFP may be obtained in person or by faxing a request to:

Don Olson, CPPB
Materials Management Division
Department of Administration
112 Administration Building
50 Sherburne Ave.
St. Paul, MN 55155
Fax: (612) 297-3996

This Request for Proposal (RFP) does not obligate the State of Minnesota, Department of Human Services to accept any of the proposals submitted or to complete the RFP process.

Department of Administration

State Designer Selection Board

Request for Proposals for Two Department of Transportation Projects

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select designers for two upcoming Department of Transportation projects. Design firms who wish to be considered for these projects should deliver separate proposals for each project on or before 4:00 p.m., Tuesday, January 30, 1996, to:

Mary Closner
Executive Secretary, State Designer Selection Board
Department of Administration
50 Sherburne Avenue, Room G-10
St. Paul, Minnesota 55155-3000

The proposal must conform to the following:

- 1) Six (6) copies of the proposal will be required.
- 2) All data must be on 8½" x 11" sheets, soft bound. No more than 20 printed faces will be allowed.
- 3) The cover sheet of the proposal must be clearly labeled with the Project number, as listed in number 7 below, together with the designer's firm name, address, telephone number, and name of the contact person.

4) Proposal Summary:

All proposals shall begin with a summary which includes only the following items:

- a) Name of firm and its legal status.
- b) Names of the persons responsible for both the management and production of the work including consultants and Minnesota registration numbers.
- c) The proposal shall contain a statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team.
- d) A commitment to enter the work promptly, if selected, by engaging the consultants and assigning the persons named in 4(b) above, along with adequate staff to meet the requirements of work.

e) A list of State and University of Minnesota current and past projects and studies awarded to the prime firms(s) submitting this proposal during the four (4) years immediately preceding the date of this request for proposal. The prime firm(s) shall list and total all fees associated with these projects and studies whether or not the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid directly to engineers or other specialty consultants employed

Professional, Technical & Consulting Contracts

on the projects and studies listed pursuant to the above. **NOTE:** Please call and leave your fax number for a copy of the acceptable format for providing this information.

f) In accordance with the provisions of *Minnesota Statutes*, 1981 Supplement, Section 363.073; for all contracts estimated to be in excess of \$50,000.00, all responders having more than 20 full-time employees at any time during the previous 12 months must have an affirmative action plan approved by the Commissioner of Human Rights before a proposal may be accepted. Therefore, the proposal shall include one of the following:

1. A copy of your firm's current certificate of compliance issued by the Commissioner of Human Rights; or
2. A statement certifying that the firm has a current certificate of compliance issued by the Commissioner of Human Rights; or
3. A statement certifying that the firm has not had more than 20 full-time employees at any time during the previous 12 months.

5) Additional Proposal Contents:

- a) Expanded resumes showing qualification of individuals, listed in 4(b) above, administering or producing the major elements of the work, including consultants. Identify roles that such persons played in projects which are relevant to the Project at hand.
- b) A discussion of the firm's understanding of and approach to the Project.
- c) A listing of relevant past projects.
- d) A section containing graphic material (photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material must be identified. It must be work in which the personnel listed in 4(b) above have had significant participation and their roles must be clearly described. It must be noted if the personnel were, at the time of the work, employed by other than their present firms.

6) Other design firms wishing to have their proposals returned after the Board's review must follow one of the following procedures:

- a) Enclose a self-addressed stamped postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two (2) weeks to pick up their proposals, after which time the proposals will be discarded; or
- b) Enclose a self-addressed stamped mailing envelope with the proposals. When the Board has completed its review, proposals will be returned using this envelope.

In accordance with existing statutes, the Board will retain one copy of each proposal submitted.

Any questions concerning the Board's procedures, their schedule for the Project herein described or the fee format form may be referred to Mary Closner at (612) 296-4655.

7a) **PROJECT 1-96**

Albert Lea Point of Entry Scale and Enforcement Center

Interstate 35

PROJECT DESCRIPTION

The project will consist of a new weigh scale building, static scale, and weigh-in motion scale system to replace the existing scales located near TH 50 and I35 in Lakeville.

CONSTRUCTION BUDGET/FEES

The projected construction cost for the project will be \$1,000,000. This will include the cost of the weigh scale building estimated at \$500,000 and the static scale and the weigh-in motion scale system estimated at \$500,000.

CONSULTANT REQUIREMENTS

The scope of the work under this contract will be to provide complete design services from schematic design through construction for the weigh-scale building. The consultant and electrical subconsultant will coordinate the installation of the static scale and weigh-in motion scale systems, designed by the scale manufacturers. The consultant fee will be based on 8% of the estimated construction cost of the weigh scale building and 5% of the cost of the scales.

The selected design firm and their associated firms shall each demonstrate experience in successfully completing projects of a similar type, size, and complexity. The consultant will be required to provide architectural, structural, mechanical, and electrical services.

The electrical engineering firm being used on the project shall show evidence that they have worked on at least two similar projects that have included static scales and weigh-in motion scale systems.

Professional, Technical & Consulting Contracts

The construction documents shall be done using Computer Aided Design and Drafting (CADD) in a system compatible with Bentley Systems Microstation Version 5. The Mn/DOT Building Section will provide the consultant with a copy of its Consultant Procedures for Construction Projects to aid in completing the work.

Federal Highway Funds will be funding a portion of the project so the construction documents must be done using the metric system.

PROJECT SCHEDULE

The consultant will start the project as soon as the contract has been executed. The schematic design phase should be completed by January of 1997. The design phases of the project should be completed June of 1997. The construction documents should be completed by April of 1999 forbidding in November of 1999. Construction is expected to start in April of 2000.

INFORMATIONAL MEETING - SITE INSPECTION

There will be a project information meeting for all consultants submitting RFPs for the project. The meeting will be at 10:00 a.m. on January 23, 1997, in Conference Room "D" at the Mn/DOT Oakdale Headquarters Building, 3485 Hadley Avenue North, Oakdale, MN. Parking is available in the south parking lot. Enter the southeast door and take the stairs to the lower level.

PROJECT CONTACT

Project information is available upon request. Questions concerning the project should be referred to:

Ronald Lagerquist, Architect
Minnesota Department of Transportation
Office of Maintenance - Building Section
Transportation Building - MS 715
395 John Ireland Boulevard
St. Paul, MN 55155-1899
Phone: (612) 297-4742/Fax: (612) 282-9904

STATE DESIGNER BOARD SCHEDULE

Tuesday, February 13, 1996 - Shortlist
Tuesday, February 27, 1996 - Interviews

7b) PROJECT 2-96

Field Maintenance Addition
Duluth District Headquarters
Duluth, MN

PROJECT DESCRIPTION

The project will consist of an addition to the Duluth Headquarters to house the Field Maintenance Operations. Some remodeling of the existing building will be included in the project.

CONSTRUCTION BUDGET/FEES

The project is estimated to cost \$1,200,000. This will include the cost of the addition, equipment, consultant fees for bidding and construction administration, and reimbursable expenses.

CONSULTANT REQUIREMENTS

The scope of the work under this contract will be to provide complete design services from predesign through construction. The consultant fee will be based on 8% of the estimated construction cost. There is \$15,000 presently available for predesign and the beginning of the schematic design phase. The funding to complete the design phases and the construction documents will be included in Mn/DOT's 1996 Capital Building Request. The funding for building construction will be a part of Mn/DOT's 1998 Capital Building Request.

The selected design firm and their associated firms shall each demonstrate experience in successfully completing projects of a similar type, size, and complexity. The consultant will be required to provide architectural, structural, mechanical, and electrical services.

The construction documents shall be done using Computer Aided Design and Drafting (CADD) in a system compatible with Bentley Systems Microstation Version 5. The Mn/DOT Building Section will provide the consultant with a copy of its Consultant Procedures for Construction Projects to aid in completing the work.

Professional, Technical & Consulting Contracts

PROJECT SCHEDULE

The consultant will start the project as soon as the contract has been executed. The predesign phase should be completed by July of 1996. The design phases of the project should be completed October of 1997. The construction documents should be completed by April of 1998 for bidding in May of 1998. Construction is expected to start in July of 1998 with occupancy in early 1999.

INFORMATIONAL MEETING – SITE INSPECTION

There will be an on-site informational meeting/building tour for all consultants submitting RFPs for the project. This will be the only time the building is available to the consultants. The meeting will be at 10:00 a.m. on Thursday, January 25, 1996, at the Duluth District Headquarters Building, 1123 Mesaba Avenue, Duluth, Minnesota.

PROJECT CONTACT

Project information is available upon request. Questions concerning the project should be referred to:

Ronald Lagerquist, Architect
Minnesota Department of Transportation
Office of Maintenance - Building Section
Transportation Building - MS 715
395 John Ireland Boulevard
St. Paul, MN 55155-1899
Phone: (612) 297-4742/Fax: (612) 282-9904

STATE DESIGNER BOARD SCHEDULE

Tuesday, February 13, 1996 - Shortlist
Tuesday, February 27, 1996 - Interviews

Maureen Steele Bellows, Chair
State Designer Selection Board

Department of Administration

Facilities Management Bureau

Notice of Request for Proposals for a Total Building Management Contract at Duluth Government Services Center, Duluth, Minnesota

The Department of Administration is requesting proposals for a three-year total building management contract for the Duluth Government Services Center, located in Duluth, Minnesota. The contract shall have a three year term and be in effect from April 1, 1996 to March 31, 1999. This contract has an estimated value of \$2,100,000.00. The agency is not bound by this amount.

A Request for Proposals is to be obtained by calling or writing:

Plant Management Division
Department of Administration
625 North Robert Street
St. Paul, Minnesota 55101
Telephone: (612) 282-5228

Proposal responses must be submitted no later than 3:30 p.m. on January 31, 1996. A mandatory walk through has been scheduled for January 17, 1996 and is subject to change. Evaluation and selection will be completed by February 21, 1996.

Department of Finance

MnASSIST Division

Request for Proposal: Professional Services to Help Support and Maintain the State's Human Resources/Payroll System (SEMA 4) Based on Software Provided by PeopleSoft Inc.

NOTICE IS HEREBY GIVEN that the State of Minnesota, acting through the Department of Finance, MnASSIST division, seek the services of qualified consultants to provide technical support services for its Human Resources/Payroll system (SEMA 4).

The primary objectives of this contract are: to provide project and task oriented support services to modify the system to correct identified problems in the system, to provide on-going maintenance and support services to the system and to complete a knowledge transfer to department employees so that they can maintain the system in the future. The project and task services will be negotiated from time to time based on a time and material rate structure built into the final contract.

The State estimates that the cost of this contract will be \$350,000 through June 30, 1996, with annual extensions of up to \$1,000,000 possible through June 1999 as funding is available and the need continues. This request for proposal does not obligate the state to spend the estimated dollar amount.

Copies of the complete Request for Proposal can be obtained by contacting:

Gordon Yurich, Director
Administrative Services
Department of Finance
MnASSIST Division
658 Cedar Street
St. Paul, MN 55155
(612) 296-9473

Other departmental personnel are NOT allowed to discuss the Request for Proposal or answer questions with anyone including responders, before the proposal submission deadline.

Deadline for proposal submission is 4:30 p.m. on February 2, 1996.

Dated: 29 December 1995

Gordon Yurich
Administrative Services Director
Department of Finance

Professional, Technical & Consulting Contracts

Board of Teaching

Request for Proposals to Develop and Implement a Research Design for First-Year Teacher Research and Development Sites

The Minnesota Board of Teaching is seeking individuals or organizations qualified to develop and implement a research design to determine the effective characteristics/attributes inherent in a variety of First-Year Teacher Research and Development Sites and to provide reports describing data gathered and analyzed, costs, characteristics and the status and progress of the Research and Development sites in implementing their models to determine policy considerations for statewide implementation.

The anticipated term of the project is March, 1996 - June 30, 1997. The Board of Teaching has estimated the cost of this project should not exceed \$45,000.

The specific services which will be provided under contract are outlined in the goals/objectives and tasks of the request for proposals (RFP).

Copies of the RFP may be obtained by contacting:

Marc Boehlke, Teacher Education Specialist
Minnesota Board of Teaching
603 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
office (612) 282-6749
fax (612) 282-2403
TDD: (612) 297-2094

Proposals must be received in the Office of the Board of Teaching by 4:00p.m., Tuesday February 28, 1996. Late proposals will not be accepted.

Department of Transportation

Proposals Sought for Minnesota Guidestar Trilogy

The Minnesota Department of Transportation's Trilogy project is a demonstration of wide area broadcast of traffic information in digital format to in-vehicle receivers capable of decoding and filtering the data for presentation to the driver. Trilogy is currently utilizing the Radio Broadcast Data System - Traffic Message Channel (RBDS-TMC). This RBDS-TMC technology allows FM radio stations to transmit digital data via FM subcarrier to suitably equipped receivers. Trilogy will be further expanded to utilize the Seiko Communications Systems high data rate SCA FM subcarrier. Proposals are now being sought to provide data processing systems for support of the RBDS-TMC and high data rate SCA systems.

Mn/DOT is seeking proposals that will provide products or services to support Trilogy. These products are:

A. Graphical Traffic Workstation

This system will provide a map based interface used to create, edit and delete motorist information messages. Additionally, real-time traffic sensor data will be displayed on this system along with the messages created. Traffic incidents will also be logged for historic purposes.

B. Trilogy Preprocessor and Data Multiplexor

These subsystems will receive data from the Traffic Workstation and Mn/DOT's traffic sensors. This data will be processed and transferred over multiple serial communication lines for eventual broadcast over FM radio station sidebands.

The Department may award agreements with multiple selected responders. The responses are due February 2, 1996 at 3:00 p.m. The agreements are expected to begin on or after February 12, 1996.

A copy of the Request for Proposals (RFP) may be obtained by requesting the Minnesota Guidestar Trilogy RFP from:

Gary Hallgren, Trilogy Project Manager
Minnesota Department of Transportation
Waters Edge Building
1500 W CR B2
Roseville, MN 55113
612-582-1131

Non-State Public Bids, Contracts & Grants

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.

Metropolitan Council

Public Notice of Request for Proposal for Tort and Property Damage Claim Legal Services

The Metropolitan Council is requesting proposals for the performance of legal services related to tort and property damage claims against the Metropolitan Council that arise out of accidents or incidents involving Metropolitan Council employees or property. The legal services will involve representing the Metropolitan Council on an organization-wide basis and providing legal advice on tort and property damage claim matters. In addition to performing its historical regional planning and coordinating activities, the Metropolitan Council now operates and maintains regional bus and transit systems and the metropolitan sewer disposal system. The Metropolitan Council anticipates the legal services contract will cover the time period from April 1, 1996 through March 31, 1999. A copy of the Request for Proposal may be obtained from:

Jay M. Heffern, General Counsel
Metropolitan Council
Mears Park Centre
230 East Fifth Street
Saint Paul, Minnesota 55101-1634
(612) 229-2723 Voice
(612) 291-6640 Facsimile
(612) 291-0904 TDD/TTY

In accordance with *Minnesota Statutes* section 473.144 (1994) the Metropolitan Council may not accept any bid or proposal for a contract or execute a contract for services in excess of \$50,000 with any firm or business having more than 20 full-time employees on a single working day during the previous 12 months unless the firm or business has an affirmative action plan for the employment of minority persons, women and disabled persons that has been approved by the Commissioner of Human Rights. A proposal will not be accepted by the Metropolitan Council unless the proposal includes one of the following: (1) a copy of the proposer's current and valid certificate of compliance from the Commissioner of Human Rights; or (2) a valid affidavit stating the proposer did not have more than 20 full-time employees on a single working day during the previous 12 months.

This request does not obligate the Metropolitan Council to complete the work contemplated in this notice and Request for Proposal. The Metropolitan Council reserves the right to cancel this solicitation, reissue the Request for Proposal and to proceed to do the proposed work otherwise. All expenses incurred in responding to this notice and the Request for Proposal are the responsibility of and will be borne by the responding parties. All written proposals responding to this Request for Proposal must be received at the Metropolitan Council's Mears Park Centre offices in Saint Paul, Minnesota by 4:00 p.m. on Friday, 16 February 1996.

Non-State Public Bids, Contracts & Grants

Minnesota Higher Education Facilities Authority

Notice of Request for Proposals for Financial Advisor

NOTICE IS HEREBY GIVEN that the Minnesota Higher Education Facilities Authority intends to engage the services of an independent financial advisor to provide consulting services with respect to the issuance of obligations of the Authority, and has prepared a Request for Proposals (the "RFP") for that purpose.

The financial advisor must have a current certificate of compliance from the Commissioner of Human Rights indicating the firm has an approved affirmative action plan for the employment of protected groups.

Requests for copies of the written RFP should be directed to:

Ms. Elaine J. Yungerberg
Assistant Executive Director
Minnesota Higher Education Facilities Authority
175 East 5th Street, Suite 450
St. Paul, MN 55101-2901

Requests for copies of the RFP must be received by 4:00 p.m., Central Time, January 22, 1996. Proposals will be accepted until 4:00 p.m., Central Time, February 14, 1996.

Minnesota Historical Society

Notice of Request for Bids for The Manufacture of the Book: *Northern Lights: The Story of Minnesota's Past*

The Minnesota Historical Society is seeking bids from qualified firms to manufacture the above book. Manufacture will include printing, binding, delivery and other incidental services to reprint approximately 7,500 copies of a 232 page case bound book.

The Request for Bids is available by faxing a written request or by writing Wallace Chase, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd., West, St. Paul, MN 55102. Telephone 612-297-5863, Fax No. 612-297-3343.

Bids must be received not later than 2:00 p.m. Central Time, January 18, 1996.

Fax bids are not accepted.

Complete specifications and details concerning submission requirements are included in the Request for Bids.

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117 University Avenue, St. Paul, MN 55155

