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State Register

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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.

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# 35	Monday 26 February	Monday 12 February	Friday 16 February
# 36	Monday 4 March	Friday 16 February	Monday 26 February
# 37	Monday 11 March	Monday 26 February	Monday 4 March
# 38	Monday 18 March	Monday 4 March	Monday 11 March

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

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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

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ly only available from the Materials Management Helpline.

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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.

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Proposed Rules

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

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

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

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

Bureau of Mediation Services

Proposed Permanent Rules Governing Arbitration Rosters

Notice of Intent to Adopt a Rule Without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Bureau of Mediation Service intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, sections 14.22 to 14.28. The statutory authority to adopt the rule is *Minnesota statutes*, section 179A.04, subdivision 3 (f).

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

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

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

Carol S. Clifford
Bureau of Mediation Services
1380 Energy Lane, Suite Two
St. Paul, MN 55108
(612) 649-5421

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

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

A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Carol S. Clifford, Bureau of Mediation Services, 1380 Energy Lane, Suite Two, St. Paul, Minnesota, 55108.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the adopted rule, must submit the written request to Carol S. Clifford, Bureau of Mediation Services, 1380 Energy Lane, Suite Two, St. Paul, Minnesota, 55108.

Dated: 26 February 1996

Lance Teachworth
Commissioner

Rules as Proposed**5530.0100 APPLICATION.**

This chapter applies to the empanelment, referral, conduct, and removal of persons on the arbitrator roster maintained by the commissioner, excluding the list of arbitrators maintained under *Minnesota Statutes*, section 179A.04, subdivision 3, paragraph (c), for teacher discharge or termination hearings. This chapter applies to all persons on the arbitrator roster, to all applicants for placement on the roster, to all users of the roster, and to all arbitration proceedings conducted as the result of a referral from the roster. Nothing in this chapter is intended to limit the right of the parties to jointly select any arbitrator or arbitration procedure which is acceptable to them.

5530.0200 POLICY.

It is the policy of the state of Minnesota to promote orderly and constructive relationships between labor and management and to avoid unresolved disputes that can be injurious to the public as well as the parties. The use of collective bargaining procedures and binding arbitration to resolve grievances and certain interest disputes between labor and management are ~~specifically~~ encouraged. This chapter shall be liberally construed to effectuate these policies and the provisions of *Minnesota Statutes*, chapters 179 and 179A.

5530.0300 DEFINITIONS.

Subpart 1. **Scope.** The terms used in this chapter have the meanings given them in this part.

Subp. 1a. Advisory committee. "Advisory committee" means a committee consisting of three union representatives, three employer representatives, and two roster members appointed by the commissioner under *Minnesota Statutes*, section 15.014, to advise the commissioner regarding the appointment and removal of persons to the arbitrator roster. The committee shall not expire as provided by *Minnesota Statutes*, section 15.059.

[For text of subs 2 to 6, see M.R.]

Subp. 7. [See repealer.]

[For text of subs 8 to 13, see M.R.]

5530.0600 ARBITRATOR QUALIFICATIONS.

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

Subp. 3. **Advocacy disqualification.** No applicant or roster member may currently, or within the preceding 12 months, have functioned as an advocate for any public or private sector employer, employee, or employee organization in any phase of labor management relations. This prohibition applies to employee discharge or disciplinary appeal proceedings, whether or not the employee is represented by an exclusive representative. ~~The commissioner shall disqualify individuals who are closely associated with firms or organizations that function as advocates from appointment to particular panels, when the appointment would present the appearance of a conflict of interest.~~

[For text of subs 4 and 5, see M.R.]

5530.0700 APPOINTMENT TO ROSTER.

Subpart 1. **Size of roster.** The size of the arbitrator roster shall be not fewer than 25 nor more than ~~50~~ 60 members. Annually, the commissioner shall determine whether or not to add members to the roster based on the number of referrals over the preceding 12 months and projected referrals from the roster over the next 12 months.

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

Subp. 3. **Procedure; renewal appointments.** The commissioner shall notify all roster members not less than 120 days before the expiration of their appointment of the procedures necessary for reappointment to the roster. ~~The appointment of one-third of the members on the roster at the time this chapter is adopted shall expire on July 30, 1991; an additional one-third shall expire on July 30, 1992; and the final one-third shall expire on July 30, 1993. The names of roster members falling into each one-third shall be determined by lot.~~ Persons desiring to renew their appointment on the roster shall submit a written application and fee to the commissioner not less than 60 days before the expiration of their appointment. Following receipt of a renewal application, the commissioner shall review available referral, performance, and activity records of the applicant and proceed according to subpart 6.

[For text of subs 4 and 5, see M.R.]

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

Proposed Rules

Subp. 6. **Standards for appointment.** In determining whether or not to appoint a member to the roster, the commissioner shall evaluate each application for evidence of the applicant's competence, proficiency, and qualifications in the following areas:

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

F. ~~high moral character reputation in the labor-management community for high professional standards of competence, ethics, and integrity.~~

In addition to meeting these standards for appointment, roster members seeking reappointment must satisfy the requirements of part 5530.1200.

Subp. 7. **Disposition of applications.** ~~If an applicant~~ The commissioner shall appoint or reappoint an applicant to the roster based upon the commissioner's judgment that the applicant has satisfied the requirements of subpart 6, ~~the commissioner shall appoint or reappoint the applicant to the roster.~~ If the applicant has failed to satisfy the requirements of subpart 6, the commissioner shall reject the application in writing, including the reasons for the rejection. In the event that there are more qualified applicants than vacancies on the roster, the commissioner shall appoint applicants in rank order of their qualifications or by lottery where qualifications are relatively equal.

Subp. 8. **Term of appointment.** ~~Initial~~ Appointments to the roster shall be for a term of ~~five~~ three years. ~~Renewal appointments to the roster shall be for a term of three years. The commissioner shall establish a common July 30 expiration date for all appointments for purposes of administrative convenience.~~

5530.0800 ARBITRATOR CONDUCT AND STANDARDS.

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

Subp. 2. **Professional and ethical responsibilities.** Except as otherwise provided in this chapter, the Code of Professional Responsibility for Arbitrators of Labor-Management Disputes approved and published by the National Academy of Arbitrators is incorporated by reference and is applicable to and shall govern the professional behavior of persons appointed to the roster. The code ~~was adopted in 1975 and amended in 1985 and~~ is not subject to frequent change. ~~Single copies of The code are available without charge from the commissioner, and are~~ is available through the Minitex interlibrary loan system.

Subp. 3. **Conflicts of interest.** The arbitrator must disclose to the parties and the commissioner any personal or professional relationships, including direct or indirect past employment, consultative relationships, or ~~affiliation~~ affiliations with one of the parties, which may give an appearance of partiality. The burden of disclosure is on the arbitrator.

[For text of subps 4 and 5, see M.R.]

Subp. 6. **Timeliness.** It is the responsibility of the arbitrator to schedule time commitments in a manner consistent with the needs of the parties and the expeditious handling of disputes. The arbitrator must adhere to the time limits of Minnesota Statutes, section 179A.16, and the parties' arbitration procedure. When initially accepting and scheduling a case, or at the first reasonable opportunity to become aware of the time limits, the arbitrator must indicate whether or not the applicable time limits ~~specified in the arbitration procedure~~ will present a problem in the timely handling of the case. Although the time limits specified in ~~an a grievance arbitration procedure~~ may be waived or extended by the parties, it is improper for an arbitrator to routinely request or suggest extensions. If, after accepting and hearing a case, the arbitrator ~~discovers that he or she will be~~ is unable to render an award within the time limits specified in the grievance arbitration procedure, the arbitrator shall notify each party in writing of the reason for the delay and shall seek approval for establishing an alternate date for completion of the award. A request for an extension of the time-line for an interest arbitration award must be submitted directly to the commissioner.

[For text of subps 7 to 9, see M.R.]

Subp. 10. **Arbitrator fee and summary report.** For each award filed with the commissioner, whether originating from a bureau referral or other source, the arbitrator shall provide a summary report that discloses the following:

A. case identification information, including:

- (1) arbitrator's name;
- (2) case file number or bureau case number, if any;
- (3) name and location of employer and ~~name of~~ employer's representative; and
- (4) name and location of exclusive representative and agent of the exclusive representative;

B. case processing date information, including:

- (1) ~~date the grievance was filed or first made known to the employer;~~
- (2) date arbitrator was notified of selection by parties;
- (3) (2) date of hearing;
- (4) (3) final date for submission of briefs or other written material, if any; and

(5) (4) date award was issued; and

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

5530.0900 PANEL SELECTIONS AND REFERRALS.

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

Subp. 4. **Replacement panels or names.** Upon the joint request of the parties, the commissioner shall issue a new panel of seven names to replace a prior panel. ~~No more than one replacement panel will be provided in any one case.~~ Single-party requests for replacement names or panels will not be honored unless the commissioner determines that a bona fide conflict of interest exists regarding the matter in dispute between one or more parties and ~~two one~~ one or more members of the panel. If a conflict is found by the commissioner, a single replacement panel will be issued.

If the appointment of individuals to particular panels would present the appearance of a conflict of interest because the individuals are closely associated with firms or organizations that function as advocates, the commissioner shall disqualify those individuals.

Subp. 5. **Selection from panels.** The parties shall select an arbitrator or arbitrators from the panel under the terms of Minnesota Statutes, section 179A.16, or of their agreement or grievance procedure. In the absence of an agreement, the selection shall be made by alternately deleting names from the panel until the required number of names remain. Determining which party shall delete the first name shall be accomplished by a toss of a coin.

[For text of subp 6, see M.R.]

Subp. 7. **Biographic data.** The bureau shall review and prepare a biographic sketch of each member on the roster annually, based on information provided by that member and other information available to the commissioner. The sketches must include information about the arbitrator's background, education, and experience, as well as data regarding the arbitrator's fee schedule ~~and acceptance of hearing officer duties under Minnesota Statutes, section 125.12.~~ Arbitrators are responsible for ensuring the accuracy of all biographic and fee data on the sketch. Single copies of the sketches will be made available to parties with the referral of panels.

The mean number of calendar days required by each arbitrator to issue an award during the preceding year, as well as the upper and lower limits and number of cases used to determine that mean, based on records on file with the bureau, shall be ~~included on the biographic sketch for that arbitrator beginning July 30, 1991.~~ Arbitrators are responsible for ensuring the accuracy of all other biographic and fee data on the sketch. Single copies of the sketches will be made available to parties with the referral of panels maintained by the bureau.

[For text of subp 8, see M.R.]

5530.1200 PERFORMANCE MEASURES.

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

Subp. 2. **Selection rate.** The commissioner shall develop and maintain reliable data concerning the frequency with which individuals are selected by parties from panels referred by the bureau. A selection frequency that falls in the upper three quartiles of the frequencies of all arbitrators on the roster is evidence that an arbitrator has established acceptability among the parties who use the roster. ~~Appointments under part 5530.1100 shall not be considered in determining selection frequency.~~ A selection rate in the lowest quartile shall not be the sole basis for failure to reappoint unless the arbitrator has been in the lowest quartile for two consecutive years and was selected for fewer than three cases in the most recent 12-month period.

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

Subp. 4. **Timeliness.** The commissioner shall consider the mean number of calendar days between the close of the record in a case and the issuance of an award during the preceding 12 months to determine whether or not roster members are meeting timeliness requirements. In evaluating the data, the commissioner shall rely on information provided by the arbitrator under part 5530.0800, subpart 9, and data available from awards on file with the commissioner; ~~but shall not consider awards issued under part 5530.1100.~~ A mean that exceeds 60 days is evidence that an arbitrator is not timely in the handling of cases, but shall not be the sole basis for a determination not to reappoint.

[For text of subs 5 to 7, see M.R.]

REPEALER. Minnesota Rules, parts 5530.0300, subpart 7; and 5530.1100, are repealed.

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

Adopted Rules

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

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

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

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

Higher Education Services Office

Adopted Permanent Rules Relating to Nursing Grant Program for Persons of Color

The rules proposed and published at *State Register*, Volume 20, Number 22, pages 1226-1229, November 27, 1995 (20 SR 1226) and Volume 20, Number 23, page 1303, December 4, 1995 (20 SR 1303), are adopted as proposed.

Higher Education Services Office

Adopted Permanent Rules Relating to Supplemental Student Loans

The rules proposed and published at *State Register*, Volume 20, Number 22, pages 1226-1234, November 27, 1995 (20 SR 1229), are adopted as proposed.

Higher Education Services Office

Adopted Permanent Rules Relating to Private Business, Trade, and Correspondence Schools

The rules proposed and published at *State Register*, Volume 20, Number 25, pages 1435-1438, December 18, 1995 (20 SR 1435), are adopted as proposed.

Higher Education Services Office

Adopted Permanent Rules Relating to Registration and Name Approval

The rules proposed and published at *State Register*, Volume 20, Number 24, pages 1354-1358, December 11, 1995 (20 SR 1354), are adopted as proposed.

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 Administration and Department of Agriculture

Notice of Sale of Public Property

The Minnesota Departments of Administration and Agriculture intend to sell state-owned agricultural property in Martin County. Refer to the following advertisement to be placed in newspapers in the area:

Notice of Farm Land For Sale

The Commissioner of Administration and the Minnesota Department of Agriculture offer for sale by sealed bids approximately 154 acres (more or less) of land located in Sections 13 and 14, Township 103 N, Range 29 W, in Martin County.

The parcel will be sold on the basis of highest bid which meets all bid requirements, but not for less than the minimum bid of \$238,500. All bids must be received by 1:30 p.m., March 12 1996 at the Department of Administration, Real Estate Management Division; Room 309; 50 Sherburne Avenue; St. Paul, MN 55155.

Bids will be opened at 2:00 p.m. on March 12, 1996, at the Department of Administration (address listed above).

For bid information, forms, envelopes and legal description, contact Wayne Waslaski at the Department of Administration (address listed above) or call at (612) 296-2278. The terms and conditions of the sale will be included with the bid information.

State Board of Education

Notice of Intent to Solicit Outside Information Regarding Proposed Rule Governing Certification of School Interpreters/Transliterators for the Deaf and Hard of Hearing

NOTICE IS HEREBY GIVEN that the Minnesota State Board of Education (Board) is seeking information or opinions from outside sources in preparing to propose the adoption of rules governing certification of school interpreters/transliterators for the deaf and hard of hearing. The adoption of the rule is authorized by *Minnesota Statutes* 126.02 Subd. 1, Sec 22a (1994) which requires the Board to adopt a comparable state certification of school interpreters/transliterators.

The subject matter that may be considered by the Board when the rule is proposed includes but is not limited to: 1994 law requiring certification of school interpreters by the year 2000 otherwise school districts that do not hire "certified interpreters" will not be reimbursed by the state; cost and difficulties in arranging for evaluation of interpreters; funding for statewide skill building and skill maintenance courses and activities; lack of standards means Deaf/Hard of Hearing students are not getting comparable education as hearing peers.

The Board anticipates the rulemaking process for this rule to be completed by July 1, 1997.

The groups and individuals likely to be affected include all students who are deaf and hard of hearing in public school districts in and after 2000, their parents, public school districts, educators, local school boards and communities.

The Board requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views in writing. Written statements or comments should be directed to:

Mary Cashman-Bakken
Minnesota Resource Center: Deaf/Hard of Hearing
PO Box 308
Faribault, Minnesota 55021
Telephone: (507) 332-5491 V/TTY
or (800) 657-3859 V/TTY
FAX: 507/332-5494.

All statements of information and opinion will be accepted until June 1, 1996. Any written materials received by the Board shall become part of the rulemaking record in the event that the rule is adopted.

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To obtain copies of the report "A Study of the Availability and Costs of Training and Certifying School Interpreters and Transliterators," which was prepared as a review of issues that this proposed rule will address, make a written or verbal request through the address or telephone or fax number above.

Marsha Gronseth
Executive Director
State Board of Education

Metropolitan Council

Public Notice of Request for Proposal for Assistance in Carrying Out a Public Participation Process for Regional Growth Options

The Metropolitan Council is requesting proposals for assistance in the conduct of a public participation process to get reaction to several options proposed for the future growth of the Twin Cities Metropolitan Area.

The assistance will include organizing, publicizing and facilitating up to eight public meetings to elicit public values and sentiments about several regional growth options and related regional transportation and water quality plans. Meetings will involve up to 800 people and are to be conducted using electronic voting and tabulation. Work also involves preparation of print materials, advertisements and the like to be inserted in newspapers or other print publications, as well as offering advice on the overall public participation effort.

The Metropolitan Council anticipates the contract will cover the time period from March 21, 1996 through October, 1996, with the meetings and supporting publicity to occur in two phases, the first approximately during April/May and second during August/September.

A copy of the Request for Proposal may be obtained from:

John Kari, Senior Planner
Metropolitan Council
Mears Park Centre
230 East Fifth St.
St. Paul, Minnesota 55101-1634
(612) 291-6548
(612) 291-6464 Fax
(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 to 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 St. Paul, Minnesota by 4 p.m., Monday, March 11, 1996.**

Minnesota Comprehensive Health Association

Notice of Meeting of the Board of Directors

NOTICE IS HEREBY GIVEN that the Minnesota Comprehensive Health Association (MCHA) Board of Directors will meet on Thursday, March 14, 1996 at 8:00 a.m. at Blue Cross and Blue Shield of Minnesota, 3535 Blue Cross Road, Eagan. The meeting will be in the board room located on the 4th floor.

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

**Minnesota Health Data Institute,
Minnesota Center for Healthcare Electronic Data Interchange and
Department of Health,
Health Policy and Systems Compliance Division**

**Notice of Solicitation of Outside Information or Opinions Regarding on Implementation Guide
for the ANSI ASC X12 835 Remittance Advice Transaction, for Institutional Services; per
*Minnesota Statutes, Section 62J.56, Subdivision 3***

Introduction. NOTICE IS HEREBY GIVEN that the Minnesota Health Data Institute (MHDI) and the Minnesota Department of Health (MDH) are seeking information or opinions from sources outside MHDI in reviewing an implementation guide developed by the Minnesota Center for Healthcare Electronic Data Interchange (MCHE) and its implementation guide work group. The work group, consisting of representatives of payers, providers, software vendors and state agencies, has been meeting since April 1995. This announcement is for the fourth in a series of draft implementation guides. This draft implementation guide is a description of the conventions of use for electronic commerce in the ANSI ASC X12 835 transaction (for institutional but not professional services), that has been developed by the work group, and will be available for comment by interested parties.

Additional guides, for the ANSI ASC X12 834 health care enrollment and the ANSI ASC X12 270/271 eligibility transaction sets as listed in *Minnesota Statutes* 62J.56, will be available in the future. Each implementation guide will be announced as it is ready for public comment and review. Three guides have already been announced.

- The first guide, for the ANSI ASC X12 837 claim transaction for professional services, was announced in the *State Register* on October 23, 1995.
- The second guide, for the ANSI ASC X12 837 claim transaction for institutional services, was announced on December 18, 1995.
- The third guide, for the ANSI ASC X12 835 remittance advice transaction for professional services, was announced in the *State Register* on January 22, 1996.

Contact Person. MHDI and MDH request information and opinions concerning the applicability and functionality of the implementation guide. Interested persons or groups may submit data or views in writing or orally. Written statements should be addressed to Ed Stroot at MCHE, 910 Piper Jaffray Plaza, 444 Cedar Street, St. Paul, MN 55101, fax 612/222-4209, and Internet at Ed.Stroot@mhdi.com. Oral statements will be received during regular business hours over the telephone at 612/228-4381 and in person at the above address.

Summary Of Issues. *Minnesota Statute* 62J outlines the advantages of uniform health care electronic data interchange standards, to participants in the health care system. Further, the statute requires participants in the health care system who use electronic billing, enrollment or eligibility transactions to support the ANSI ASC X12 standards. The statute requires MCHE to provide technical assistance in the development of implementation guides. MCHE has convened an implementation guide work group to develop these guides and seeks additional work group members, as well as opinions and information on the work products of the group.

The statute also requires that the Commissioner of Health, with the advice of the Minnesota Administrative Uniformity Committee and MCHE, shall review and recommend the use of guides to implement the core transaction sets as listed in Statute 62J.56 subdivision 2, parts 1 through 4. Six months from the date the Commissioner of Health formally recommends the use of guides to implement core transaction sets, all category I and category II industry participants (defined in Statute 62J.51 subdivisions 4 and 5), except pharmacists, shall be able to accept or submit, as appropriate, the ANSI ASC X12 transaction sets listed. The statute does not require a group purchaser, health care provider or employer to use electronic data interchange or to have the capability to do so. This section applies only to the extent that a group purchaser, health care provider or employer chooses to use electronic data interchange.

Review Process. MDH will provide copies of the draft implementation guides for each of the above transactions in paper, diskette or electronic http format to persons and organizations interested in reviewing them against their current data requirements. The third draft implementation guide, which will be available as of February 26, 1996, will be for the 835 remittance advice transaction, for institutional services only. Comments and suggestions for improvements on this document will be accepted at the above address until Friday, April 12, 1996. On or before May 1, 1996, persons or organizations commenting on the draft implementation guide will be invited to a meeting in downtown St. Paul, or a conference call if necessary, to address substantive issues raised. If a

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functional business requirement has been overlooked, the document may be amended to support that functional need. This amendment process will be repeated for each of the transaction implementation guides as they are developed by MCHE and the work group.

How To Obtain The Draft Implementation Guide Document. Persons who wish to obtain a paper copy or diskette should call Denine Casserly at MDH, 612/282-5651, or fax a request to 612/282-5628 or write at the address above. The diskette format will be in Adobe Acrobat portable data file format with an included reader. Persons requesting this format must specify whether they want a Windows, DOS or Unix reader. The document and the readers will also be available for downloading on the World Wide Web at <http://www.mhdi.com>.

Dated: 8 February 1996

Anne M. Barry
Commissioner of Health
Dale V. Shaller
Executive Director, MHDI

Pollution Control Agency

Public Notice for the National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) Permit Program

Draft NPDES and SDS General Permit to Discharge Treated, Petroleum-Contaminated Ground Water to Waters of the State

The MPCA proposes to reissue the general permit covering remediation system operators in the state of Minnesota discharging treated, petroleum-contaminated ground water to waters of the state. This general permit will provide timely issuance/reissuance without the delay of individual permit issuance/reissuance procedures and will cover more than 100 facilities. The general permit has a duration of approximately five years.

This permit regulates the surface water discharge resulting from ground water remediation systems being operated in the state. A general permit will only be issued in cases where:

- a) the discharge consists of contaminated ground water which contains and is being treated for only petroleum related contaminants;
- b) the discharge is less than or equal to 72,000 gallons per day;
- c) the discharge is not to an outstanding resource value water (ORVW) or designated trout waters;
- d) the discharge of treated ground water to surface water, or to ground water indirectly through seepage will not have a significant impact on water quality;
- e) the discharge does not contain a contaminant not specifically limited in the permit; and
- f) the discharge will not violate water quality standards contained in *Minnesota Rules* ch. 7050, or air emissions of toxic pollutants contained in *Minnesota Statute* § 116.081, subd. 4.A.

This general permit establishes effluent limitations, monitoring requirements, and other conditions on facilities which discharge treated, contaminated ground water. The Commissioner's determination that the general permit should be reissued is tentative. Interested persons are invited to submit written comments upon the proposed permit action. The public comment period commences February 26, 1996, and terminates March 28, 1996. Comments should be submitted in writing to: Deborah A. Schumann, Point Source Compliance Section, Water Quality Division, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota, 55155-4194.

Any comments received no later than the last day of the comment period will be considered in the formulation of final determinations.

If you would like to receive a copy of the draft general permit, fact sheet, or public notice please contact Christine Sommer at (612) 296-8711.

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 Children, Families and Learning

Notice of Request for Proposal for Local Partnership Grants

Purpose: The Office of Lifework Development of the Department of Children, Families and Learning are soliciting RFP applications for local education and employment transitions partnerships to implement local education and employment transitions systems as designated in *Minnesota Statute* 126B.01, Article 4, Section 26, Subd. 1.

Eligible Project Sponsors: Local partnerships representing multiple sectors in the community including employers, K-12 education, labor and professional organizations, workers, learners, parents, and community-based organizations will be eligible. It is encouraged that post-secondary institutions be involved to the extent possible.

Proposal Submission Dates: There will be a bidders conference held on March 13, 1996. Final applications are due by 2:00 PM on April 12, 1996, in Room 660. No Facsimiles will be accepted. Location and time of the bidders conference and copies of the RFP are available upon request.

To Receive a copy of the RFP or for further information: Contact Woody Cox, Team Leader, Office of Lifework Development at (612) 215-0095.

Submittal Address: Minnesota Children, Office of Worklife Development, 660 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101-2273; Attention Woody Cox, Team Leader.

Dated: 16 February 1996

Department of Corrections

Notice of Availability of Funds Under the Federal Violence Against Women Act

The Minnesota Department of Corrections, Victim Services Unit, announces the availability of grant funds to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. Funds are made available through the STOP Violence Against Women Formula and Discretionary Grants Program of the U.S. Department of Justice.

A total of \$380,000 is available for a 12-month grant period from July 1, 1996, through June 30, 1997. Proposals are due April 30, 1996. Grants are available for the following:

- 1) \$95,000 is available to implement model domestic abuse prosecution and arrest plans. Four grants will be issued under this RFP. Nonprofit battered women's programs, governmental battered women's programs, local units of government and American Indian Tribal governments are eligible to apply. Applicants must demonstrate that the proposed project is a collaborative effort between local battered women's programs and law enforcement and prosecution agencies.
- 2) \$95,000 is available to develop model sexual assault law enforcement and prosecution response policies to be used on a local or statewide level. Two to four grants will be issued under this RFP. Nonprofit sexual assault programs, governmental sexual assault programs, local units of government and American Indian Tribal governments are eligible to apply. Applicants must demonstrate that the proposed project is a collaborative effort between local sexual assault programs and law enforcement and prosecution agencies.
- 3) \$60,000 is available for local efforts to develop or improve the delivery of battered women and sexual assault victim services including legal advocacy services to racial, ethnic and language minorities. Two grants will be issued under this RFP. Indian tribal governments and nonprofit organizations that have a primary mission of serving communities of color and a demonstrated commitment to serving victims of domestic and sexual violence are eligible to apply.
- 4) \$35,000 is available to develop a statewide training, organizing and resource development plan to improve the delivery of battered women and sexual assault victim services including legal advocacy services to racial, ethnic and language minorities. One grant will be issued under this RFP. Indian tribal governments and nonprofit organizations that have a primary mission of serving communities of color and a demonstrated commitment to serving victims of domestic and sexual violence are eligible to apply.

State Grants

- 5) \$60,000 is available for local efforts to develop or improve the delivery of battered women and sexual assault victim services including legal advocacy services to meet the needs of American Indian women living in urban and rural areas and on reservations. Highest priority will be given to projects aimed at increasing the number of programs providing basic services on reservations. Two grants will be issued under this RFP. Indian tribal governments and nonprofit organizations that have a primary mission of serving American Indian communities and a demonstrated commitment to serving victims of domestic and sexual violence are eligible to apply.
- 6) \$35,000 is available to develop a statewide training, organizing and resource development plan to improve the delivery of battered women and sexual assault victim services including legal advocacy services to American Indian women. One grant will be issued under this RFP. Indian tribal organizations and nonprofit organizations that have a primary mission of serving American Indian communities and a demonstrated commitment to serving victims of domestic and sexual violence are eligible to apply.

Training and technical assistance will be available to applicants interested in applying for these funds. For more information and to receive a Request for Proposals that describes how to apply for funding, contact:

Minnesota Department of Corrections
Victim Services Unit
1450 Energy Park Drive, Suite 200
St. Paul, MN 55108-5219
Ph. 612/642-0251
800/657-3679 outside the Twin Cities metropolitan area
TDD 612/643-3589

Department of Corrections

Notice of Availability of Funds

The Minnesota Department of Corrections, Community Services Division, announces the availability of funds for repeat DWI intensive probation programs.

Funds are available for counties to provide an intensive probation program for repeat DWI offenders. \$250,000 of state funding is available for this program. These funds will be available for approximately 12 months, July, 1996 - June, 1997.

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

The deadline for proposal submission is April 5, 1996, 4:00 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.

Department of Health

Office of Rural Health and Primary Care

Minnesota Community Health Center Program Notice of Grant Opportunity

The Minnesota Department of Health (MDH) is seeking applications from community-controlled nonprofit organizations and government entities interested in planning and operating Community Health Centers in rural areas of Minnesota.

The purpose of these grants is to improve or preserve access to primary care by attracting essential health care professionals and services into medically underserved rural communities. In order to qualify for Community Health Center Program funding, an applicant must:

- Be located in a rural shortage area (Medically Underserved Area, Federal Health Professional Shortage Area or Governor Designated Shortage Area). Rural is defined as outside the seven county Twin Cities metropolitan area, and outside the census defined urbanized areas of Duluth, St Cloud, East Grand Forks, Moorhead, Rochester, and Lacrosse.
- Represent or propose the formation of a nonprofit corporation with local governance or be a governmental entity.
- Result in a locally owned and operated community health center which includes primary and preventive health care services, and incorporates quality assurance, regular review of clinical performance and peer review.

- Seek to employ mid-level professionals, where appropriate.
- Demonstrate community support and raise at least a 20% match to grant funds.
- Propose to serve an area that is not currently served or was not served prior to establishment of a state-funded community health center by a federally certified medical organization.

\$250,000 is available to fund applications in this grant cycle. Planning grants are not expected to exceed \$15,000, and start-up, expansion, conversion, or operating subsidy grants are not expected to exceed \$30,000. Contracts will be awarded for a one year period, and the Office of Rural Health and Primary Care expects that successful applicants will be able to begin their grant projects by July, 1996. The Minnesota Department of Health can provide technical assistance to grantees in addition to grant support.

Prospective applicants who have questions, and/or would like a copy of the complete Request for Applications and application form may contact:

Mark Schoenbaum
Office of Rural Health and Primary Care
Division of Community Health Services
Minnesota Department of Health
P.O. Box 64975
St. Paul, MN 55164-0975
Phone: (612) 282-3859
Toll Free: 1-(800) 366-5424 (inside Minnesota only)

Applications are due by *April 11, 1996 at 4:00 P.M.* to the address above. An additional copy of the application must be submitted to the Community Health Board in which the proposed Community Health Center is located no later than April 11, 1996.

Department of Human Services

Self-Sufficiency Programs Division Refugee and Immigrant Services Section

Request for Proposals for Refugee Employment Services

NOTICE IS HEREBY GIVEN that the Refugee and Immigrant Services Section, Self-Sufficiency Programs Division, Minnesota Department of Human Services, is seeking proposals to provide employment services to refugees in Minnesota.

We are seeking proposals for one-year projects that begin July 1, 1996. Projects that are awarded funding through this Request for Proposals process can be renewed for an additional year depending on performance and the availability of funds.

Funding is from the federal Office of Refugee Resettlement. The estimated amount of funds available is \$1,360,000.

To be considered for funding, proposals must be post-marked or hand-delivered to the Refugee and Immigrant Services Section by 4:20 P.M., CDT, March 29, 1996. We reserve the right not to act on this Request for Proposals.

Please direct all questions and requests for copies of the full Requests for Proposals to:

Minnesota Department of Human Services
Self-Sufficiency Programs Division
Refugee and Immigrant Services Section
Human Services Building
444 Lafayette Road
Saint Paul, Minnesota 55155-3837
Phone: 612-296-1383

Professional, Technical & Consulting Contracts

Department of Human Services

Self-Sufficiency Programs Division

Refugee and Immigrant Services Section

Request for Proposals for Refugee Social Adjustment/Mental Health Services

NOTICE IS HEREBY GIVEN that the Refugee and Immigrant Services Section, Self-Sufficiency Programs Division, Minnesota Department of Human Services, is seeking proposals to provide Social Adjustment/Mental health services to refugees in Minnesota.

We are seeking proposals for one-year projects that begin July 1, 1996. Projects that are awarded funding through this Request for Proposals process can be renewed for an additional year depending on performance and availability of funds.

Funding is from the federal Office of Refugee Resettlement. The estimated amount of funds available is \$240,000.

To be considered for funding, proposals must be post-marked or hand-delivered to the Refugee and Immigrant Services Section by 4:20 P.M., CDT, April 5, 1996. We reserve the right not to act on this Request for Proposals.

Please direct all questions and requests for copies of the full Requests for Proposals to:

Minnesota Department of Human Services
Self-Sufficiency Programs Division
Refugee and Immigrant Services Section
Human Services Building
444 Lafayette Road
Saint Paul, Minnesota 55155-3837
Phone: 612-296-1383

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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 Employee Relations

Employee Insurance Division/Workers' Compensation Program and

Department of Labor and Industry

Notice of Request for Proposals for Provision of Rehabilitation/Disability Management and Job Placement Services

The Minnesota Department of Employee Relations (DOER) and the Department of Labor and Industry are soliciting bids from qualified rehabilitation consultants or registered placement vendors to provide statutory rehabilitation/disability management and/or job placement services to qualified employees. Complete statements of the state's requirements and other terms and conditions governing these RFP's may be obtained by contacting:

Elaine Dixen
Disability Administrator
Minnesota Department of Employee Relations
Employee Insurance Division/Workers' Compensation Program
P.O. Box 64081
St. Paul, MN 55164-0081
(612) 296-5440
or leave a message with Jeanne Hosch Jones at 297-3522.

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All proposals must be received by DOER by 4:00 p.m. on April 2, 1996.

A vendor conference for interested vendors is scheduled for 1:30 p.m. on March 22, 1996 in the Ladyslipper training room on the ground floor at the Department of Employee Relations at 200 Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota. Interested parties must call Jeanne Hosch Jones for reservations.

Department of Human Services

Assistance Payments Division

Notice of Availability of Contracts for Services to Help Minnesota Public Assistance Clients Apply for Supplemental Security Assistance

The Department of Human Services seeks qualified providers to help General Assistance, Group Residential Housing, and Minnesota Supplemental Aid applicants and recipients apply to the Social Security Administration for Supplemental Security Income (SSI). A qualified provider must be:

- a nonprofit legal assistance organization; or
- an agency that employs licensed practitioners or accredited counseling staff or staff with a master's degree from an accredited program in social work, psychology, counseling, occupational therapy, or physical therapy; or
- a private attorney at law; or
- another organization or person determined by the department to have sufficient training or experience to be effective in assisting persons to apply for and establish eligibility for SSI benefits; and
- able to assist clients through the entire SSI application process, from initial application through approval or final denial; a non-attorney, at a step requiring an attorney, must arrange legal representation through county or state contracted legal services or other legal services knowledgeable about the SSI process; and
- able to provide services to clients in a multi-county area of no less than 2 counties.

The Department will pay contracted providers up to \$75 per hour for services plus actual reasonable out-of pocket expenses for clients approved for SSI and for whom interim assistance reimbursement has been received. An additional incentive payment will be made if funds are available. The maximum payment is limited to 75% of the interim assistance reimbursement for each client.

Proposals must be submitted by 4:00 p.m., March 29, 1996.

For a detailed copy of the Request for Proposal contact:

Patricia R. Ploumen, DHS/SSI Coordinator
Assistance Payments Division
Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3834
Phone: 612-296-6004

Department of Human Services

Health Care Administration

Notice of Request for Proposal for Long Term Care Options Project from Prepaid Health Plans

The Department of Human Services (Department) is seeking proposals from prepaid health plans with the mission, capacity and expertise to provide primary, acute, home and community-based, and long term care services, including nursing facility room and board care services to the aged dually eligible Medicaid/Medicare population required to enroll in the Prepaid Medical Assistance Program (PMAP). The Department is interested in proposals from prepaid health plans which would provide services to this population in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties. Information on PMAP enrollment of dual eligibles in these counties as of October 1995 is included in the complete LTCOP RFP (see below for instructions on how to obtain the complete RFP).

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Health plans chosen to contract with the Department for this demonstration will be required to offer a PMAP-only product at least for their elderly enrollees in addition to their LTCOP product. Seniors who choose to disenroll from the LTCOP will remain enrolled in the LTCOP contractor's PMAP-only product until open enrollment or unless other PMAP disenrollment options are exercised. The LTCOP product will be offered as an option to other PMAP plans available within a given county. Enrollment in the LTCOP will be on a voluntary basis and dual eligibles will not be randomly assigned to a LTCOP product in the event that they do not select their own plan.

While the Department is not seeking proposals for counties outside the seven county Metro area at this time, after PMAP has become well-established in Non-Metro Area counties, a request for proposals may be issued for other areas. Therefore, respondents to the LTCOP RFP are asked to indicate which out-state counties they would be interested in serving under the LTCOP once PMAP is established in those areas.

The enrollment process for the LTCOP is projected to begin on August 1, 1996, with an effective date of initial coverage on September 1, 1996. The contract period covered by the RFP will be from the first date of effective enrollment through December 31, 1997. Contracts with qualified health plans may be renewed for subsequent contract periods.

Prepaid health plans responding to this RFP must be able to provide all services covered by Medicare, Medical Assistance (MA), and the Elderly Waiver and they must be able to accept financial risk for the delivery of these services. Capitation rates have been set by the Department in consultation with an independent actuary. These rates are included in Appendix 15 to the LTCOP Operational Protocol.

Contracts for the LTCOP will be awarded based upon: (1) capacity and geographic accessibility of service delivery sites; (2) ability to comply with service delivery standards appropriate to the demographic characteristics of the population to be enrolled; (3) financial and risk capability; and (4) ability to meet quality assurance, complaint, appeal and reporting requirement. The commissioner reserves the right to reject any proposal.

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

Sandra Mahaniah
Long Term Care Options Project
Minnesota Department of Human Services
444 Lafayette Road
Saint Paul, Minnesota 55155-3853
Phone: (612) 296-1724

As health plans prepare their responses, they may direct any questions to Susan Westrich at (612) 215-0127 or Pam Parker at (612) 296-2140 who are the only staff authorized by the Department to respond to inquiries regarding this RFP.

Organizations which are interested in responding to this request for proposal may ask for the Request for Proposal either on a 3.5 inch diskette in WordPerfect for Windows version 6.0 format or in the traditional paper format. The complete request for proposal will be available to be mailed Tuesday, February 27, 1996.

The deadline for submitting any proposal is Friday, May 3rd, 1996, 4:00 p.m. Incomplete responses submitted after this time may be rejected.

Department of Natural Resources

Request for Proposals to Prepare and Execute a Study of Twin City Metropolitan Area Boating During Summer of 1996

The Minnesota Department of Natural Resources (DNR) is requesting proposals from qualified firms and individuals to conduct a study of Twin Cities metropolitan area boating from Memorial Day weekend to Labor Day 1996. The study will involve aerial boat counts and boater interviews. The study will provide information to the DNR's water access, boating safety and exotic species programs. A similar study was conducted in 1984 and, in part, this study is an update of the earlier one.

The goals of the project are to measure the quantity and source of boating use on metropolitan area lakes, and to measure boater characteristics and attitudes concerning their experience on the water. The quantity and source of boating use will largely be determined from aerial counts, while interviews and/or mail surveys will be used to measure boater characteristics and attitudes. The specific objectives are to:

A. Measure total use by source of boater

1. Determine directly—from aerial counts—boat density distribution at peak times on fair weather weekdays and weekends/holidays.

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2. As part of each aerial count, determine the number of boats on the water from public accesses, marina slips and marina accesses.
3. Estimate—independent of the aerial counts—the riparian contribution to total boating.

B. Measure Boater experiences, perceptions and characteristics by source of boater

4. The DNR and contractor will review surveys used recently and decide whether to change, add and delete questions. Most of the survey content has been decided on by the DNR. The contractor will administer surveys throughout the study period and area.

Prospective respondents who have any questions regarding this request for proposals, or who would like to obtain a more detailed description of this project, may call or write:

Tim Kelly
Minnesota Department of Natural Resources
500 Lafayette Road
Box 10
St. Paul, Minnesota 55155-4010
(612) 296-4892

All proposals must be sent to and received by Mr. Kelly no later than 4:00 p.m., March 19, 1996.

All final deliverables from this project will be submitted to Mr. Kelly by December 31, 1996.

It is estimated that the cost of this project should not exceed \$75,000.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request For Proposal.

Department of Transportation

Request for Proposals for Employee Survey Project - Second Notice With Timetable Change

The Minnesota Department of Transportation (Mn/DOT) is seeking an individual or institution/organization to develop, implement, administer and report on an employee survey for all of Mn/DOT's approximately 5000 employees. Half are located in the metro area and half in Greater Minnesota. Mn/DOT is organized into 7 rural districts and approximately 30 offices. **The survey will be ready to be administered within 45 days of the award of the contract.** (NOTE: This is a change from the previous notice, which referenced the survey being administered within 30 days of the award of the contract, preferably in April 1996). Results will be reported in written form to various organizational units within Mn/DOT and a formal presentation is required to be made to Executive Management of Mn/DOT.

This request for proposals does not obligate Mn/DOT to complete the proposed project, and Mn/DOT reserves the right to cancel the solicitation if it is considered in its best interest.

For a copy of the complete request for proposals, please contact Sue Stein, Mn/DOT Human Resources, 612-296-4390.

Written proposals are due at 4:00 p.m. Central Standard Time on March 12, 1996 in the Office of Human Resources. Proposals should be addressed as follows:

Linda Bjornberg, Director
Office of Human Resources
Minnesota Department of Transportation
395 John Ireland Boulevard (NOTE: previously listed as 295 John Ireland Boulevard)
Mail Stop 200-Room 515
St. Paul, MN 55155-1899

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

Notice of Availability of Funds from the Metropolitan Livable Communities Act Tax Base Revitalization Account

Purpose: The Metropolitan Livable Communities Act (*Minnesota Statutes* Chapter 473.25) created a *Tax Base Revitalization Account* to make grants to clean up contaminated land for subsequent commercial/industrial re-development, job retention and job growth. Applications will be prioritized to the extent that they address the following: increase local tax base; create net gain in regional jobs; demonstrate market demand for proposed site; preserve and/or increase living wage jobs; promote compact development; provide living wage jobs; demonstrate public/private partnerships; and make more efficient use of current infrastructure capacity. This program is being coordinated with complementary programs at the MN Pollution Control Agency (MPCA) and MN Department of Trade and Economic Development (DTED).

Eligible Applicants: Statutory or home rule charter cities that *are participating in the Metropolitan Livable Communities Housing Incentives Program* are eligible to apply; as are metropolitan counties (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington) for projects in eligible communities.

Submission Date: Two (2) copies of the applications are due at the Metropolitan Council, Attn: Hal Freshley, 230 E. Fifth St., St. Paul, MN 55101, by 5 p.m., May 15, 1996. Workshops to explain the grant program will be held at 9 a.m., Tuesday, March 19, 1996 in the Woodbury City Council Chambers, and at 9 a.m., Wednesday, March 20, 1996 in the Golden Valley City Council Chambers.

Amount Available: Approximately \$3 million will be available for grants awarded this cycle. Grants will be awarded on a competitive basis. If applications for grants exceed the available funds for this cycle, no more than one-half of the funds may be granted to projects in a single city, and no more than three-quarters of the funds may be granted to projects located in cities of the first class.

For More Information: For a copy of the grant application form, contact Hal Freshley, Metropolitan Council staff, at 291-6467 or 291-0904 (TTY).

Wild About Birds

The DNR Bird Feeding Guide

ISBN 0-9647451-0-0

Carrol L. Henderson, Supervisor of the Non-Game Wildlife Program at Minnesota's Department of Natural Resources, shares his knowledge and appreciation for the natural habitats and traits of the wild birds who, with a little help from us, can thrive in spite of a rapidly changing landscape. Written in the same instructive manner as his popular books "Woodworking for Wildlife" and "Landscaping for Wildlife," **"Wild About Birds: The DNR Bird Feeding Guide"** provides techniques used by the author to double the number of species using his feeders. Includes woodshop basics for construction of 26 different feeders and tips on 44 types of food, plus detailed descriptions and photos of almost all the feeder-using species east of the Rocky Mountains - 69 in all. There's even a section on some of the unusual and unexpected wild visitors that may show up for a free meal. Over 425 color photographs, illustrations and diagrams make **"Wild About Birds"** a great reference manual, display book or gift. Ideal for the ornithologist, woodworker, or backyard birdwatcher. Spiral bound, 288 pages. **Stock Number 9-24 \$19.95**

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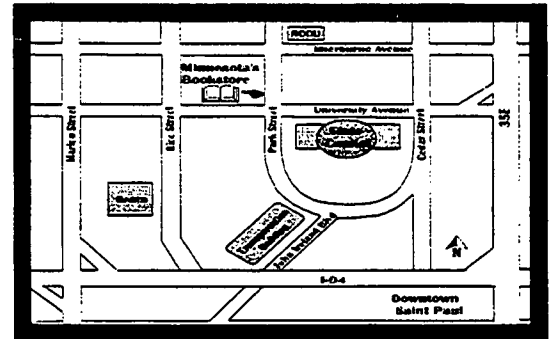
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