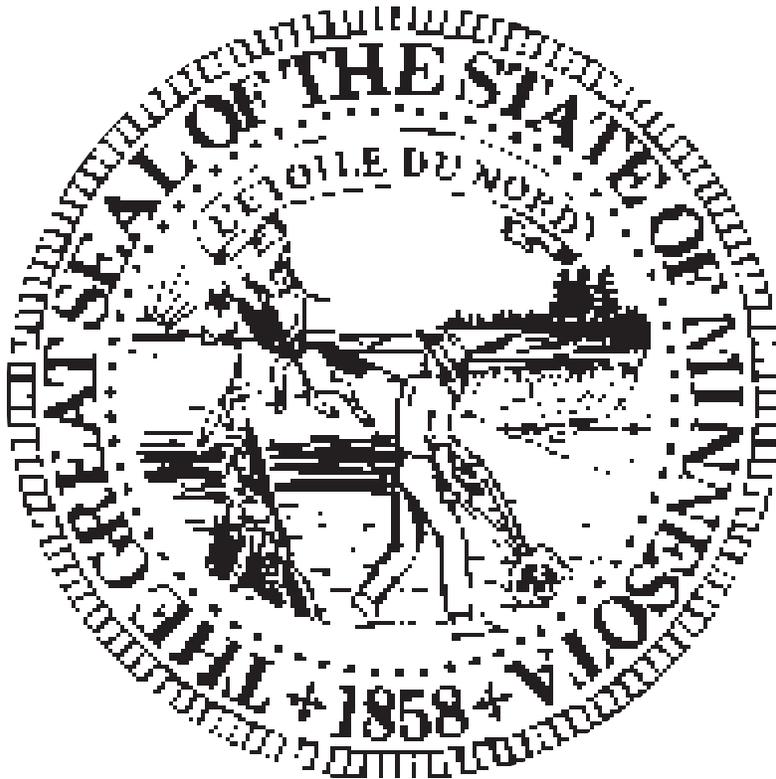


The Minnesota  
**State  
Register**

**Rules and Official Notices Edition**



Published every Monday (Tuesday when Monday is a holiday) by the  
Department of Administration – Communications Media Division

**Monday 9 February 1998**  
**Volume 22, Number 32**  
**Pages 1365-1388**

# 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.

### Printing Schedule and Submission Deadlines

Vol. 22 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
# 32	Monday 9 February	Monday 26 January	Monday 2 February
# 33	Tuesday 17 February	Monday 2 February	Monday 9 February
# 34	Monday 23 February	Monday 9 February	Friday 13 February
# 35	Monday 2 March	Friday 13 February	Monday 23 February

Arne H. Carlson, Governor 612/296-3391	Hubert H. Humphrey III, Attorney General 612/297-4272	Joan Anderson Grove, 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
Department of Administration:	Communications.Media Division	Robin PanLener, Editor 612/297-7963
Elaine S. Hansen, Commissioner 612/296-1424	Mary Mikes, Director 612/297-3979	Gretchen Stark, Assistant Editor 612/296-0929
Kent Allin, Asst. Commissioner 612/297-4261		Jessie Rahmeyer, Subscriptions 612/297-8774

Copyright © 1998 Communications.Media Division, Department of Administration, State of Minnesota.  
Publication Number: 326630. (ISSN 0146-7751)

**PUBLISHING NOTICES IN THE *State Register*:** Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 612-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$84.00 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*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

**SUBSCRIPTION SERVICES:** The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning. Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: 297-3000 Toll free 800-657-3757. TTY relay service phone number: 1-800-627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (612) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. See the *State Register* "Table of Contents" on our website: <http://www.comm.media.state.mn.us>

- ***State Register*** (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$160.00; via Internet: \$185.00. Users agree not to redistribute without authorization. Internet subscribers to the *State Register* agree not to use their subscription at multiple offices in different cities. For example, a business or organization with branch offices in St. Paul, Minneapolis, Duluth, St. Louis, Chicago, New York and Washington, D.C. will use their subscription in only one city.
- ***Contracts Supplement*** (published every Tuesday, Wednesday, Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.
- **"Professional, Technical and Consulting Contracts Awards Reports,"** – published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Appears monthly in hard copy format only. Single copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Order stock #90-15.

### 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:

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

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

## Minnesota Rules: Amendments & Additions

Volume 22, issues #27-32 (issues #1-26 cumulative appeared in issue #26)..... 1368

## Adopted Rules

### Higher Education Services Office

Student educational loan fund program ..... 1369

## Withdrawn Rules

### State Board of Education

Educational diversity rules withdrawn..... 1369

## Official Notices

### Gambling Control Board

Membership of public advisory committee to assist the board in developing rules for conduct of lawful gambling; bingo; tipboards; paddlewheels; organization operations, accounts, and reports; distributors; distributor operations, accounts, and reports; licensed manufacturers; and manufacturer operations, accounts, and records ..... 1370

### Health Department

Consumer member sought for health advisory board..... 1371

### Labor and Industry Department

Additions to prevailing wage rates ..... 1371

### Legislative Coordinating Commission

Board of Trustees Candidate Advisory Council seeks candidates for the Board of Trustees of the Minnesota State Colleges and Universities (MnSCU) ..... 1372

### Pollution Control Agency

Advanced notice of intent to amend the state rules governing hazardous waste, specifically amendments applicable to hazardous waste facility fees ..... 1372

Comments sought on planned miscellaneous amendments to air quality rules ..... 1373

### Minnesota Property Insurance Placement Facility (FAIR Plan)

Meeting Wednesday 11 February 1998 of the Governing Board ..... 1374

## State Grants & Loans

### Corrections Department

Funds available for intensive probation programs for repeat DWI offenders ..... 1375

Funds available for services to victims of crime ..... 1375

## Trade and Economic Development Department

Proposals sought from potential regional and specialized small business development centers ..... 1377

## Professional, Technical & Consulting Contracts

### Administration Department

Contract lease for approximately 200 lap top computers for DNR enforcement ..... 1381

### Attorney General's Office

Proposals sought for development of an advertising campaign to educate 12-14 year olds, and parents and other significant adults, about the importance of postponing sexual involvement ..... 1381

### Environmental Assistance Office

Proposals sought for quantifying the resources conservation benefits associated with municipal solid waste reduction, recycling, and management in the state..... 1382

### Health Department

Proposals sought for conference management services..... 1383

### Human Services Department

Contract available for qualified person to authorize home care services under the Medical Assistance Program for eligible recipients..... 1384

### Natural Resources Department

Proposals sought for provision of fire weather forecasts and other meteorological services ..... 1385

Proposals sought to prepare a committee and materials for the development of a prekindergarten through adult environmental education concept scope and sequence..... 1385

### Water and Soil Resources Board

Proposals sought for development of an agency web site ..... 1385

## Non-State Public Bids, Contracts & Grants

### University of Minnesota

Contract available for computer leasing ..... 1386

Commodity, Service and Construction contracts are published in a bulletin, the *State Register Contracts Supplement*, published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline 612/296-2600.

Professional, Technical and Consulting contract awards are published monthly in an *Awards Report*.

Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

# 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 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the most current edition of the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive; issue #26 cumulative for issues #1-26; issues #27-38 inclusive; issue #39, cumulative for issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

## Volume 22, issues #27-32

(issues #1-26 appeared in #26)

### Animal Health Board

1710.1300; .1350; .1360; .1385; .1390; .1420; .1450 (proposed)..... 1285

### Economic Security Department

3300.2005; .2010; .2015; .2020; .2025; .2030; .2035; .2040; .2045; .2052; .2055 (proposed) ..... 1327

3300.1950; .2050; .2150; .2250; .2350; .2450; .2550; .2650; .2750; .2850; .2950; .3050 (proposed repealer) ..... 1327

### Education Board

3500.0552; .0554; .0556; .0558; .0560; .0562 (withdrawn) ..... 1369

3500.0550 (proposed repealer withdrawn) ..... 1369

### Health Department

4740.2020; .2030; .2040 (proposed) ..... 1153

4747.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600 (adopted)..... 1257

### Higher Education Services Office

4830.7100; .7500; .7800 (adopted) ..... 1295

4850.0014; .0015 (adopted) ..... 1369

### Housing Finance Agency

4900.0010; .0630; .0640 (errata)..... 1163

### Labor and Industry Department

5205.0010; .0065 (adopted exempt) ..... 1162

5207.0260 (repealed) ..... 1162

### Medical Practice Board

5600.2500 (proposed) ..... 1343

### Natural Resources Department

6236.0600; .0810; .1060 (adopted expedited emergency)..... 1240

6264.0400 (adopted expedited emergency) ..... 1240

6264.0400 (adopted exempt) ..... 1239

### Pollution Control Agency

7005.0100; 7007.0100; .0150; .0300; .0500; .0750; .0800; .1120; .1130; .1250; .1300; .1400; .1450; .1500; 7009.0080; .1040; 7011.0060;

.0065; .0070; .0075; .0105; .0110; .0510; .0515; .0535; .0620; .0805; .0917; .1105; .1110; .1305; .1310; .1405; .1410; .1415; .1600; 1705;

.2300; 7019.1000; 7035.2875 (adopted) ..... 1237

7007.0750 s.6; .1251; 7011.0400; .0405; .0410; .2200; .2205; .2210;

.2220 (repealed) ..... 1237

### Public Service Department

7670.0100; .0325; .0610; .0800; .1115; 7672.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200;

.1300; 7674.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; 7676.0100; .0200; .0300;

.0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; 7678.0100; .0200; .0300; .0400; .0500; .0600;

.0700; .0800 (continuation of public hearing) ..... 1259

7670.0495; .0610 s.2, 5, 6, 9, 10, 11, 13; .0660; .0800 s.4

(continuation of public hearing)..... 1259

### Secretary of State

8200.3100; .5100; .5400; 8210.9920 (proposed)..... 1290

### Water and Soil Resources Board

8420.0100; .0102; .0103; .0105; .0110; .0112; .0115; .0122; .0200; .0210; .0230; .0240; .0250; .0260; .0268; .0290; .0300; .0350; .0400;

.0505; .0510; .0520; .0530; .0540; .0550; .0610; .0620; .0650; .0720; .0730; .0740; .0750; .1010; .1040 (proposed)..... 1187

8420.0110 s.5, 13, 26, 27, 47; .0120; .0250 s.2; .0710

(proposed repealer) ..... 1187

## Adopted Rules

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

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

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

### Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

### Emergency Expedited Rules

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

## Higher Education Services Office

### Adopted Permanent Rules Relating to Student Educational Loan Fund Program

The rules proposed and published at *State Register*, Volume 22, Number 20, pages 737-740, November 17, 1997 (22 SR 737), are adopted as proposed.

---

---

## Withdrawn Rules

### State Board of Education

#### Proposed Permanent Rules Relating to Educational Diversity

The State Board of Education's proposed rules relating to Educational Diversity, *Minnesota Rules* 3500.0552 to 3500.0562, previously published in the *State Register* at 22 S.R. 526 on Monday, September 29, 1997, were withdrawn by the State Board of Education as of Monday, January 12, 1998.

Marsha R. Gronseth  
Executive Director

**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.

# Official Notices

---

---

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and mat-

## Gambling Control Board

### Notice of Membership of Public Advisory Committee to Assist the Minnesota Gambling Control Board in the Promulgation of Rule Amendments Concerning *Minnesota Rules* 7861.0060, Conduct of Lawful Gambling; *Minnesota Rules* 7861.0070, Bingo; *Minnesota Rules* 7861.0090, Tipboards; *Minnesota Rules* 7861.0100, Paddlewheels; *Minnesota Rules* 7861.0120, Organization Operations, Accounts, and Reports; *Minnesota Rules* 7863.0010, Distributors; *Minnesota Rules* 7863.0020, Distributor Operations, Accounts, and Reports; *Minnesota Rules* 7864.0010, Licensed Manufacturers; and *Minnesota Rules* 7864.0030, Manufacturer Operations, Accounts, and Records

**NOTICE IS HEREBY GIVEN** that the Minnesota Gambling Control Board has formed a Public Advisory Committee (PAC) to offer assistance to the Board in drafting the above-captioned rule amendments. This PAC consists of Mark Anderson, Paula Cayemberg, Brad Johnson, Ken Lien, Roberta Tomasetti, Roger Swanson, Karen Wirkus, Glenn Charney, Mary Jo Jensen, Bob Matson, Bill Steele, and King Wilson. Also participating in the PAC are Gambling Control Board Rules Committee Chair, Patricia Fischer, and Rules Committee members Mary McLeod and Jim Richter, and Gambling Control Board staff Harry Baltzer, Sharon Beighley, Marie Robinson, Mike Tuominen and Deb Hagen. Assistant Attorney E. Joseph Newton will represent the Attorney General's office on the PAC. Written or oral comments regarding the membership of the PAC may be directed to:

Sharon Beighley, Rules Program Coordinator  
Minnesota Gambling Control Board  
1711 W County Rd B #300S  
Roseville, MN 55113  
Telephone: 612-639-4035

Dated: 27 January 1998

Harry W. Baltzer  
Executive Director

## Department of Health

### Office of Rural Health

### Regional Coordination and Program Development Unit

#### Consumer Member Sought for Health Advisory Board

**NOTICE IS HEREBY GIVEN** that the Legislative Oversight Commission on Health Care Access of the Minnesota Legislature is seeking interested applicants for a consumer representative on Regional Coordinating Board Six. Regional Coordinating Board Six covers the counties of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona.

As part of the Minnesota Care health reform package in 1992, six regional boards were established to advise the state's health commissioner on health care issues. Their roles are to facilitate regional education and provide a public forum for discussion on issues such as; cost, access, collaboration, competition, and quality.

Membership on each of the six boards consists of 17 people: 4 health care providers, 4 representatives of health plans, 3 employers, 1 union representative, 1 county commissioner, 1 state agency representative, 1 legislative representative, and three consumers. Three members on each board are appointed by the Governor. All members are volunteers and are appointed to four year terms.

The board meets monthly at various locations and mileage is reimbursed for travel to the meetings.

Mail or fax all letters of interest by February 28, 1998 to:

Becky Lowe  
Minnesota Department of Health  
121 East 7th Place, Suite 460  
P.O. Box 64975  
St. Paul, MN 55164-0975  
Fax: (612) 296-9362

## Department of Labor and Industry

### Labor Standards Division

#### Notice of Additions to Prevailing Wage Rates

An additional class of Labor, **Code 424 Tile Setters**, has been determined for the Commercial Prevailing Wage Rates in **Cass County** which were certified 10/20/97.

Two additional classes of Labor, **Code 430 Wiring System Technician and Code 431, Wiring Systems Installer**, have been determined for the Commercial Prevailing Wage Rates in **Blue Earth County** which were certified 10/20/97.

Copies of the additional certifications may be obtained by contacting the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (612) 296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and 50 cents for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich  
Commissioner

## Official Notices

---

---

### Legislative Coordinating Commission

#### Board of Trustees Candidate Advisory Council

#### Candidates Sought for the Board of Trustees of the Minnesota State Colleges and Universities (MnSCU)

The Board of Trustees Candidate Advisory Council is currently seeking candidates for the Board of Trustees of the Minnesota State Colleges and Universities to fill positions on the Board in congressional district 7 and 3 at-large seats.

The Council is responsible for recruiting and recommending candidates to the governor for appointment to the Board of Trustees. Members of the Board of Trustees receive per diem and expenses.

For further information and/or application forms, please contact Barb Patterson at (612) 296-9002, 85 State Office Building, St. Paul, MN 55155. Applications must be received by 5:00 p.m. March 16, 1998.

### Pollution Control Agency

#### Hazardous Waste Division

#### Advanced Notice of Intent to Amend the State Rules Governing Hazardous Waste, Specifically Amendments Applicable to Hazardous Waste Facility Fees, *Minnesota Rules Ch. 7046*

**Subject of Rule.** The Minnesota Pollution Control Agency (Agency) is giving advance notice of its intent to amend the rules governing fees for Hazardous Waste Treatment, Storage and Disposal (TSD) facilities. The Agency invites comments on the possibility of this rule making, and on the proposed rule language when it publishes a draft of the rule amendment that is being considered, at least 60 days from now. The proposed rule amendment would change the apportioning of the annual fee amounts among the TSD facilities, and would also require fees from certain additional "non-TSD" handlers of hazardous waste which are regulated by the Agency, but are not required to obtain a TSD facility permit. These non-TSD facilities would be included in a new "tiered permitting program" being developed under a separate rule making effort. The tiered permit would specify prescribed facility requirements, and require facility fees commensurate with the level of regulation, the types of wastes managed and activities conducted.

**NOTE:** This proposed fee rule amendment would *not* affect hazardous waste generator fees.

The following general types of changes to the described portions of the existing fee rule are being considered.

- Reapportioning the relative amounts of annual fees among the various types of TSD facilities to more closely reflect the actual Agency staff effort in permitting, inspecting, assisting, facility closing and remediation activities. This would not affect the "target amount" set annually by the Minnesota legislature which defines the total amount the Agency must collect each year from hazardous waste facilities.
- Requiring the non-TSD hazardous waste handling facilities regulated under an anticipated tiered permit program, to pay facility fees representing an appropriate share of the "target amount."
- Possible combining of the permit issuance, permit reissuance, and annual facility fees into a single annual fee.

**Persons affected.** In addition to the TSD facilities the fee rule amendment is expected to affect the following partial list of non-TSD facility types:

1. Recyclers of hazardous waste
2. Ten-day hazardous waste transfer facilities
3. Fluorescent lamp storers
4. Fluorescent lamp recyclers
5. Underground storage tank handlers
6. Tank bottom handlers
7. Fuel water separators

**Industry Workgroup.** The Agency has been working with a fee workgroup composed of both TSD facility representatives, and representatives of potential tiered permit holders. The Agency has met several times with this group to include their input in the development of an amended fee rule.

**Statutory Authority.** *Minnesota Statutes*, section 116.07, Powers and Duties, subdivision 4d. permit fees, allows the Agency to collect fees in amounts reflecting reasonable costs of reviewing and acting upon applications for Agency permits and implementing and enforcing the conditions of the permits pursuant to Agency rules. *Minnesota Statutes*, section 116.12, Hazardous Waste Administration Fees, subdivision 3, facility fees, states the agency shall charge hazardous waste facility fees including but not limited to an original permit fee, a reissuance fee, a major modification fee and an annual facility fee, for any hazardous waste facility regulated by the Agency.

**Public Comment.** There will be a formal notice period when a draft of the proposed rule amendment has been prepared (at least 60 days from this advanced notice). Interested groups or individuals may submit comments or information on this plan to amend the rules and/or later on the actual proposed draft rule amendment.

**Note:** Comments submitted in response to this advanced notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt a rule is started. The Agency is required to submit to the judge only those written comments received in response to the rule amendment after it is proposed.

**Rule Amendment Draft.** The Agency will propose a draft rule amendment for comment in the *State Register* no sooner than 60 days hence.

**Agency Contact Person.** Written or oral comments, questions, and requests for more information on this plan to amend the fee rules should be addressed to: Richard Baxter MPCA/HWD/ RCS, 520 Lafayette Road, St. Paul, Minnesota 55155. Telephone: (612) 297-8471 Fax: (612) 297-8676 or TTY: (612) 282-5332, or SMTP e-mail: richard.baxter@pca.state.mn.us

**Alternative Format:** Upon request this advanced notice can be made available in an alternate format such as large print Braille or cassette tape. To make such a request, please contact Richard Baxter at the address above.

## **Pollution Control Agency**

### **Air Quality Division**

#### **Request for Comments on Planned Miscellaneous Amendments to Air Quality Rules, *Minnesota Rules* Chs. 7005 (Definitions), 7007 (Permits), 7011 (Standards of Performance), 7017 (Monitoring and Testing), 7019 (Reporting), and 7025 (Lead Paint Removal)**

**Subject of Rule:** The Minnesota Pollution Control Agency (MPCA) requests comments on its planned miscellaneous amendments to rules *Minnesota Rules* Chs. 7005, 7007, 7011, 7017, 7019, and 7025. The MPCA is considering rule amendments that will clarify rule intent, change format to simplify interpretation, correct typographical errors, eliminate redundant or outdated requirements, correct conflicting requirements, incorporate into state rules federal requirements that sources are already subject to, account for new technology and practices, eliminate overly burdensome requirements, streamline administrative procedures, and/or simplify implementation. As an example, portions of the rules for which changes are planned include, but are not limited to: the record keeping requirements in *Minnesota Rules* 7007.1120, 7007.1130, and 7007.1140; the control equipment rule in *Minnesota Rules* 7011.0060 through 7011.0080; standards of performance for dry bulk agricultural commodity facilities in *Minnesota Rules* 7011.1005; the substances allowed in hot mix asphalt additives in *Minnesota Rules* 7011.0913; and incorporating the federal Compliance Assurance Monitoring requirements into state rules.

The MPCA also plans to change the eligibility criteria for insignificant modifications in *Minnesota Rules* 7007.1250. This change does not fit the criteria listed above. The MPCA will propose to allow increases of hazardous air pollutants to be processed as an insignificant modification provided that 1) the increase is not part of a Title I modification, 2) the modification is not subject to additional requirements under section 112 of the act (Hazardous Air Pollutants), and 3) all other eligibility criteria in part 7007.1250 are met. This change would make state rules consistent with federal changes to section 112 that were finalized after MPCA's original rule was effective.

The MPCA is considering changes to chapter 7025 (Lead Paint Removal) that would clarify rule intent and simplify implementation. The MPCA is also considering a change to the risk factor equation in chapter 7025.0310 which is used in part to determine the classification of a storage structure. The MPCA also plans to add a requirement that certain records such as lead test results be retained for a specified period of time.

The MPCA intends to revise *Minnesota Rules* 7011.3500 and 7011.3505 to reflect final changes to the U.S. Environmental Protection Agency's (EPA) rule entitled "Standards of Performance for New Stationary Sources and Guidelines for the Control of Existing Sources: Municipal Solid Waste Landfills," issued on March 12, 1996. The MPCA anticipates the changes to the EPA

## Official Notices

---

---

rule will be finalized by March of 1998 pursuant to settlement of litigation in *National Solid Wastes Management Association v. Browner, et al.*, No. 96-1152 (D.C. Cir).

The informal name given to this rule making is the "Omnibus II" rule making, as it is the second rule making in a series of rule makings that are part of an ongoing effort to maintain and improve the MPCA's existing rules.

**Persons Affected:** The amendments to the rules would likely affect air emission facilities with registration permits, facilities with individual state or Part 70 permits, facilities with individual air emissions permits that plan on making modifications, facilities subject to the standards of performance for dry bulk agricultural commodity facilities, owners and contractors subject to the lead paint removal rules, and municipal solid waste landfill operators. The MPCA does not contemplate appointing an advisory committee to comment on the planned rule.

**Statutory Authority:** *Minnesota Statutes* § 116.07, subd. 4, authorizes the MPCA to adopt rules and standards for the prevention, abatement and control of air pollution and hazardous waste.

**Public Comment:** Interested persons or groups may submit comments, suggestions for additional changes that meet the criteria above, or information on this planned rule in writing or orally until 4:30 p.m. on March 11, 1998. The MPCA has not yet prepared a draft of the planned rule amendments. Written or oral comments, questions, requests to receive a draft of the rule when it has been prepared, and requests for more information on this planned rule should be addressed to:

Mary Jean Fenske  
Air Quality Division  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194  
(612) 297-5472

**Comments submitted in response to this notice will be considered in drafting the rule, but comments submitted in the response to this notice will not be included in the formal rule making record when a proceeding to adopt a rule is started.**

Peder A. Larson  
Commissioner

## Minnesota Property Insurance Placement Facility

### Meeting Notice of the Governing Board

**NOTICE IS HEREBY GIVEN** that the Governing Board meeting of the Minnesota Property Insurance Placement Facility will be held at 9:30 a.m. on Wednesday, February 11, 1998. The meeting will be held at Minnesota Property Insurance Placement Facility located at 1201 Marquette Avenue, Suite 310; Minneapolis, Minnesota. For additional information please call 338-7584.

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

---

### Department of Corrections

#### Notice of Availability of Funds for Intensive Probation Programs for Repeat DWI Offenders

The Minnesota Department of Corrections, Community Services Division, announces the availability of funds for counties to establish, expand or continue intensive probation programs for repeat DWI offenders.

County boards are eligible to apply for these funds. The grant program will provide funding of \$250,000 in state fiscal year 1999 (7/1/98- 6/30/99). The amount of any grant may vary depending on number of clients and services provided. A minimum of one-half of the grant funds will be awarded to counties seeking to develop new programs.

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

The deadline for proposal submission is March 20, 1998, 4:30 p.m. To receive a copy of the request for proposal which describes in detail how to apply for this funding, contact:

Lynda Davis,  
Minnesota Department of Corrections  
Community Services Division  
1450 Energy Park Drive, Suite 200  
St. Paul, Minnesota 55108-5219  
Telephone (612) 642-0235 - TTY (612) 643-3589

### Department of Corrections

#### Notice of Availability of Funds for Services to Victims of Crime

The Minnesota Department of Corrections, Victims Services Unit, announces the availability of state and federal grant funds for community-based programs, programs serving traditionally underserved populations and special time-limited projects that provide services to battered women, general crime victims and sexual assault victims.

The following grants are for the twelve-month period from July 1, 1998, through June 30, 1999. Applications are due on **Monday, April 6, 1998.**

##### Battered Women Services:

- 1. Women of color leadership training:** One grant of \$76,100 is available to promote leadership skills among women of color working on domestic violence and to improve battered women's access to advocates who are women of color. Nonprofit organizations and local units of government that have a major program focus of serving battered women are eligible to apply.
- 2. New laws training for battered women's advocates:** One grant of \$40,000 is available to enhance direct services to battered women and their children. Nonprofit organizations and local units of government that have a major program focus of serving battered women are eligible to apply.
- 3. Housing training and technical assistance to battered women's advocates:** Up to three grants of \$58,300 each are available to enhance battered women's advocates direct service skills in assisting battered women with crisis safe housing needs resulting from domestic abuse. Training and technical assistance shall be provided in areas such as accessing available resources; discrimination; unlawful detainer; unlawful eviction based on calls to the police for assistance; and other issues related to the housing dislocation caused by domestic assault crimes. Nonprofit organizations and local units of government that have a major program focus of serving battered women are eligible to apply.
- 4. Refugee, immigrant and undocumented battered women:** Up to three grants of \$40,000 each are available to provide direct services to this underserved population of battered women. Nonprofit organizations and local units of government that have a major program focus of serving battered women are eligible to apply.

## State Grants & Loans

---

---

### General Crime Victim Services:

1. **Services for the African American community:** One grant of \$40,000 is available to develop and implement a pilot project that will provide general crime victim services in the following areas: school-based services, hospital-based services, or services that address specific types of crime(s). Services must be targeted to the African American community. Nonprofit organizations with a major program focus of serving people of color, Indian tribal governments, and nonprofit organizations or local units of government that work in collaboration with communities of color are eligible to apply.
2. **Services for victims of gang-related activity:** One grant of \$40,000 is available to develop and implement a pilot project that will provide general crime victim services in one of the following areas: community-based policing services or county attorney services based in a community. Nonprofit organizations, Indian tribal governments and local units of government are eligible to apply.

### Sexual Assault Services:

1. **Community-based services:** One grant of \$40,000 is available to establish sexual assault services for African American communities. Nonprofit organizations and local units of government are eligible to apply for funding. Successful applicants may be eligible to apply for continued funding of \$40,000 in FY2000.
2. **Training grants for sexual assault-related issues:** Approximately \$31,500 is available to establish up to six local, regional or statewide training grants of \$5,000 - \$10,000 each. Of the total, \$20,000 is designated for funding trainings for communities of color and \$11,500 is designated for funding trainings for general populations. Priority topics for trainings include: sexual assault issues related to immigrants; stalking; mental health issues; spiritual/clergy issues; issues on college/university campuses; training for medical staff; legal/laws training for advocates; issues related to disabilities; and issues related to gay/lesbian/bisexual/transgender people. Nonprofit organizations and local units of government are eligible to apply.
3. **Increased awareness of sexual assault issues in African American communities:** One grant of \$30,000 is available to establish a collaborative training project to address sexual assault in the African American communities. Applicants will be expected to develop a collaborative with other agencies and organizations in African American communities to plan and implement public forums, trainings and/or educational seminars. Nonprofit organizations and local units of government are eligible to apply.

Applications are due **Monday, April 6, 1998**. To receive a request for proposals that provides complete information and describes how to apply, contact: **Minnesota Department of Corrections, Victim Services Unit, 1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108-5219** or call **(612) 642-0251, (800) 657-3679** outside the Twin Cities metropolitan area, or TTY at **(612) 643-3589**.

---

---

## Department of Trade and Economic Development

### Request for Proposals from Potential Regional and Specialized Small Business Development Centers

The Department of Trade and Economic Development (DTED) requests proposals from qualified organizations to serve as regional and specialized Small Business Development Centers (SBDCs) for a three-year period commencing January 1, 1999. This is a competitive grant program.

An informational meeting to answer questions concerning this Request for Proposals will be held March 4, 1998, from 1 to 4 p.m. at the Department of Trade and Economic Development, 500 Metro Square, 121 7th Place East, St. Paul, Minnesota. *Any organization wishing to submit a proposal must be represented at this meeting.*

#### Background Information

The SBDCs support DTED's mission of promoting economic development in Minnesota by providing high quality one-on-one business counseling and training programs to small businesses. The SBDC program is sponsored and funded by the U.S. Small Business Administration (SBA), DTED, and the participating centers. The SBDC program operates under authority of Public Law 96-302, as amended, in accordance with regulations promulgated by SBA, the terms of an annual program announcement, and an annual Notice of Award/Cooperative Agreement. SBA awards funds annually to DTED to administer the SBDC program in Minnesota. DTED in turn enters into grant contracts with regional and specialized centers to deliver services in their respective service areas. By federal law, SBDCs must primarily utilize institutions of higher education in delivering services to the small business community.

Regional centers are presently located at Moorhead, Duluth, Brainerd, St. Cloud, Marshall, Mankato, Rochester, and the Twin Cities. One specialized center, located in Minneapolis, assists small companies in accessing federal research and development opportunities. Existing SBDCs have been invited to respond to this Request for Proposals, though there is no presumption of automatic renewal for existing centers.

It is DTED's intention to retain the present practice of primarily using a regional structure to deliver SBDC services. Accordingly, proposals for regional centers will be accepted only from organizations that can demonstrate their ability to deliver services on a region-wide basis. Proposals for specialized centers must demonstrate the need for the proposed specialized service and that the need cannot be met by existing organizations. To the extent possible, regional boundaries for the delivery of SBDC services should conform to established economic development boundaries.

Regional and specialized centers must provide a full-time SBDC director and all personnel, consultants, facilities and materials necessary to operate an SBDC program. It is DTED's intention to maximize the federal and state funds available for direct service delivery. Accordingly, regional centers will be required to utilize federal and state funds awarded under the program for the direct costs of providing counseling to small businesses. Matching contributions may be used for administrative overhead and indirect costs.

Federal law requires SBDCs to provide counseling at no charge. Loan packaging is considered counseling and likewise must be provided at no charge. SBDCs are expected to charge reasonable fees for training programs, to cover the direct costs of delivering training, and for specialized services. These fees are considered program income and must be used to expand services and further eligible SBDC program objectives. Program income may not be used as match.

SBDCs are expressly prohibited from offering direct financial assistance such as loan making, loan servicing or credit decisions. Organizations that offer such direct financial assistance programs must keep loan making, loan servicing, and credit decisions separate from SBDC services.

In order to maximize resources available for the SBDCs' core mission of providing counseling and training to small businesses, the use of program funds (federal, state, or mandatory match) to counsel government entities and non-profit organizations is not allowed.

#### Benefits of Serving as a Small Business Development Center

In addition to assisting DTED to achieve its economic development goals, the benefits of serving as an SBDC include direct and measurable economic impact, visibility for the organization within the community, an opportunity to provide outreach from the organization to small businesses in the service area, increased partnership opportunities between the organization and other academic institutions and economic development organizations in the state and the local area, an opportunity for referrals to the organization, an opportunity to strengthen learning opportunities for small businesses and students and faculty of local academic institutions, and funding from federal and state sources that exceeds the minimum match required of participants.

## State Grants & Loans

---

---

### Performance Expectations

Annual performance expectations will be specified in the annual grant contract. At minimum, regional centers will be expected to deliver a minimum of 3,000 hours of basic services counseling (business planning, financial analysis, loan packaging and marketing), sponsor or co- sponsor at least eight training programs (at least four of which must be on topics other than business start-up issues), assist clients with the preparation of at least 50 loan applications or financing proposals, market the SBDC program in the region as set forth in the SBDC marketing plan, work to advance the goals and priorities of the SBDC strategic plan, build local collaborations and secure local support to meet matching contribution requirements and address local needs that exceed the level of available federal and state resources, secure qualified program personnel and consultants, adequately train program personnel, follow standardized operational and procedural requirements for the SBDC network established by SBA and DTED, and otherwise respond to reasonable requests by SBA and DTED to further the goals of the Minnesota SBDC program. Centers should expect that the SBDC program will be audited at least once during the three-year cycle by DTED or an auditor designated by DTED. Centers also should expect that program performance and compliance with DTED and SBA requirements will be monitored by DTED on a regular basis.

Specialized centers must meet the same performance requirements as regional centers, except that the minimum hours of counseling will be adjusted to reflect the level of funding awarded.

Deliverables for services funded from the competitive pool (described below) will be determined on an annual basis. In general, a minimum of one hour of counseling will be expected for every \$45 in competitive pool funds awarded.

### Funding

DTED will reimburse regional centers for allowable costs of delivering basic services, to a maximum of \$135,000 per regional center per year. Funding for specialized centers will be determined on an annual basis but is not expected to exceed \$100,000 per year (and may be less).

Funds not awarded for basic services will be awarded on a competitive basis. The amount awarded from the competitive pool will be determined on an annual basis and will depend on the level of funds available to DTED.

Failure to meet minimum performance requirements will result in a reduction of the final grant payment to reflect actual performance. Reductions will be made at the rate of \$45 per hour of counseling not delivered and \$125 for every training program not delivered.

### Matching Contributions

Regional centers will be required to match grant funds at a ratio of \$.70 (seventy cents) of match for every \$1 of grant funds awarded by DTED. Fifty percent of the match must be cash; the balance may be in the form of cash, in-kind contributions from third parties, or indirect costs contributed by the organization. Sources of cash match must be identified in the response to this Request for Proposals and must be in place at the time the annual funding proposal is submitted to DTED, which is expected to occur on or about July 1 each year. Indirect costs must conform to the organization's federally-approved indirect cost rate.

Failure to meet the minimum match requirement will result in a reduction of the final grant payment to reflect actual match provided.

### Response Format

***Responses to this Request for Proposals must follow the format outlined below, in order to facilitate evaluation of all responses. Failure to follow the required format may result in rejection of the response. Except as noted in item 4 below, a funding proposal is not required at this time.***

***Please also note that although proposals will not be considered from organizations that are not represented at the information meeting March 4, 1998, only material submitted with the proposal will be considered in evaluating proposals. Statements made by prospective or actual proposers at the March 4 meeting will not be considered part of any proposal.***

1. Provide the name and address of the responding organization.
2. Provide the name, address, and telephone number of the person who can be contacted regarding questions about the response.
3. If proposing to serve as a regional center, identify the region that will be served, including a listing of all counties in the region. If regional boundaries do not conform to existing economic development regions, explain the reason for the variance. If proposing to serve as a specialized center, identify the area that will be served and explain the rationale for selecting the proposed service area. The proposed specialized service area may be statewide, or it may be directed to a smaller geographic area that may be within a regional service area.

4. If proposing to serve as a regional center, describe in detail the organization's experience in delivering basic services counseling and training to small businesses on a region-wide basis. (As stated above, "basic services" include business planning, financial analysis and loan packaging, and marketing assistance.)

Organizations proposing to serve as specialized centers should describe in detail the specialized service they propose to provide, the need for it, an explanation of why the need cannot be met by existing organizations, and the approximate level of funding required to deliver the proposed specialized service.

5. Identify the individual who is proposed as center director, and provide a resume that clearly documents his or her qualifications to serve as director. If no individual is in place at the present time, list the qualifications that will be required of the director if the organization is selected. The proposed director must be experienced in administering a geographically dispersed business assistance program, delivering and arranging for the delivery of business counseling and training, and securing contributed resources.
6. Describe the organization's experience in assessing small business needs and designing programs that respond to those needs. Describe the success of any such programs.
7. Provide the organization's views on ways to improve the delivery of services to small businesses in the proposed service area. Include strategies and recommendations for dealing with pre-venture and very early stage companies in cost-effective ways, and strategies for providing more sophisticated services to established companies with the potential for economic growth.
8. Describe the organization's experience in delivering services in areas such as employment related issues; regulatory compliance, technology transfer, and other areas of small business need in the proposed service area.
9. Describe the organization's experience and success in securing contributed resources, including both time and financial contributions.
10. Describe the organization's computer system and capability for entering data and maintaining and retrieving reports from a computerized data base system. Identify the data base management system presently used by the organization. Indicate whether the organization presently has Internet access and whether SBDC personnel are trained to use the Internet and e-mail applications.

The organization must have at least one IBM-compatible, Windows-based PC with a minimum of 16 MB of RAM in order to utilize the data base software currently used by the SBDC. The organization must have Internet access, and must assure that all SBDC personnel are trained to use, and use, e-mail on a regular basis. SBDCs are expected to purchase and maintain any software required of SBDC network members.

11. Describe in detail the amount and source of matching contributions the organization will provide. (See section on Matching Contributions above.)
12. Provide a certification, ***signed in ink by an individual authorized to bind the organization***, stating that, if selected as a regional SBDC, the organization will:
  - a. Accomplish all performance requirements described in this Request for Proposals, and such additional services as are determined during the annual budget planning process;
  - b. Assure participation by the regional director in annual planning sessions (including but not limited to the planning session scheduled April 28 and 29, 1998) at the organization's expense and provide all data and information needed to submit statewide plans on a timely basis;
  - c. Comply with reporting requirements of SBA in a timely manner, including but not limited to quarterly milestone, performance, and financial reports;
  - d. Comply with SBA and DTED requirements for a regional or specialized center, including but not limited to having a full time director with his or her principal office at the center, open 8 hours a day 5 days a week (except official holidays), telephone answered during business hours, adequate parking and signage;
  - e. Agree to be contractually bound by the terms of an annual grant contract for service delivery, program administration, reporting, and compliance with SBA, DTED, and State of Minnesota requirements.

## State Grants & Loans

---

---

### Selection Factors

Proposals will be reviewed by the state director of the SBDC program and the director of the Minnesota Small Business Assistance Office in DTED. No materials or oral or written statements other than those submitted as part of the proposal will be considered in evaluating proposals. The decision of the reviewers will be final. Proposing organizations will be informed of their selection or non-selection as a regional or specialized SBDC, but no reasons will be given. The following factors will be considered in reviewing proposals:

1. The organization's experience in providing small business counseling and training programs on a region-wide (regional centers) or specialized (specialized centers) basis;
2. The credentials of the proposed director;
3. Quality of match;
4. Ability to commence operations immediately on January 1, 1999;
5. As required by federal legislation governing the SBDC program, preference will be given to academic institutions.
6. Responsiveness of the proposal to this Request for Proposals.

This Request for Proposals does not commit the State of Minnesota or DTED to entering into a grant contract with any organization. The State may terminate the SBDC selection process or solicit additional proposals at any time if it is deemed to be in the best interests of the state.

The selection of any organization to serve as a regional center or specialized center is subject to the continued existence of the SBDC program, SBA requirements (which may change from year to year), satisfactory performance, and availability of funds.

### Submission Format

One original and two copies of the proposal must be submitted by the submission deadline. The proposal must be signed in ink by an authorized representative of the responding organization. Proposals must completely respond to the Response Format outlined above, but need not be lengthy. Staple the proposal in the upper left corner. Do not otherwise bind the document. Do not attach third-party endorsements; such endorsements will not be considered in the evaluation process.

### Submission Deadline

Proposals must be received no later than noon, Friday, March 20, 1998. Late submissions will not be accepted. Faxed submissions will not be accepted. Address proposals to Mary Kruger, State Director, Minnesota Small Business Development Centers, 500 Metro Square, 121 7th Place East, St. Paul, MN 55101-2146.

### Treatment of Information

Information provided pursuant to this Request for Proposals will be considered public information under the Minnesota Government Data Practices Act, *Minnesota Statutes* Chapter 13. The March 4, 1998, information meeting will be a public meeting under the Minnesota Open Meeting Law, *Minnesota Statutes* Chapter 471.705.

### Communications Concerning this Request for Proposals

All questions and other communications concerning this Request for Proposals must be raised before or during the information meeting March 4, 1998. After March 4, no other questions or communications will be taken. Prior to March 4, please direct questions and communications to Mary Kruger, state SBDC director, at the above address, telephone (612) 297-5773. No other individual within DTED is authorized to answer questions regarding this Request for Proposals.

---

---

# 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, and final submission date of completed contract proposal.

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

---

## Department of Administration

### Contract Lease for Approximately 200 Lap Top Computers for DNR Enforcement

To obtain a copy of the Request for Proposal (RFP), which will be available February 6, 1998, fax your request to Attn: Donald H. Olson CPPB, 612-297-3996, Materials Management Division Department of Administration, St. Paul.

Proposals are due 3:00 P.M. February 27, 1998. A vendors conference is scheduled for February 12, 1998 at the DNR Headquarters Building, 500 Lafayette Rd., 6th floor conference room north and south beginning at 3:00 - 5:00 P.M.

## Office of the Attorney

### Request for Proposals for the Development of an Advertising Campaign That Will Be Designed to Educate

- 1) 12-14 Year Olds About the Importance of Postponing Sexual Involvement and 2) Parents/Other Significant Adults About the Importance of Talking to Their Children about Postponing Sexual Involvement

**PROPOSALS DUE: 2:00 p.m. Monday, March 9, 1998**

#### Purpose of this RFP

The Minnesota Attorney General's Office is seeking proposals from individuals, agencies and companies interested in competing for a contract to develop:

- 1 - television advertisement - parent focus
- 1 - television advertisement - child focus
- 2 - radio advertisements - child focus
- 1 - billboard design - parent focus
- 1 - poster design - child focus

This campaign should be designed to encourage 12 to 14 year-olds to postpone sexual involvement and should also educate parents about the importance of talking to their children about postponing sexual involvement.

The materials produced in conjunction with this RFP will be debuted in Minnesota, but should be developed with potential national use in mind.

#### Goals of the Project

The advertising campaign should accomplish the following goals:

- 1) educate 12 to 14 year olds about the importance of postponing sexual involvement;
- 2) encourage parents/primary caregivers to talk to their children about postponing sexual involvement.

It is anticipated that effective advertisements will increase the number of 12 to 14 year olds who choose to postpone sexual involvement as well as increase the number of parents talking to their children about postponing sexual involvement. These results should support the overall goal of the MN ENABL project which is to reduce the number of adolescent pregnancies in Minnesota.

**All messages developed for the MN ENABL campaign should support, in a positive manner, 12 to 14 year old boys and girls in learning about the value of postponing sexual involvement. MN ENABL does not support using negative, blaming or shame-based messages for promoting abstinence among adolescents. It is also important that violence is not used to present the message.**

## Professional, Technical & Consulting Contracts

---

---

Secondary goals of this project include creating awareness and goodwill with potential funders or other supporters for this subject and future projects the Attorney General's Office and other state agencies may administer or be associated with.

Respondents may propose additional tasks or activities if they will substantially improve the results of the project.

If interested in receiving a full copy of the Request for Proposal, please contact:

Andrea Mowery  
Assistant Director of Special Projects  
Office of the Attorney General  
102 State Capitol  
St. Paul, MN 55155  
(P) 612-297-7084  
(F) 612-297-4193  
(e-mail) andrea.mowery@state.mn.us

Dated: 9 February 1998

From the Office of Minnesota Attorney General  
Hubert H. Humphrey III

## Office of Environmental Assistance

### Notice of Availability of Request for Proposal for Quantifying the Resources Conservation Benefits

The Minnesota Office of Environmental Assistance (OEA) announces the availability of an RFP for a project that will occur in two phases. The first phase, for up to \$50,000, involves quantifying the resources conservation benefits (for instance, avoided materials use, energy use, emissions, and land use) associated with municipal solid waste reduction, recycling, and management in the state. The OEA will use the information developed in this phase of the project for measuring the environmental outcomes of policies and programs. The second phase, which is contingent upon successful completion of Phase I and a grant awarded from the federal government, will involve refining the work developed in Phase I such that the greenhouse gas emissions and implications of policies and programs can be assessed. This information is intended to be used in the state's climate change mitigation planning efforts, as well as OEA program development efforts. The Phase II project, if funded, could be for up to \$100,000. For a copy of the RFP, please contact Karen Harrington at the Minnesota Office of Environmental Assistance at 612.215.0233. No other OEA staff are authorized to discuss or distribute this RFP.

Proposals are due in the OEA no later than 4:00 p.m. Monday, March 2, 1998.

## Department of Health

### Division of Community Health Services Section of Public Health Nursing

#### Request for Proposals for Conference Management Services

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Health is requesting proposals for conference management services to plan, administer and evaluate the 1998 Public Health Nursing Practice Workshop. The workshop will be held October 21 - 22, 1998 at the Earle Brown Conference Center in St. Paul.

The state reserves the right to renew the contract for up to four additional years, in one year increments, based on satisfactory performance of the contractor during 1998.

The annual public health nursing practice workshop brings together 200-250 public health nurses from throughout the state of Minnesota. Participants may also include public health nurse educators, supervisors, directors, and nurses from other community practice settings. They come to acquire new information, enhance their public health nursing practice, and strengthen the delivery of local public health nursing services in their communities.

The goal of the conference is threefold: 1) to build the capacity of practicing public health nurses to address environmental threats to the health of their communities; 2) to highlight existing and potential environmental health issues of concern to communities and families; and 3) to propose collaborative models for local public health agencies to utilize as public health nurses reframe their practice within a core function framework.

The responsibilities of the contractor include but are not limited to: staffing a planning committee which develops program content, corresponding with presenters, making arrangements with the facility, conducting and overseeing the registration process, developing and mailing all promotional materials and other correspondence, and ensuring the conference support services run smoothly.

#### Request for Proposal:

Interested persons may obtain a free copy of the full Request for Proposal by calling or writing:

Nancy Blume Kern, RN, MPH  
MN Department of Health  
Section of Public Health Nursing  
Metro Square Building, Suite 460  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975  
Phone: 612/296-9133

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

#### Submission of Proposals:

All proposals must be sent to and received by:

Nancy Blume Kern, RN, MPH  
MN Department of Health  
Section of Public Health Nursing  
Metro Square Building, Suite 460  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

Proposals must be received by 4:30 p.m., Tuesday, March 10, 1998. Late proposals will not be accepted.

## Professional, Technical & Consulting Contracts

---

---

### Department of Human Services

#### Notice of Availability of Contract for a Qualified Person to Authorize Home Care Services Under the Medical Assistance (MA) Program for Eligible Recipients

The State of Minnesota Department of Human Services is seeking applications for a qualified contractor to authorize home care services under medical assistance (hereafter MA) program for eligible recipients. The annual estimated expenditure for MA home care services for the biennium is over \$200 million. The contractor will directly influence the cost effectiveness of MA reimbursed home care by assuring appropriate cost effectiveness of MA reimbursable services. It is anticipated that the contract awarded under this RFP will not exceed \$71,000, depending upon actual services performed.

This RFP does not obligate the state to complete the proposed project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Qualified contractor must have:

- 1) A current license as a registered nurse in the State of Minnesota.
- 2) At least two years of relevant home care experience.
- 3) Experience working with community-based home care including but not limited to writing and assessing care plans for individuals receiving medical care in their homes; conducting a nursing assessment and prescribing appropriate nursing interventions in terms of effective methods for care management.

The major tasks of the contractor will be:

- A. Authorize home care services under MA for recipients on the basis of the medical needs assessment and case documentation.
- B. Determine the need for and conduct on-site, in-home assessments of clients when the provider's information conflicts with or appears inappropriate based on the recipient's diagnosis or age. Develop an appropriate plan of care and authorize MA-reimbursement of home care services based on observed needs.
- C. Provide technical assistance and consultation to health care providers, counties, and DHS staff from a medical perspective as it relates to medical diagnoses, prognoses, care needs, medications, and other medical factors which relate to the needs of individuals receiving MA-reimbursed home care.
- D. Track, manage, and consult with DHS staff regarding providers and counties on selected home care cases which may be atypical or have minimal or no county oversight.
- E. Assist in preparing documentation for and consult with DHS staff regarding home care cases which have been appealed.

The applicant must assure cost effectiveness of MA reimbursable home care services.

It is anticipated that the proposal selected will not exceed \$25.00 hour plus authorized expenses, total contract not to exceed \$71,000, depending on actual services performed. The State reserves the right to make multiple awards pertaining to this RFP.

The contract duration is until June 30, 1999.

All proposals must be received by the Community Support for Minnesotans with Disabilities Division at the Department of Human Services, no later than 4:00 p.m. on March 4, 1998.

For a copy of the complete Request for Proposal, please contact:

Mike Hughes  
Community Support for Minnesotan's with Disabilities  
444 Lafayette Road  
St. Paul, MN 55155-3857  
612/282-6992

## Department of Natural Resources

### Division of Forestry

#### Notice of Request for Proposals for Provision of Fire Weather Forecasts and Other Meteorological Services

**NOTICE IS HEREBY GIVEN** that the Department of Natural Resources, through its Division of Forestry is requesting proposals to provide spot fire weather forecasts to DNR prescribed burners during the typical spring and fall burning seasons. Fire weather forecasts need also be provided to DNR Fire suppression personnel during these same time periods.

Experience in fire weather forecasting and fire danger rating systems is required. The ability to provide spot forecasts by 7:30 AM each day during the burning season is essential.

To obtain a copy of the complete Request for Proposal, please contact:

Diane Campbell  
DNR Forestry  
500 Lafayette Road  
St. Paul, MN 55155-4044  
(612) 297-1974

Proposals are due no later than 11:00 AM, February 13, 1998.

## Department of Natural Resources

#### Request for Proposals to Prepare a Committee and Materials for the Development of a Prekindergarten Through Adult Environmental Education Concept Scope and Sequence

Tasks would include: 1) Collect and synthesize environmental education concept scope and sequence publications from other states and the federal government; 2) Identify and recruit 30 people from the state environmental education community to develop the concept scope and sequence; 3) Facilitate at least two meetings of the development committee before the initiation of the grant work in July 1998. The Minnesota Department of Natural Resources estimates the cost for this project will not exceed \$13,000. If interested in receiving the complete RFP, please contact Pam Landers at the Minnesota Department of Natural Resources, 500 Lafayette Rd. - Box 46, St. Paul, Minnesota 55155, or by phone at (612) 282-5788. Proposals are due to Pam Landers at the Minnesota Department of Natural Resources no later than 4:00 p.m. on March 2, 1998.

## Board of Water and Soil Resources

#### Notice of Request for Proposals for Development of an Agency Web Site

The Minnesota Board of Water and Soil Resources (BWSR) is seeking proposals from qualified firms for development of an agency web site. The general purpose of the project is to develop, from the ground up, a web site that gives users information about BWSR including its mission, staff and board, programs and selected data, BWSR clientele, and ability to download and upload information. The firm selected will be expected to perform the following functions; needs analysis; project planning; design; production, and training. For a more detailed and official Request for Proposal contact the following person.

##### Contact Person:

Susan Tsakakis  
Minnesota Board of Water and Soil Resources  
One West Water Street  
Suite 200  
St. Paul, MN 55107  
Telephone: (612) 297-1893  
Fax: (612) 297-5615  
E-mail: susan.tsakakis@bwsr.state.mn.us

##### Proposal Deadline:

Four (4) copies of the proposal must be received and time stamped by BWSR at the address above not later than 4:30 p.m., February 27, 1998. Late proposals will not be accepted. Prices and terms of the proposal must be valid for the length of any resulting contract.

# 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.

## University of Minnesota

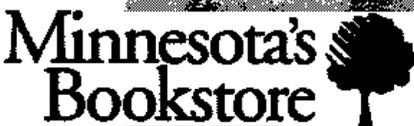
### Purchasing Services

#### Notice of Availability of Contract for Computer Leasing

Purchasing Services, for the University of Minnesota, is requesting a proposal from qualified firms to provide leasing services to be used by the University of Minnesota and members of the Cooperative Purchasing Venture (CPV), on an as-needed basis. The University may require leasing for the following types of equipment: 1. PCs and Macintosh 2. Workstations and Servers 3. Super Computers 4. Mainframe computers and 5. Disk Access Storage Devices (DASD).

This equipment will be solicited separately under the University's existing contracts or the University may also solicit purchases through its formal Bidding and Request for Proposal (RFP) process. After the equipment is procured the Lessor will purchase the equipment and lease back to the University. Manufacturers will vary depending on the needs of the individual departments.

The full text of the Request For Proposal is available on request from Caroline Reedstrom at (612) 624-2319.



**Minnesota's Bookstore**  
117 University Avenue St. Paul, MN 55155

Ordering is easy, delivery is fast when you place your order  
via phone or fax! (Credit card orders only, please)  
Receive delivery in 1-2 weeks!

Phone: 612/297-3000 or 1-800/657-3757  
Fax: 612/282-5077 or 1-800/657-3706  
FAX: 612/297-8260 Email: [mabook.list@state.mn.us](mailto:mabook.list@state.mn.us)



## Informative Government Publications Now Available

### **NEW Ethics in Government Act 1997**

MN Statutes Chapter 10A and MN Rules Chapter 4500-4525 governing the conduct of political candidates and parties and lobbyists. Included are campaign reports, matching requirements, expenditure limits, and contribution limits. 96pp. 8 1/2" x 11". Stock No. 3-36. \$10.95.

### **Minnesota Guidebook to State Agency Services 1996-99**

This "owner's manual" brings you a treasure-trove of useful and valuable information. It tells you how to get the most from your state government, what it makes available to you, and how your state works. Available in a variety of formats:

Looseleaf (8 1/2" x 11") Stock No. 1-3L. \$29.95 Binder Stock No. 10-10 \$7.95

Spiralbound . Stock No. 1-3S. \$29.95

Compact disk : single user \$59.95 small network \$235.95 (2-10 users)

large network \$999.95 (11-unlimited use) \*price includes one spiralbound edition

CDROM (single user) and 1 guidebook \$ 74.95

CDROM (small network) and 1 guidebook \$249.95

**PREPAYMENT REQUIRED.** For fastest delivery, place a credit card order by phone, fax or online.  
Fax, phone and online orders: Credit card purchases ONLY. (Allow 1-2 weeks for delivery) American Express/Discover/MasterCard/VISA  
Mail orders: Complete order blank and send to address above. Enclose check or include credit card information. (Allow 4-6 weeks for delivery).  
Make checks payable to "State of Minnesota"