

State of 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 26 July 1999
Volume 24, Number 4
Pages 137-162

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules
- executive orders of the governor
- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
- official notices
- state grants and loans
- contracts for professional, technical and consulting services
- non-state public bids, contracts and grants
- certificates of assumed name, registration of insignia and marks

Jesse Ventura, Governor 651/296-3391	Mike Hatch, Attorney General 651/297-4272	Mary Kiffmeyer, Secretary of State 651/296-2079
Mae Schunk, Lt. Governor 651/296-3391	Judi Dutcher, State Auditor 651/297-3670	Carol Johnson, State Treasurer 651/296-7091
Department of Administration: David F. Fisher, Commissioner 651/296-1424 Kent Allin, Asst. Commissioner 651/297-4261	Communications.Media Division: Mary Mikes, Director 651/297-3979 Susan Baustian-Culligan, Manager 651/282-2974	Robin PanLener, Editor 651/297-7963 Gretchen Stark, Assistant Editor 651/296-0929 Jessie Rahmeyer, Subscriptions 651/297-8774

Printing Schedule and Submission Deadlines

Vol. 24 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
#4	Monday 26 July	Noon Wednesday 14 July	Noon Tuesday 20 July
#5	Monday 2 August	Noon Wednesday 21 July	Noon Tuesday 27 July
#6	Monday 9 August	Noon Wednesday 28 July	Noon Tuesday 3 August
#7	Monday 16 August	Noon Wednesday 4 August	Noon Tuesday 10 August

Copyright © 1999 Communications.Media Division, Department of Administration, State of Minnesota.
Publication Number: 326630. (ISSN 0146-7751)

SUBSCRIPTION SERVICES: Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: (651) 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 (651) 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* and the *Contracts Supplement* on our website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *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.

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 651-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 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.

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.

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 (651) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

Contact: House Information Office (651) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

Minnesota Rules: Amendments & Additions		Professional, Technical and Consulting Contracts	
Volume 24, Issues #1-4.....	140	Children, Families, and Learning Department	
Adopted Rules		Proposals sought for logistical arrangements for child care programs	154
Health Department		Electricity Board	
Licensing of assisted Living Home Care Providers.....	141	Proposals sought for development of an electronic business system	154
Public Safety		Human Services Board	
License plate fees	144	Proposals sought for review and analysis of Minnesota's data on maltreatment report on licensed programs.....	155
Official Notices		Pollution Control Agency	
Health Department		Proposals sought for multiple award contract for total maximum daily loads program for impaired water bodies..	156
Opinions sought on WIC/CSFP operations	145	Transportation Department	
Nursing Home Moratorium proposals for exceptions and notice of hearing	145	Proposals sought for development of a commuter rail service plan for Twin Cities Metropolitan area	156
Housing Finance Agency		Non-State Public Bids, Contracts & Grants	
Comments sought on planned repeal to rule for single family housing programs	147	Living at Home/Block Nurse Program, Inc.	
Comment sought on planned amendments to rule for single family housing programs	148	Proposals sought for programs.....	158
Labor and Industry Department		Metropolitan Airports Commission	
Comments sought on planned amendments to rule for prevailing wage determinations.....	149	Proposals sought for unleaded gasoline, diesel fuel, and #2 fuel oil.....	158
Notice of addition to highway heavy prevailing wage rates	150	Metropolitan Council	
Metropolitan Council		Proposals sought for replacement of Metro Mobility fleet transmissions	159
Comments sought on Disadvantage Business Enterprise program.....	150	Minneapolis Community and Technical College	
Minnesota Emergency Medical Services Regulatory Board		Proposals sought for water valve installation	159
Application sought by Osceola Ambulance Service, Osceola, Wisconsin	150	Minnesota Historical Society	
Natural Resources Conservation Service		Proposals sought for construction project at Washburn Crosby buildings.....	159
Comments sought on conservation practice standards	151	Proposals sought for architectural, engineering, and related services for Sibley historical site	160
Teaching Board		City of St Paul	
Comments sought on planned rules for licensure for teachers of special education	151	Proposals sought for household hazardous waste management services.....	160
Transportation Department		University of Minnesota	
Petitions for variance from state aid requirements:		BID Information Service available to all potential vendors ...	160
• City of Redwood Falls for street width	152		
• Nicollet County Board for recovery area width	152		
• Scott County for placement of structural design strength....	153		
State Grants			
Minnesota Planning			
Grants available for regional development commissions	153		

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 (651) 296-2600. Individual copies and subscriptions are available through Minnesota's Bookstore, (651) 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 1997 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 (651) 297-3000, or toll-free 1-800-657-3757.

Volume 24, Issues # 1-4

Children, Families and Learning Department

3535.0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180
(adopted) 77

3535.0200; .0300; .0400; .0500; .0600; .0700; .0900; .1100; .1200;
.1300; .1500; .1700; .2000 (repealed) 77

Health Department

4668.0003; .0012; .0050; .0805; .0810; .0815; .0825; .0835; .0840;
.0855; .0860; .0865 (adopted) 141

Higher Education Services Office

4830.0300 (proposed) 105

Pollution Control Agency

7050.0185; 0200; .0210; .0211; .0213; .0214; .0218; .0220; .0221;
.0222; .0224; .0227; .0420; .0470 (proposed) 5

7050.0020 s. 3, 4, 5, 6 (proposed repealer) 5

Public Safety Department

7403.1300 (adopted) 144

Minnesota State Retirement System

7905.0100; .0200; .0800; .0900; .1100; .1700; .1900; .2100; .2200;
.2300; .2400 (adopted exempt) 79

7905.0100 s. 11, 18; .3000 (repealed exempt) 79

Revenue Department

8122.0510; .0550; .0600 (proposed) 123

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.

Department of Health

Adopted Permanent Rules Relating to Licensing of Assisted Living Home Care Providers

The rules proposed and published at *State Register*, Volume 23, Number 17, pages 854-875, October 26, 1998 (23 SR 854), are adopted with the following modifications:

4668.003 DEFINITIONS.

Subp. 2a. **Assistance with self-administration of medication.** "Assistance with self-administration of medication" means performing a task to enable a client to self-administer medication, including:

- B. opening a container containing medications set up by a nurse, physician, or pharmacist;
- C. emptying the contents from the container into the client's hand; ~~or~~
- D. providing liquids or nutrition to accompany medication that a client is ~~self-administration~~ self-administering; or
- E. reporting information to a nurse regarding concerns about a client's self-administration of medication.

Subp. 21a. **Medication administration.** "Medication administration" means performing a task to ensure a client takes a medication, and includes the following tasks, performed in the following order:

E. reporting information regarding medication administration to a nurse regarding concerns about the medication or the client's refusal to take the medication.

Subp. 28a. **Pharmacist.** "Pharmacist" means a person currently licensed under *Minnesota Statutes*, chapter 151.

Subp. 44a. **Unlicensed person.** "Unlicensed person" means a person who is employed by the licensee and who is not a nurse. Unlicensed person does not include nonemployee family members, nonemployee significant others, and nonemployee responsible persons.

4668.0012 LICENSURE.

Subp. 11. **Denial of license.** A license shall be denied if:

C. the applicant is disqualified under *Minnesota Statutes*, ~~section~~ sections 144.057 and 245A.04;

D. the applicant or an owner or managerial official has been unsuccessful in having a disqualification under *Minnesota Statutes*, section 144.057 or 245A.04, set aside; or

Subp. 15. **Suspension, revocation, or denial of renewal of license.** The commissioner may deny renewal of a license, or may suspend, revoke, or make conditional a license, if the licensee, or an owner or managerial official of the licensee:

J. refuses to ~~complete~~ initiate a background study under *Minnesota Statutes*, section 144.057 or 245A.04; or

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

4668.0050 ACCEPTANCE, RETENTION, DISCONTINUATION OF SERVICES, AND DISCHARGE OF CLIENTS.

4668.0800 ASSISTED LIVING HOME CARE PROVIDER.

Subp. 2. **Required services.** An assisted living home care provider licensee must provide at least one of the following assisted living home care services directly:

- C. ~~other non-nursing~~ services performed by unlicensed personnel; or

4668.0805 ORIENTATION TO HOME CARE REQUIREMENTS.

Subp. 2. **Content.** The orientation required under subpart 1 must contain the following topics:

E. handling of clients' complaints and reporting how clients and staff may report complaints to the Office of Health Facility Complaints; and

4668.0810 CLIENT RECORDS.

Subp. 3. **Retention.** An assisted living home care provider licensee must retain a client's record for at least five years following the client's discharge or discontinuation of services. Arrangements must be made for secure storage and retrieval of client records if the licensee ceases business.

Subp. 6. **Content of client record.** The client record must be accurate, up to date, and available to all persons responsible for assessing, planning, and providing assisted living home care services. The record must contain:

- C. a ~~clinical~~ nursing assessment for nursing services, delegated nursing services, or central storage of medications, if any;

- F. ~~at least a weekly summary of the client's status and home care services provided;~~

- ~~G.~~ documentation of each instance of assistance with self-administration of medication and of medication administration, if any;

~~H.~~ G. documentation on the day of occurrence of any significant change in the client's status or any significant incident, including a fall or a refusal to take medications, and any actions by staff in response to the change or incident;

- H. documentation at least weekly of the client's status and the home care services provided, if not addressed under item F or G;

J. a summary following the ~~termination~~ discontinuation of services, which includes the reason for the initiation and ~~termination~~ discontinuation of services and the client's condition at the ~~termination~~ discontinuation of services; and

4668.0815 EVALUATION AND SERVICE PLAN.

Subpart 1. **Evaluation; documentation.** No later than two weeks after the initiation of assisted living home care services to a client, a registered nurse must complete an individualized evaluation of the client's needs and must establish, with the client or the client's responsible person, a suitable and up-to-date service plan for providing assisted living home care services in accordance with accepted standards of practice for professional nursing. The service plan must be in writing and include a signature or other authentication by the assisted living home care provider licensee and by the client or the client's responsible person documenting agreement on the services to be provided.

Subp. 4. **Contents of service plan.** The service plan required under subpart 1 must include:

- E. a plan for contingency action that includes:

(5) the circumstances in which emergency medical services are not to be summoned, consistent with ~~the Minnesota Living Will Act, Minnesota Statutes, chapter~~ chapters 145B and 145C, and declarations made by the client under ~~that act~~ those chapters.

4668.0825 DELEGATED NURSING SERVICES.

Subp. 2. **Clinical Nursing assessment and service plan.** Before initiating delegated nursing services for a client, a registered nurse must conduct a ~~clinical~~ nursing assessment of the client's functional status and need for nursing services and must develop a service plan for providing the services according to the client's needs and preferences. The service plan must include the frequency of supervision of the task and of the person providing the service for the client according to part 4668.0845. The service plan for delegated nursing services must be maintained as part of the service plan required under part 4668.0815.

Subp. 3. **Nursing services delegated to unlicensed personnel.** A registered nurse may delegate the nursing services specified in items A to I only to a person who satisfies the requirements of part 4668.0835 and possesses the knowledge and skills consistent with the complexity of the nursing task being delegated, only in accordance with Minnesota Statutes, sections 148.171 to 148.285. Nursing services that may be delegated are:

Subp. 5. **Information to determine delegation.** The licensee must establish and implement policies to communicate up-to-date information to the registered nurse regarding the current available unlicensed personnel and their training and qualifications, so the registered nurse has sufficient information to determine the appropriateness of delegating tasks in individual situations.

Subp. ~~5~~ 6. **Schedule of fines.** For a violation of the following subparts, the stated fine shall be assessed:

B. subpart 3, \$350; ~~and~~

C. subpart 4, \$350; ~~and~~

D. ~~subpart 5, \$350.~~

4668.0835 QUALIFICATIONS FOR UNLICENSED PERSONNEL WHO PERFORM ASSISTED LIVING HOME CARE SERVICES.

Subp. 5. **Initiation of services by unlicensed personnel.** Before initiating delegated nursing services by unlicensed personnel, a registered nurse must orient each person who is to perform assisted living home care services to each client and to the assisted living home care services to be performed. Based on the professional judgment of the registered nurse and on the individual needs of the client, the orientation may occur onsite, verbally, or in writing.

4668.0840 TRAINING AND COMPETENCY EVALUATION FOR UNLICENSED PERSONNEL.

Subp. 5. **Evidence of qualifications.** An assisted living home care provider licensee that provides the training and the competency evaluation required by this part must provide each person who successfully completes the training or passes the competency evaluation with written ~~certification~~ verification of satisfying this part.

4668.0845 PERIODIC SUPERVISION OF UNLICENSED PERSONNEL.

Subp. 2. **Services that require supervision by a registered nurse.**

A. After the orientation required under part 4668.0835, subpart 5, a registered nurse must supervise, or a licensed practical nurse under the direction of a registered nurse must monitor, unlicensed persons who perform assisted living home care services that require supervision by a registered nurse at the housing with services establishment, to verify that the work is being performed adequately, identify problems, and assess the appropriateness of the care to the client's needs. Supervision or monitoring must be provided no less often than the following schedule:

(2) at least every 62 days thereafter, or more frequently if indicated by a ~~clinical~~ nursing assessment and the client's individualized service plan.

4668.0855 MEDICATION ADMINISTRATION AND ASSISTANCE WITH SELF-ADMINISTRATION OF MEDICATION.

Subp. 2. **Clinical Nursing assessment and service plan.** For each client who will be provided with assistance with self-administration of medication or medication administration, a registered nurse must conduct a clinical nursing assessment of each client's functional status and need for assistance with self-administration of medication or medication administration, and develop a service plan for the provision of the services according to the client's needs and preferences. The service plan must include the frequency of supervision of the task and of the person providing the service for the client according to part 4668.0845, and must be maintained as part of the service plan required under part 4668.0815.

Subp. 3. **Delegation by a registered nurse.** A registered nurse may delegate medication administration or assistance with self-administration of medication only to a person who satisfies the requirements of part 4668.0835, subpart 2, and possesses the knowledge and skills consistent with the complexity of medication administration or assistance with self-administration of medication, only in accordance with *Minnesota Statutes*, sections 148.171 to 148.285.

Subp. 4. **Training for assistance with self-administration of medication or medication administration.** ~~Unlicensed personnel who provide~~ Before the registered nurse delegates the task of assistance with self-administration of medication or the task of medication administration to an assisted living home care client must have been instructed by, a registered nurse must instruct the unlicensed person on the following:

Subp. 5. **Administration of medications.** A person who satisfies the requirements of subpart 4 and has been delegated the responsibility by a registered nurse, may administer medications, ~~whether oral~~ orally, by suppository, through eye drops, through ear drops, by use of an inhalant, ~~topical~~ topically, injectable by injection, or ~~administered~~ through a gastrostomy tube, if:

Subp. 6. **Limitations on administering medications.** A person who administers medications under subpart 3 may not draw up injectables. Medication administered by injection under subpart 5 is limited to insulin.

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
--

Adopted Rules

4668.0860 MEDICATION AND TREATMENT ORDERS.

Subp. 4. **Authorizations.** An order for medication or treatment must be dated and signed by the prescriber, except as provided by subparts 6 and 7, and must be current and consistent with the ~~clinical~~ nursing assessment required under part 4668.0855, subpart 2.

Subp. 9. **Renewal of orders.** A medication or treatment order must be renewed at least every 12 months or more frequently as indicated by the ~~clinical~~ nursing assessment required under part 4668.0855, subpart 2.

4668.0865 CENTRAL STORAGE OF MEDICATION.

Subp. 2. **~~Clinical~~ Nursing assessment and service plan.** For a client for whom medications will be centrally stored, a registered nurse must conduct a ~~clinical~~ nursing assessment of a client's functional status and need for central medication storage, and develop a service plan for the provision of that service according to the client's needs and preferences. The service plan must include the frequency of supervision of the task and of the person providing the service for the client according to part 4668.0845. The service plan for central storage of medication must be maintained as part of the service plan required under part 4668.0815.

Subp. 3. **Control of medications.**

A. A registered nurse or pharmacist must establish and maintain a system that addresses the control of medications, handling of medications, medication containers, medication records, and disposition of medications.

Department of Public Safety

Adopted Permanent Rules Relating to License Plate Fees

The rules proposed and published at *State Register*, Volume 23, Number 43, pages 2040-2042, April 26, 1999 (23 SR 2040), are adopted as proposed.

Official Notices

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

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

Department of Health

Notice to Solicit Written Comments on the Operations of the Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Commodity Supplemental Food Program (CSFP)

The Minnesota Department of Health is soliciting written comments from interested parties concerning the operations of the Supplemental Nutrition Program for Women, Infants and Children (WIC) and the Commodity Supplemental Food Program (CSFP). The public input is being solicited in connection with the preparation of an annual State Plan for the operation of the WIC and CSFP Programs. This annual State Plan is required to be submitted to our primary funding entity, the United States Department of Agriculture. Interested parties may provide input on any aspect of the operations of the WIC or CSFP Programs, including: program eligibility requirements, certification procedures, local agency operations, food delivery system, specific foods available on each Program, caseload and budget issues, and quality of services.

A copy of the current fiscal year State Plan is available for inspection at the Minnesota Department of Health library located at 717 Delaware Street SE in Minneapolis. Alternative arrangements for the review of this document can be made by contacting Rick Chiat at 651-281-9901. Questions regarding this notice or the public solicitation process may also be directed to this same number.

Department of Health

Interagency Long Term Care Planning Committee

Request for Proposals for Exceptions to the Nursing Home Moratorium and Notice of Hearing

Purpose

The Interagency Long Term Care Planning Committee (INTERCOM) is accepting written proposals from nursing homes and boarding care homes requesting an exception to the nursing home moratorium. The Commissioner of Health, in coordination with the Commissioner of Human Services, may approve such requests under conditions listed in *Minnesota Statutes*, §144A.073. These conditions refer to categories of exceptions which are defined as:

- (a) "Conversion" means the relocation of a nursing home bed from a nursing home to an attached hospital.
- (b) "Relocation" means the movement of licensed nursing home beds or certified boarding care beds as permitted by state statute to promote equitable access across the state or to move the beds to another site.
- (c) "Renovation" means extensive remodeling of, or construction of an addition to, a facility on an existing site with a total cost exceeding ten percent of the appraised value of the facility or \$200,000, whichever is less.
(NOTE: *Minnesota Statutes*, § 144A.071 allows projects with costs LESS THAN \$750,000 to proceed without applying for a moratorium exception under this process.)
- (d) "Replacement" means the demolition, delicensure, reconstruction, or construction of an addition to all or part of an existing facility.
- (e) "Upgrading" means a change in the level of licensure of a bed from a boarding care bed to a nursing home bed in a certified boarding care facility.

Appropriation Available

The amount of the legislative appropriation available for the total annual additional costs to the medical assistance program for this Request for Proposals (RFP) is \$250,000.

Eligibility to submit a proposal

A proposal for an exception to the nursing home moratorium may be submitted by an organization or individual authorized by a facility's governing board or management to prepare and submit a proposal to INTERCOM.

Official Notices

Method for estimating proposal cost

The method that INTERCOM will use in evaluating proposals for approval or disapproval for estimating the cost of a proposal is detailed in the application materials.

Criteria for Review

The following criteria shall be used in a consistent manner, equally weighed, to compare, evaluate, and rank all proposals submitted:

- 1) the extent to which the proposal furthers state long-term care goals designed to maximize independence of the older adult population, and to ensure cost-effective use of financial and human resources;
- 2) the cost effectiveness of the proposal;
- 3) the extent to which the proposal promotes equitable access to long term care services in nursing homes across the state;
- 4) the extent to which the proposal improves the health and safety of residents;
- 5) the extent to which the proposal promotes the comfort or quality of life of residents;
- 6) the extent to which the applicant demonstrates a history of quality care provided in the facility; and
- 7) the extent to which the project reduces the need for waivers from regulations.

Procedure for Receiving Application Materials

The application materials, including instructions, format and necessary forms, is available upon **written or facsimile** request to:

Yvette Young
MDH - F&PC Division
85 East Seventh Place, Suite 300
St. Paul, Minnesota 55101
Phone: 651-215-8700
Fax: 651-215-8710

Review and approval of proposals

INTERCOM has appointed an advisory review panel composed of representatives of consumers and providers to review proposals and provide comments and recommendations to INTERCOM before **December 3, 1999**. INTERCOM must hold a public hearing on the proposals received that meet review requirements, and must submit recommendations for approval or disapproval of proposals to the commissioner of Health no later than **December 22, 1999**. The commissioner of health must approve or disapprove a project within 30 days after receiving the committee's recommendations, or no later than **January 21, 2000**. The commissioner of health must send a written notice of approval or disapproval to the proposer no later than **January 31, 2000**.

NOTICE OF HEARING

A public hearing on the moratorium exceptions proposals submitted to INTERCOM will be held on Friday, December 10, 1999, beginning at 1:00 p.m. The public hearing will be held in the Red River Room at the Minnesota Department of Health offices at the Snelling Office Park, 1645 Energy Park Drive, St. Paul, Minnesota (at Snelling Avenue and Energy Park Drive). At the hearing, there will be an opportunity for the facility to provide additional information and to answer questions from INTERCOM on their nursing home moratorium exceptions proposal. Further information on the public hearing will be made available to the contact person identified in each moratorium exceptions proposal.

Questions Concerning the RFP

Any questions relating to the RFP process may be submitted by prospective applicants in writing to:

Linda Sutherland
Minnesota Department of Health
Facility and Provider Compliance Division
85 East Seventh Place, Suite 300
St. Paul, MN 55101
Fax: 651-215-8710

NO ANSWERS WILL BE PROVIDED IN RESPONSE TO PHONE CALLS. Each question must cite the particular RFP page to which it refers. Copies of all questions and their answers will be provided to all prospective applicants who have requested Application materials. Only responses in writing by Linda Sutherland will be considered official. At least one Question and Answer document will be issued, after September 17, 1999. The closing date for the receipt of questions will be 4:00 p.m., October 8, 1999.

Technical assistance in completing the application forms is available from Duane Elg at Minnesota Health and Housing Alliance, at 651-645-4545, or Patti Cullen at Care Providers of Minnesota at 612-854-2844.

Procedures for Submitting Proposals

No proposals submitted by facsimile machine will be accepted. **Five (5) written copies of the completed proposal must be received no later than 4:00 p.m. on Friday, October 22, 1999 by:**

Linda Sutherland
Minnesota Department of Health
Facility and Provider Compliance Division
85 East Seventh Place, Suite 300
St. Paul, MN 55101

Minnesota Housing Finance Agency

Comments Sought on Planned Repeal of Rules Governing Disused Single Family Housing Programs, *Minnesota Rules* Chapter 4900, Minnesota Housing Finance Agency

Subject of Rules: The Minnesota Housing Finance Agency (Agency) requests comments on its planned repeal of rules governing the following disused Agency programs: Medium Density Housing Program Loans, Rollover Housing Program, Tax Reform Transition Demonstration Program, Local Participation Home Improvement Loans, Accessory Apartment Loans, Accessibility Improvement Assistance, Affordable Home Mortgages, Solar Energy & Energy Conservation Bank Program, Housing Preservation Program, Neighborhood Preservation and Home Improvement Loans. All of these rules govern Agency programs that have been out of use for years and will not be refunded in the future or are programs that were never funded by the legislature or otherwise never became nor will become operational. This single rule repeal will comprehensively delete all of the obsolete or never used rules mentioned above.

Persons Affected: The repeal of these rules would affect nobody because they govern non-operational programs.

Statutory Authority: *Minnesota Statutes*, Section 462A.06, Subdivisions 4 and 11 authorizes the Agency to adopt rules to carry out its programs. *Minnesota Statutes*, Section 14.05, subdivision 5 authorizes the Agency to repeal obsolete, unnecessary or duplicative rules.

Public Comment. Interested persons or groups may submit comments or information on these planned rules until **4:30 p.m. on September 24, 1999**. The Agency does not contemplate appointing an advisory committee to comment on the planned rules. Note: Comments received in response to this notice will not necessarily be included in the formal rule-making record submitted to the administrative law judge when a proceeding to adopt rules is started. The Agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Rules Drafts. The Agency has prepared a draft of the planned rules it proposes to repeal.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules, and requests for more information on these planned rules should be addressed to: John Silvis, Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101, 651-297-3127. TDD users may call the Minnesota Housing Finance Agency at 651-297-2361.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the Minnesota Housing Finance Agency Contact person at the address or telephone number listed above.

Dated: 26 July 1999

Katherine G. Hadley, Commissioner
Minnesota Housing Finance Agency

Minnesota Housing Finance Agency

Comments Sought on Planned Amendments to Rules Governing Single Family Home Loan and Grant Programs, *Minnesota Rules* Chapter 4900, Minnesota Housing Finance Agency

Subject of the Rules: The Minnesota Housing Finance Agency (Agency) requests comments on its planned amendments to the rules governing the following: (a) Home Improvement Loans; (b) Home Energy Loans; (c) Home Improvement Grants and Rehabilitation Loans; (d) Accessibility Deferred Loans; (e) the Homeownership Assistance Fund; and (f) Single Family Mortgage Revenue Bonds.

The Agency is considering rule amendments that would: (a) broaden the eligibility for Home Improvement Loans; (b) broaden the eligibility for Home Energy Loans; (c) (1) conform the maximum loan amounts for Rehabilitation Loans to the statutory limits, (2) expand the number of eligible recipients for Rehabilitation Loans and Grants, and (3) eliminate the need for local entities to approve the plans for making grants and loans in their areas; (d) change the maximum loan amount for Accessibility Deferred Loans; (e) (1) allow the MHFA to use the Homeownership Assistance Fund to pay certain administrative fees on behalf of "at-risk" home buyers, (2) change the income limits for persons eligible for assistance from the Homeownership Assistance Fund, and (3) broadening the eligibility requirements for emergency mortgage assistance; (f) conform requirements relating to Single Family Mortgage Revenue Bonds with *Minnesota Statutes*, Section 462A.073 and *Minnesota Statutes*, Section 474A.061, subdivision 2a; (g) generally delete sections of rule which merely restate language in *Minnesota Statutes* chapter 474A and *Minnesota Statutes* chapter 462.A.

Persons Affected: The amendments to the rules would likely affect low and moderate income Minnesota homeowners and first-time homebuyers.

Statutory Authority: *Minnesota Statutes*, Section 462A.06, Subdivisions 4 and 11 authorizes the Agency to adopt rules to carry out its programs. *Minnesota Statutes*, Section 14.05, subdivision 5 authorizes the Agency to repeal obsolete, unnecessary or duplicative rules.

Public Comment. Interested persons or groups may submit comments or information on these planned rules until 4:30 p.m. on September 24, 1999. The Agency does not contemplate appointing an advisory committee to comment on the planned rule changes. Note: Comments received in response to this notice will not necessarily be included in the formal rule making record submitted to the administrative law judge when a proceeding to adopt rules is started. The Agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Rules Drafts. The Agency has prepared a draft of the planned rule amendments.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules and requests for more information on these planned rules should be addressed to: John Silvis, Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101, 651-297-3127. TDB users may call the Minnesota Housing Finance Agency at 651-297-2361.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the Minnesota Housing Finance Agency Contact person at the address or telephone number listed above.

Dated: 26 July 1999

Katherine G. Hadley, Commissioner
Minnesota Housing Finance Agency

Department of Labor and Industry

Division of Labor Standards

Comments Sought for Planned Amendment to Rules Governing Prevailing Wage Determinations, *Minnesota Rules*, Parts 5200.1000 - 5200.1120

Subject of Rules. The Minnesota Department of Labor and Industry, Labor Standards Division requests comments on its planned amendments to rules governing Prevailing Wage Determinations. The Department is considering rule amendments that relate to the scope of coverage of prevailing wages on or off the site of work with regard to processing, manufacturing, and delivery of materials from commercial establishments and the delivery of mineral aggregate products. These amendments would apply primarily to highway and heavy construction, but also would have application to commercial construction. Issues to be considered include “commercial establishment”, “work under a contract” “substantially in place” “truck rental rates” “owners and operator of trucks” “batch plants” and other related issues. The primary focus will be interpretation of *Minnesota Statutes*, sections 177.43, subd. 2 and 177.44, subd. 2. One of the purposes of the planned rulemaking is to resolve questions arising from court injunctions issued at various times relating to the topics of work under a contract, substantially in place, and commercial establishment and other matters generally called “trucking issues”.

Persons Affected. The amendments under consideration to the rules would likely affect laborers and mechanics engaged in construction, general contractors, construction managers and subcontractors, and the owners of construction projects financed wholly or in part with state funds.

Statutory Authority. *Minnesota Statutes*, sections 171.41 to 177.44 and 175.71 authorize the Department to adopt rules for prevailing wage determinations.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on September 27, 1999. Comments received after that date and before further notice is published in the *State Register* that the Department intends to adopt or to withdraw the rules may be considered, but comments should be received by September 27, 1999 in order to be considered in determining what rule amendments to propose. The Department does contemplate appointing an advisory committee to comment on the planned rules. Those wishing information about the advisory committee should reach the agency contact person listed below.

Rules Drafts. The Department has not yet prepared a draft of the planned rules amendments.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these planned rules or the advisory committee should be directed to:

Erik Oelker, Senior Labor Investigator
Department of Labor and Industry
Labor Standards Division
443 Lafayette Road
St. Paul, MN 55155
Phone: 651-215-0076
FAX: 651-215-0104

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

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 26 July 1999

Gretchen B. Maglich, Commissioner
Department of Labor and Industry

Official Notices

Department of Labor and Industry

Labor Standards Unit

Notice of Addition to Highway/Heavy Prevailing Wage Rates

An **additional** rate has been added to the Highway/Heavy Prevailing Wage Rates certified 11/16/98, for **Labor Code 417, Pipefitters-Steamfitters in Region 10.**

Copies of the corrected certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling 651-296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.65 for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich
Commissioner

Metropolitan Council

Public Comment Period on Proposed DBE Program

In March 1999, the US Department of Transportation (USDOT) issued new guidance which instructed all Department of Transportation grant recipients to revise or rewrite their Disadvantaged Business Enterprise (DBE) Programs to comply with the new rule. The Metropolitan Council announces they are now soliciting comments on their proposed plan through September 1, 1999. The plan can be accessed via the Internet from our Website www.metrocouncil.org. Follow the prompts to view the plan and provide on-line comments. Comments can also be sent to the Office of Diversity and Equal Opportunity, Metropolitan Council, Mears Park Centre, 230 E. 5th St., St. Paul, MN 55101 or by calling 651-602-1042.

Minnesota Emergency Medical Services Regulatory Board

Notice of Completed Application in the matter of the License Application of the Osceola Ambulance Service, Osceola, Wisconsin

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter "EMSRB") has received a completed application from the **Osceola Ambulance Service, Osceola, Wisconsin**, for a new license, basic ambulance.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 3 (1997), each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations or comments opposing the application to the EMSRB within 30 days or by August 25, 1999, 4:30 p.m.

Written recommendations or comments opposing the application should be sent to: Mary Hedges, Executive Director, EMSRB, 2829 University Ave. S. E., Suite 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 4 (1997). If six or more comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public and/or the EMSRB within 30 days, pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 5(a), (b) (1997). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a hearing, a contested case hearing will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* Sec. 144E.11, subd. 5(c), (e) (1997).

Dated: 13 July 1999

Mary F. Hedges, Executive Director

Natural Resources Conservation Service

Requests for Comments on Conservation Practice Standards

The USDA Natural Resources Conservation Service (NRCS) is requesting comments on the proposed revision and development of the following conservation practice standards:

1. Upland Wildlife Habitat Management.
2. Restoration and Management of Declining Habitats.
3. Early Successional Habitat Development and Management.

Please direct comments, questions, or requests to receive drafts of the practice standards, and requests for more information should be addressed to: Mark Oja, Biologist, USDA-NRCS, 375 Jackson Street, Suite 600, St. Paul, MN 55101, by calling 651-602-7868, or by email mark.oja@mn.usda.gov.

Interested individuals or groups may submit comments or information on these practice standards in writing or email until 4:30 p.m. on August 31, 1999.

William Hunt
State Conservationist

Board of Teaching

Comments Sought for Planned Rules Governing Licensure for Teachers of Special Education: Oral/Aural Deaf Education, *Minnesota Rules*, Part 8710.5250

Subject of Rules. The Minnesota Board of Teaching requests comments on its planned rules governing a new licensure for Teachers of Special Education: Oral/Aural Deaf Education. The Department is considering rules that specify requirements for licensure as a teacher to provide oral/aural deaf education programs, including itinerant oral/aural deaf education services, to deaf and hard-of-hearing students in prekindergarten through grade 12. These rules will, as required by 1999 amendments to *Minnesota Statutes*, section 122A.28, reflect best practice research and advanced competencies in teaching deaf and hard-of-hearing students through oral/aural modes, and shall include minimum competency in American Sign Language, but shall not be subject to *Laws of Minnesota 1993*, chapter 224, article 3, section 32 as amended by *Laws of Minnesota 1998*, chapter 398, article 2, section 47, and shall not require the Signed Communication Proficiency Interview, either for initial licensure or for renewal.

Persons Affected. The rules would likely affect current and future teachers of oral/aural deaf education, persons preparing to be teachers of oral/aural deaf education, deaf and hard of hearing students and their parents, and school districts offering programs for deaf and hard-of-hearing students.

Statutory Authority. *Minnesota Statutes*, section 122A.09, subdivision 4 requires the Board to adopt rules for teacher licensure. 1999 amendments to *Minnesota Statutes* 122A.28, subdivision 2, as signed into law by the Governor of the State of Minnesota on May 25, 1999, specifically requires the Board of Teaching to adopt a separate rule regarding the licensure to teach in oral/aural deaf education programs for students in prekindergarten through grade 12.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing until 4:30 p.m. on September 1, 1999. The Board does contemplate appointing an advisory committee to comment on the planned rules.

Rules Drafts. The Board has not yet prepared a draft of the planned rules.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rules when it has been prepared, and requests for more information on these planned rules should be addressed to: Michael Tillmann, Acting Executive Director, Minnesota Board of Teaching, 1500 Highway 36 West, Roseville, Minnesota 55113. His phone number is 651-582-8835 and his facsimile number is 651-582-8872. TTY users may call the Board at 651-582-8201.

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

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The Board is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Department of Transportation

Petition of the City of Redwood Falls for a Variance from State Aid Requirements for STREET WIDTH

NOTICE IS HEREBY GIVEN that the Redwood Falls City Council has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300, for a variance from rules as they apply to proposed reconditioning projects on Gould Street (Municipal State Aid Street No. 105), between Broadway and Wyoming Streets; and on Lincoln Street (Municipal State Aid Street No. 107), between Broadway and Chestnut Streets, and between Fifth Street northerly a distance of 432 feet in the City of Redwood Falls, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9946, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 36 foot street width with parking allowed on both sides of Gould and Lincoln Streets, in lieu of the required 11.4 meter street width with parking allowed on both sides of the streets in Redwood Falls, Minnesota.

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

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

Dated: 14 July 1999

Julie A. Skallman
Division Director
State Aid for Local Transportation

Department of Transportation

Petition of the Nicollet County Board for a Variance from State Aid Requirements for RECOVERY AREA WIDTH

NOTICE IS HEREBY GIVEN that the Nicollet County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300, for a variance from rules as they apply to a proposed surfacing project on County State Aid Highway No. 41, from County State Aid Highway No. 23 easterly a distance of 2.5 miles in Nicollet County, Minnesota.

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow a 15 foot recovery area from the edge of traffic lane, in lieu of the required 5 meter recovery width from edge of traffic lane on the proposed surfacing project on County State Aid Highway No. 41 in Nicollet County, Minnesota.

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

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

Dated: 14 July 1999

Julie A. Skallman
Division Director
State Aid for Local Transportation

Department of Transportation

Petition of Scott County for a Variance from State Aid Requirements for PLACEMENT OF STRUCTURAL DESIGN STRENGTH

NOTICE IS HEREBY GIVEN that the Scott County Board has made written request to the Commissioner of Transportation pursuant to *Minnesota Rules* 8820.3300, for a variance from rules as they apply to proposed bridge replacement projects on Jordan Avenue and on Bluff Drive in Sand Creek Township, New Bridge Nos. 70J08 and 70J09 in Scott County, Minnesota

The request is for a variance from *Minnesota Rules* for State Aid Operations 8820.9920, adopted pursuant to *Minnesota Statutes* Chapter 161 and 162, so as to allow aggregate surfacing to remain in place indefinitely, in lieu of the required surfacing to 8.2 ton strength on the proposed bridge replacement projects in Sand Creek Township, Scott County, Minnesota.

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

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

Dated: 15 July 1999

Julie A. Skallman
Division Director
State Aid for Local Transportation

State Grants & Loans

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

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

Minnesota Planning

\$100,000 in Grants Available to Support Local Planning Activities

Minnesota Planning is accepting grant proposals from Regional Development Commissions or in regions not served by a Regional Development Commission some other regional entity to support planning work on behalf of local units of government. Two grants of \$50,000 each will be awarded to the successful applicant.

All applications must be postmarked no later than **5:00 p.m. Friday, August 27, 1999**.

The goal of these grants is to provide funding to regional organizations so that they may assist their member governments in conducting a variety of local planning efforts. Such efforts may be directed to individual or multi-jurisdictional organizations and are intended to enhance local planning, improve cooperation, and address specific local government issues or needs.

For a grant application packet or further information on these grants, please contact Nicole Brown at 651-296-6550 or e-mail: nicole.brown@mnplan.state.mn.us or consult Minnesota Planning's web site at www.mnplan.state.mn.us.

Professional, Technical & Consulting Contracts

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

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Department of Children, Families and Learning Office of Community Services

Notice of Request for Proposal to Provide Logistical Arrangements for Child Care Programs

The Department of Children, Families & Learning is soliciting proposals from qualified vendors to provide the logistical structure for gathering public input. The purpose of the input gathering is to advise the Commissioner and to serve as a catalyst for establishing a continuum of coordinated, culturally responsive and family-centered child care services for families.

The Department of Children, Families & Learning has applied for and received federal Child Care Development Fund (CCDF) dollars to enhance the infrastructure of the child care system in Minnesota. The Department will sponsor statewide opportunities for public involvement in the Child Care Assistance Program Conference, Regional Proposal Review Committees and other workshops, trainings, meetings and public hearings.

The process of gathering public input will examine what is needed to make the delivery of services more responsive, flexible and sensitive to families. Methods will include, but are not limited to, coordinating logistics for activities in Minnesota.

The Department has estimated that the cost of this project shall not exceed \$500,000 over a five year period. The cost of the first contract period shall not exceed \$95,000.

The first contract period is anticipated to be October 1, 1999 through September 30, 2000, with continuation based upon continued funding and the state's satisfaction with the vendor's performance. The state reserves the right to issue separate, subsequent, annual contracts for up to a maximum of five years for conducting this project. Each separate subsequent contract shall be renegotiated between the state and the vendor.

For a complete copy of the Request for Proposal (RFP) please contact:

Julie Nash
Minnesota Department of Children, Families & Learning
1500 Highway 36 West
Roseville, Minnesota 55113
Phone 651-582-8562
Fax 651-582-8496
E-mail: child.care@state.mn.us

Completed proposals are due by 3:00 p.m. on August 23, 1999.

In compliance with *Minnesota Statutes* 16C.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.

Board of Electricity

Notice of Request for Proposals for Development of an Electronic Business System

This request for proposal 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.

The Board of Electricity is requesting proposals for development of an integrated licensing, inspection, and accounting system.

A detailed Request for Proposals has been prepared by the Board outlining the background and purpose of the proposed project, deadlines, proposal content and format and other related information.

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

Prospective responders interested in submitting a proposal on this project should request the detailed Request for Proposals through the contact person below. Prospective responders who have any questions regarding this request for proposal may call or write:

Contact Person:

John A. Schultz, Executive Secretary
Minnesota Board of Electricity
Griggs-Midway Building, Suite S-128
1821 University Avenue
Saint Paul, MN 55104-2993
Telephone: 651-642-0800 FAX: 651-642-0441
e-mail: john.schultz@state.mn.us

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

All proposals must be sent to and received by:

Agency: Minnesota Board of Electricity
Name: John A. Schultz
Title: Executive Secretary
Address: 1821 University Avenue, Suite S-128
Saint Paul, MN 55104-2993
Phone: 651-642-0800

Not later than **4:30, p.m., August 17, 1999**, as indicated by the date and time indicated on each response package by our front desk.

Late proposals will not be considered.

Submit **1** original signed copy and **5** copies of the proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. The original proposal must be signed in ink by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

Notice for Professional/Technical Services is being posted at agency work sites in accordance with requirements of *Minnesota Statutes* 16B.167.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. Responses from any state employee will be evaluated along with other responses to this Request for Proposal.

Department of Human Services

Notice of Request for Proposals to Review and Analyze Minnesota's Data on Maltreatment Reports on Licensed Programs

The Minnesota Department of Human Services (DHS) is requesting proposals from qualified organizations to review and analyze data on maltreatment reports on licensed programs. For this project, the successful responder is expected to review and analyze data collected in Minnesota on maltreatment reports, conduct a trend analysis of the maltreatment data and the disposition of results of maltreatment reports; determine any correlation with data on background checks, and compare the identified trends to other states' and national data.

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

Sara Koppe
Performance Measurement and Quality Improvement
Minnesota Department of Human Services
444 Lafayette Road North
St. Paul, MN 55155-3865
PHONE# 651-215-6260
FAX# 651-215-5754

Proposals must be received no later than **4:00 p.m. on August 23, 1999**.

Pollution Control Agency

Proposals Sought for Multiple Award Contract for Total Maximum Daily Loads (TMDLs) Program for the Impaired Water Bodies identified by the Minnesota Pollution Control Agency (MPCA)

NOTICE IS HEREBY GIVEN that the MPCA is seeking proposals from consultants qualified to provide the following services: detailed watershed assessments; watershed and stream modeling; determination of TMDLs for sources of pollution; formulation of pollution reduction strategies; and preparation of site specific TMDL implementation plans including plans for stakeholder involvement, as defined in Section 1.1 of the Request For Proposal (RFP). The MPCA desires to contract with qualified consultants for services during fiscal year 2000 into fiscal year 2002, with the option of three one (1) year extensions, up to a maximum of five years, upon agreement in each instance of both parties. No actual work or payment is guaranteed pursuant to the contract.

The initial Contracts will be effective November 4, 1999 or upon the date of Contract execution (whichever is later) to December 31, 2001. The MPCA may contract with multiple consultants and the MPCA reserves the right to limit the number of parties to the contract.

A complete RFP describing the requirements necessary for the contract has been prepared. Requests for the complete RFP document should be directed to:

Howard Markus
Minnesota Pollution Control Agency
Environmental Outcomes Division
520 Lafayette Road
St. Paul, Minnesota 55155
651-296-7295 (Voice)
651-297-7709 (FAX)

Proposals should submit in writing a list of questions they would like addressed. Questions must be faxed or mailed to Howard Markus and received by **4:00 p.m. CDT on August 19, 1999**.

The deadline for receipt of completed proposals is **2:00 p.m. CDT on September 16, 1999**. Proposals should be submitted to the Minnesota Pollution Control Agency, 1st Floor, Front Reception Desk, 520 Lafayette Road, Saint Paul, Minnesota 55155, attention Howard Markus. Late submittals will not be accepted.

Department of Transportation

Office of Freight, Railroads, and Waterways

Proposals Sought for Development of a Commuter Rail Service Plan for Twin Cities Metropolitan Area

The Minnesota Department of Transportation (Mn/DOT) Office of Freight, Railroads, and Waterways (OFRW) is seeking a consultant(s) to assist the Department in developing a plan for utilizing freight railroad corridors for commuter rail service in the Twin Cities metropolitan area. The primary goal of this plan is to ensure that if commuter rail facilities are acquired, developed, constructed, owned and operated in Minnesota that these activities will be done in an efficient, cost-effective manner and in coordination with buses and other transportation modes and facilities. The Commuter Rail System Plan will be consistent with *Twin Cities Commuter Rail Feasibility Study* findings.

This contract opportunity will run from August 1999 to August 2000 and has a total value of (not to exceed) \$200,000. A Targeted Group Business (TGB) goal is not applicable. Work is proposed to start on August 15, 1999. The Commuter Rail System Plan is required by *Laws of Minnesota 1999*, Chapter 230, [S.F. No. 1762, Section 21, Subdivision 1 (Commuter Rail System Planning)]. The Commuter Rail System Plan is due to the Minnesota Legislature on January 15, 2000.

Task 1. Development of Commuter Rail System Standards and Policies

Consultant will identify standards and policies that optimize system performance and maximize ridership in the following areas:

Professional, Technical & Consulting Contracts

1. Station development and site planning
2. System safety and security
3. Rolling stock
4. Communication systems
5. Maintenance facilities
6. General operations
7. System expansion and multi-modal integration

Task 2. Institutional Issues

Consultant will develop a financial plan that builds on the *Twin Cities Metropolitan Area Commuter Rail Feasibility Study* and identifies:

1. Potential federal, state, regional, local, and private sector funding sources
2. Funding application procedures
3. Financial partners and cost-sharing structures
4. Guidelines for railroad negotiations

Task 3. Commuter Rail System Plan Approval Activities

Consultant will provide technical support to the Office of Freight, Railroads, and Waterways staff during the Commuter Rail System Plan approval process activities:

1. Ensure adoption by appropriate metropolitan planning organizations, counties and municipalities
2. Conduct public hearings and informational meetings
3. Prepare presentation materials to support public involvement activities
4. Integrate Commuter Rail System Plan with appropriate state and regional transportation and transit plans
5. Identify future activities for advanced and final commuter rail planning

Task 4. Prepare Final Report, Conclusions and Recommendations

The consultant will assemble technical memorandums into a final report that includes an executive summary. The consultant will be available for meetings with OFRW staff, Steering Committee and the Commuter Rail Corridor Coordinating Committee(s). The consultant will be expected to provide technical support throughout the Commuter Rail System Plan adoption process.

Please send proposals to:

Mr. Al Vogel
Mail Stop 470, Kelly Inn Annex
395 John Ireland Blvd.
St. Paul, MN 55155-1899
Office Tel: 651-296-0355 FAX: 651-297-1887

Note: If delivering proposals in person, the Office of Freight, Railroads and Waterways is located in the Best Western Kelly Inn, Suite 925, 161 St. Anthony, St. Paul, MN.

Proposals must be received at the above address no later than 3:00 P.M. (Central Daylight Time) on Monday, August 2, 1999. **No Proposals will be accepted after 3:00 P.M. (Central Daylight Time) on August 2, 1999.** No time extensions will be granted.

In compliance with *Minnesota Statutes* § 16B.167 the availability of the 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.

This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the Department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

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.

Living at Home/Block Nurse Program Inc.

Proposals Sought for Living at Home/Block Nurse Programs

The Living at Home/Block Nurse Program Inc. is soliciting proposals from non-profit organizations and units of local government to develop and operate Living at Home/Block Nurse Programs.

The 1999 Minnesota Legislature enacted legislation that provides state funds to assist up to 6 new communities in Minnesota. A total of \$120,000 per fiscal year is available for new community programs. The maximum individual program request is up to \$20,000 per fiscal year. The state appropriation is for the biennium July 1, 1999 - June 30, 2001. The funded programs will incorporate the basic guiding community, organizational, and service delivery principles of the Living at Home/Block Nurse Program. Funded programs will begin on or about January 1, 2000, and continue for a minimum of 18 months of until June 30, 2001.

Copies of the full Request for Proposal and other related explanatory materials are available by mail or may be picked up from:

Marihelen LaRosa, Executive Assistant
Living at Home/Block Nurse Program Inc.
Ivy League Place, Suite 322
475 Cleveland Ave. N.
St. Paul, MN 55104
Telephone: 612-649-0315
FAX: 612-649-0318
E-mail: LaRosa@elderberry.org

Questions related to the RFP and other materials can be addressed to Malcolm Mitchell, Executive Director, LAH/BNP Inc. at the numbers listed above. Proposals must be received in the LAH/BNP Inc. office by **4:00 p.m. (CDT) on Friday September 17, 1999, or postmarked no later than September 17, 1999.**

Metropolitan Airports Commission

Bids Sought for Unleaded Gasoline, Diesel Fuel, #2 Fuel Oil

Sealed bids will be received by the Metropolitan Airports Commission at its office at 6040 28th Avenue South, Minneapolis, MN 55450-2799, until **2:00 p.m., CDT, Wednesday, August 11, 1999**, for the procurement of UNLEADED GASOLINE, DIESEL FUEL, AND #2 FUEL OIL.

At that time and place the bids will be publicly opened and the names and address of those responding read aloud. The mailing address is, MAC Purchasing Department, 6040 28th Avenue South, Minneapolis, MN 55450, and **bids to be considered must be received by the Commission by the date and hour set for opening of bids.**

Bids shall be according to the specifications. The Commission reserves the right to reject any or all bids or portions thereof, and to waive any minor irregularities or informalities therein. Copies of the Specifications may be obtained at the office of the Commission, 6040 28th Avenue South, Minneapolis, Minnesota 55450. Phone: 612-726-8146.

Dated: 19 July 1999

Metropolitan Airports Commission
JoAnn Brown
Buyer-Administrator

Metropolitan Council

Invitation for Bid Replacement for Ford Truck Transmissions

Sealed bids for remanufactured Ford truck transmissions for Metro Mobility fleet vehicles will be received at the offices of the Metropolitan Council, Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, on **August 9, 1999, at 2:00 p.m., CDT**, at which time and place they will be publicly read.

Copies of specifications and bid instructions may be obtained from the offices of the Metropolitan Council or by calling 651-602-1499 or via Fax request at 651-602-1083. All bids to be considered must be submitted on Metropolitan Council approved forms.

The Metropolitan Council shall consider all bids received and intends to award a contract to the responsive and responsible bidder submitting the lowest total cost to the Council, by the due date and time. The Metropolitan Council reserves the right to reject all bids, to investigate the qualifications and experience of any bidder, to reject any provisions in any bid, to obtain new bids, or to proceed to do the work otherwise.

Minneapolis Community and Technical College

Request for Proposal for Water Valve Installation

NOTICE IS HEREBY GIVEN that MCTC is seeking qualified vendors to provide bids for Water Valve Installation, Project #991934. The successful bidder will utilize provided architectural plans.

Bid Documents & Specifications are available at:

Minneapolis Community & Technical College
Director of Operations Office, "TC" 206A
1415 Hennepin Avenue
Minneapolis, MN 55403
Phone: 612-359-1417

And at:

Ashley Engineering
299 Coon Rapids Boulevard
Coon Rapids, MN 55433
Phone: 612-786-1827

Pre-Bid walk-through is August 2, 1999 at 1:30 p.m. in room TC 200.

Bid due date and opening is **August 12, 1999 at 2:00 p.m., CDT**.

For further information call Gene Tessier, Director of Operations at 612-359-1417.

Minnesota Historical Society

Request for Qualifications for Construction Project at Washburn Crosby "A" Mill and Adjacent Buildings at Saint Anthony Falls, Minnesota

The Minnesota Historical Society (MHS) requests Statements of Interest and Qualifications from Engineering firms for a project at the Washburn Crosby "A" Mill and adjacent buildings at Saint Anthony Falls, Minneapolis. The project incorporates a Heritage Center for MHS exhibits and support, as well as several floors of open office space.

Pre-design work has been completed and the scope of construction is projected to be at least \$27 million. MHS intends to select Structural, Mechanical and Electrical engineers to work under contract with Meyer, Scherer & Rockcastle, Ltd., the Architect of Record for the project.

To be considered for selection, interested engineers must submit three (3) copies of an Architect's Qualification Statement, AIA Document A431, 1993 Edition (Appropriately modified for engineering consultants).

Qualification Statements must be received by Chris Bonnell, Contracting Officer, or an authorized agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by **2:00 p.m. Central Time**, Monday, August 2, 1999. Late Statements will not be considered.

Non-State Public Bids, Contracts & Grants

Authorized agents for receipt of Statements are the following: Chris Bonnell, Contracting Officer, Mary Green-Toussaint, Contracting and Procurement Technician, or any Work Service Center staff member in the Finance and Administration Division on the Fourth Floor of the History Center. Statements may not be delivered to the information desk, to the guard, or to any location or individual other than as specified above.

PLEASE NOTE THAT THE ABOVE ADDRESS IS THE MINNESOTA HISTORY CENTER. IF STATEMENTS ARE BEING HAND DELIVERED, VENDORS MAY PARK IN THE ON-SITE LOT, BUT SHOULD ALLOW ENOUGH TIME TO DELIVER THEIR STATEMENTS TO THE CONTRACTING OFFICE ON THE FOURTH FLOOR OF THE BUILDING. ACTUAL RECEIPT OF STATEMENTS BY THE CLOSING TIME IS REQUIRED FOR CONSIDERATION.

For teams and joint ventures, each of the major team members must complete a Qualification Statement. Minnesota Historical Society will analyze qualifications and prepare a short list of engineers who will be asked to prepare more detailed proposals. Submit all questions regarding the Qualification Statement to Larry Gleason, CPMI, 2850 Metro Drive, Suite 329, Bloomington, MN 55425, 612-854-3663 or e-mail: lgleason@cpmi.com.

Minnesota Historical Society

Notice of Request for Proposals for Architectural, Engineering, and Related Services

The Minnesota Historical Society (Society) is seeking proposals from qualified firms and individuals for architectural, engineering and related services for design in conjunction with an ISTE A grant at the Sibley Historic Site.

A pre-proposal meeting will be held at the Sibley Historic Site, at 1:00 P. M., Central Time on Monday, August 2, 1999.

The Request for Proposals is available by calling or writing Chris Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN 55102. Telephone 651-297-5863 or e-mail: chris.bonnell@mnhs.org

Proposals must be submitted in the format provided for in the Request for Proposals. Proposals must be received no later than 2:00 P. M., Central Time, Monday, August 16, 1999.

City of Saint Paul/Ramsey County

Public Health Department

Proposals Sought for Household Hazardous Waste Management Services

The Saint Paul/Ramsey County Public Health Department is seeking proposals from qualified firms to enter into a contract with Ramsey County to provide household hazardous waste management services.

Proposals must be submitted on or before **2:00 p.m. on Wednesday, August 18, 1999** to Saint Paul/Ramsey County Contract and Analysis Services, 280 City Hall/Court House, Saint Paul, MN 55102.

A pre-proposal conference is scheduled for Thursday, July 29, 1999 at 1:30 p.m. at the Public Health - Environmental Health Offices, 1670 Beam Ave., Maplewood, MN 55109.

Anyone interested in receiving a copy of this RFP should call the Contract and Analysis Services Office at 651-266-8900.

University of Minnesota

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

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

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

Clearance Sale!!!

Up to 50% off - While Supplies Last

NOTE: Please place your order by phone or fax to confirm availability.



Cutting Board: FISH
Stock No. 15-45 \$48.95 \$14.95



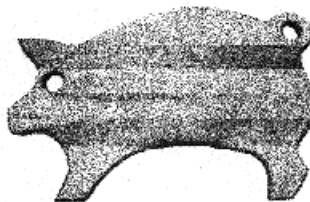
Cutting Board: WOLF
Stock No. 15-48 \$48.95 \$14.95



Decal-Fall Lake Scene
Stock No. 15-36 \$4.25 \$.75



Poster: MN Poem
Stock No. 15-4 \$3.00 \$1.99



Cutting Board: PIG
Stock No. 15-44 \$48.95 \$14.95



Cutting Board: MOOSE
Stock No. 15-49 \$48.95 \$14.95




Cutting Board: WHALE
Stock No. 15-48 \$48.95 \$14.95



Decal-Loons
Stock No. 15-35 \$4.25 \$.75

**Ford Building
117 University Ave.
St. Paul, MN 55155**

**Minnesota's
Bookstore** 

**651.297.3000
1.800.657.3757
Mon-Fri 8am-5pm**

