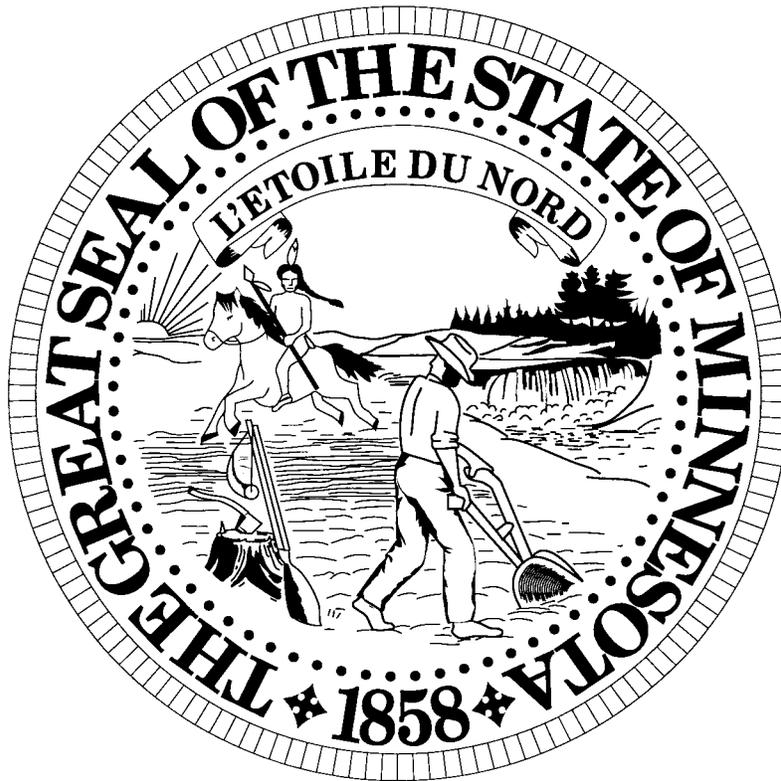


Minnesota

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 28 July 2003
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Pages 75-92

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- proposed, adopted, exempt, expedited emergency and withdrawn rules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

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 \$14.40 per tenth 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.

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"Affidavit of Publication" costs \$10.00 and includes a notarized "Affidavit" and a copy of the issue.

Printing Schedule and Submission Deadlines

Vol. 28 Issue Number	PUBLISH DATE	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	Deadline for Both Adopted and Proposed RULES
#4	Monday 28 July	Noon Tuesday 22 July	Noon Wednesday 16 July
#5	Monday 4 August	Noon Tuesday 29 July	Noon Wednesday 23 July
#6	Monday 11 August	Noon Tuesday 5 August	Noon Wednesday 30 July
#7	Monday 18 August	Noon Tuesday 12 August	Noon Wednesday 6 August

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Carol L. Molnau, Lt. Governor (651) 296-3391	Patricia Awada, State Auditor (651) 297-3670	
Department of Administration: Brian Lamb, Commissioner (651) 296-1424	Communications Media Division: Mary Mikes, Director (651) 297-3979	Robin PanLener, Editor (651) 297-7963 Jessie Rahmeyer, Subscriptions (651) 297-8774

Legislative Information

Senate Public Information Office (651) 296-0504
State Capitol, Room 231, St. Paul, MN 55155
Website: www.senate.leg.state.mn.us/departments/secretary/seninfo.htm

House Information Office (651) 296-2146
State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155
Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498
U.S. Government Printing Office – Fax: (202) 512-1262
Website: http://www.access.gpo.gov/su_docs/aces/aces140.html

Minnesota State Court System

Court Information Office (651) 296-6043
Minnesota Judicial Center, Room 135, 25 Constitution Ave., St. Paul, MN 55155
Website: www.courts.state.mn.us

Minnesota Rules: Amendments & Additions

Monday 28 July 2003, Volume 28, Issues # 1-4

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Website: www.mmd.admin.state.mn.us

Individual copies and subscriptions to the *State Register* and *Solicitations Announcements* are available through Minnesota's Bookstore, (651) 297-3000, or (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 1999 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.

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The running heads did not include the correct volume number of 28, but listed the previous volume number instead. this includes pages 1-52. Please be aware of this volume change.

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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 matters of public interest.

Minnesota Department of Commerce

REQUESTS FOR COMMENTS on Possible Adoption of Rules Governing a New Mortality Table for Life Insurance Reserves and Nonforfeiture Benefits

Subject of Rules. The Minnesota Department of Commerce requests comments on its possible adoption of rules governing the recognition and use of the 2001 CSO Mortality Table in determining minimum reserve liabilities and nonforfeiture benefits for life insurance policies. The purpose of the rules would be to recognize, permit and prescribe the use of the 2001 Commissioners Standard Ordinary (CSO) mortality table in accordance with certain sections of the Standard Valuation Law under *Minnesota Statutes* § 61A.25, the Standard Nonforfeiture Law under *Minnesota Statutes* § 61A.24, and *Minnesota Rules*, chapter 2747, Valuation of Life Insurance Policies.

Persons Affected. The promulgation of the rules would affect insurance companies authorized to conduct business in Minnesota.

Statutory Authority. *Minnesota Statutes* §§ 61A.25, 61A.24, and 45.023, authorize the Department to adopt rules for updating the mortality tables recommended and approved by the National Association of Insurance Commissioners.

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing until further notice is published in the *State Register* that the Department intends to adopt the rules. The Department contemplates appointing an advisory committee to comment on the possible rules. Anyone interested in serving on the advisory committee should write to or call the agency contact person.

Rules Drafts. The Department does not anticipate that a draft of the possible rules will be available before the publication of the proposed rules.

Agency Contact Person. Written comments, questions and requests for more information on these possible rules should be directed to:

Donna M. Watz, Staff Attorney
Minnesota Department of Commerce
85 - 7th Place East, Suite 500
St. Paul, MN 55101-2198

Telephone: (651) 296-6593

FAX: (651) 296-4328

TTY users may call the Department at (651) 297-3067.

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 agent 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. If you submitted comments during the development of the rules and you want to ensure that the administrative law judge reviews the comments, you should resubmit the comments after the rules are formally proposed.

Dated: July 22, 2003

Glenn Wilson
Department of Commerce

Department of Employment and Economic Development

Business and Community Development Division

Request for Applications: Community Development Corporations 2003-2005

Introduction

The Minnesota Legislature. During the 1993, 1994, 1995, and 1996 sessions, amended the statutes governing community development corporations. *Minnesota Statutes 116J.982 includes specific standards and procedures for a CDC to become "certified"*

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and therefore eligible to receive grants and enter into contracts with the State.

To become certified, a CDC must fulfill all basic eligibility standards and provide documentation indicated on the application which is available by contacting the Department of Employment and Economic Development (DEED) at the address and telephone number indicated below.

Benefits of Certification

Only certified CDCs would be invited to apply grant funds should they become available through DEED. During 2003 no CDC grant funds are available to CDCs.

At the discretion of the Commissioner of the Housing Finance Agency (MHFA), certified CDCs may enter into contracts with the contracts with MHFA for purposes of housing activities associated with economic development activities.

A certified CDC is also exempt from real estate license requirements of *Minnesota Statutes* 82.80 (call DEED to receive a copy of this section of statutes).

Deadline for Certification Application

Applications for CDC certification must be received by the Department of Employment and Economic Development by 2:30 p.m., September 5, 2003.

Summary of Amended Legislation

Minnesota Statutes 116J.982 sets forth a number of requirements and qualifications for certification. These are summarized below.

Incorporation

A community development corporation must be a non-profit corporation under *Minnesota Statutes* 317A, the "Minnesota Non Profit Corporation Act." It stipulates the requirements for incorporation as a non-profit corporation; evidence from the Secretary of State's Office that the CDC has met those requirements will be required as part of the certification process. The CDC must also be tax exempt under Section 501 (C) (3) of the Internal Revenue Service code (IRS), and also be able to document that status.

If a corporation is a non-profit but yet has to receive its notification from the IRS that it is a 501 (C) (3), it may still apply to become a state certified CDC; on the application the corporation will then be asked whether it has applied to the IRS and when it plans to attain status.

Purpose of the Corporation

The major purpose of the corporation must be economic development, redevelopment, and/or housing in its designated area. Articles of incorporation or bylaws will be required to document the organization's purpose.

Designated Area

The CDC must designate a low-income area as the geographic area in which it will operate. Within the cities of the first class (Minneapolis, St. Paul, and Duluth), a designated community must be an identifiable neighborhood or a combination of neighborhoods, but may not be an entire city. In other parts of Minnesota, a designated community can't include an entire economic development region or cross regional boundaries. Those regions are the twelve regions established under *Minnesota Statutes* 462; contact DEED if you have any questions about geographic areas covered by those regions.

Low Income Requirements

For purposes of the Community Development Certification Program, "low income" means gross income below the Housing and Urban Development (HUD) low income level. Low-income standards vary on a local basis. To receive 2003 low income criteria for your community, please telephone Gerald Wenner at DEED, (651) 297-1844 or (800) 657-3858.

"Low income area" means an area that is 10% of the population have low incomes, or there are one or more recognized areas such as census tract, city, township, or county in which 15% of the populations have low incomes.

The HUD low income guidelines will be helpful in determining whether the non-profit corporation's board of directors meet low income requirements (see "board membership" below).

Board of Directors Membership

A CDC's board of directors can fulfill certification membership requirements in either one of two ways:

1. The corporation's membership and board of directors must be representative of the designated area. At least 20% of the directors must have low incomes, or reside in low-income areas. At least 60% of the directors must be residents of or employed in the designated area. Other directors must be in business, financial, civic leaders or representative at large of the designated area. At least 40% of the directors must reside in the designated community.

2. A corporation, which meets board structure requirements for a Certified Housing Development Organization (CHDO) under United States 24 CFR part 92.2 can meet the board membership requirements for CDC certification under the *Minnesota Statute*. The CHDO certification was developed to establish organizations eligible to receive funds under the HOME program. Information on the community development housing corporation program requirements can be obtained by calling Susan Ude at the Minnesota Housing Finance Agency, (651) 297-3656 or (800) 657-3769.

Professional, Technical & Consulting Contracts

Whichever route the CDC selects, it will be required to provide documentation of how its meets these criteria.

In addition, the corporation is advised that it must not discriminate against any person(s) on the basis of a statute protected under *Minnesota Statutes* 363, the Minnesota Human Rights Act. For more information on the provisions of that act contact the Minnesota Department of Human Rights, (651) 296-5663.

Technical Qualifications

The corporation must be skilled in the analysis and packaging of economic development, redevelopment, or housing projects, and be familiar with available public and private funding sources. During the past three years, the corporation must have completed two or more economic development, redevelopment, or housing projects within the designated area. For these projects to qualify, the organization must have primary responsibility for coordinating the execution of the activities.

If the corporation does not presently have the skills within the organization, it must be able to obtain these skills during the certification period, with its precise plan and schedule for acquiring the training skills.

Certification Period

Certification is for a period of two years from the date of certification, and can be renewed. DEED will provide re-certification materials to those organizations seeking renewal of their status.

For Additional Information

If you have additional questions or would like to receive an application please contact:

Gerald J. Wenner
Business and Community Development Representative
Business and Community Development Division
Minnesota Department of Employment and Economic Development
500 Metro Square Building
121 7th Place East
St. Paul, Minnesota 55101
Telephone: (651) 297-1844 or (800) 657-3858

Minnesota Environmental Quality Board

REQUEST FOR COMMENTS on Possible Amendment to Rules Governing the Environmental Review Program, *Minnesota Rules*, Chapter 4410, Adopting Mandatory Review and Exemption Categories for Recreational Trails

Subject of Rules. The Minnesota Environmental Quality Board (EQB) is required by legislation passed in the 2003 legislative session to “adopt rules providing for threshold levels for environmental review for recreational trails.” These rules are to be adopted by January 1, 2005. The EQB hereby requests comments on its possible adoption of rules establishing thresholds at which mandatory Environmental Assessment Worksheets (EAWs) and mandatory Environmental Impact Statements (EISs) would be required for certain recreational trails, and also establishing thresholds below which certain recreational trails would be exempted from environmental review. The rules that establish thresholds for mandatory EAWs and EISs are commonly referred to as “mandatory categories” and those that establish thresholds for exemptions are commonly referred to as “exemption categories,” (or simply as “exemptions”). Mandatory and exemption categories are organized in the EQB’s rules according to type or class of project or activity. This proposed rulemaking would potentially add mandatory categories and exemption categories for various types of recreational trails. These categories could apply to private as well as public recreational trails (provided that private trails would only be subject to review if governmental approval or financial assistance was involved).

Currently, the environmental review rules do not contain any mandatory review or exemption categories that apply directly to recreational trails of any type. An EAW may be prepared on a discretionary basis by a unit of government for a recreational trail, and citizens may request preparation of an EAW by filing a citizens petition as authorized by the environmental review rules. If

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the EQB adopts mandatory review and exemption categories, review will become automatic for some trail projects, while discretionary review (including review initiated by citizen petition) will no longer be possible for some other projects. It is likely, however, that for most types of recreational trail projects, environmental review will neither become mandatory nor exempted through this rulemaking. For most of the classes of projects for which there now are mandatory review and exemption categories in the EQB's rules, most of the projects within the class neither fit within the mandatory categories nor the exemption categories (and are therefore subject to discretionary review).

Persons Affected. Adoption of mandatory review and exemption categories for recreational trails would directly affect units of government and private organizations that establish and construct recreational trails. Some new or extended trails proposed by these entities would become subject to the review procedures of the environmental review process. These entities would bear the costs of preparing the review documents, and the design and schedule for establishment of the trails may be altered as a result of this process.

Individuals and groups that use recreational trails may be indirectly affected by the adoption of mandatory review and exemption categories for recreational trails in that the design of and schedule for establishment of new or extended trails may be altered as a result of this process.

The public will also be affected by adoption of mandatory review and exemption categories for recreational trails. For those new or extended trails for which an EAW or EIS would be made mandatory, the public would automatically be able to participate in the review of the potential environmental impacts of those trails through review of the EAW or EIS documents. However, for any trail projects for which exemptions are adopted, the public would no longer have the opportunity to seek discretionary environmental review through the filing of a citizens petition.

Statutory Authority. *Minnesota Statutes*, section 116D.04, subd. 2a (2) authorizes the EQB to adopt rules establishing mandatory review and exemption categories for various types of activities. The EQB is specifically directed to adopt such categories for recreational trails by *Laws of Minnesota 2003*, Chapter 128, Article 1, section 167, subd. 3 (enacted as Senate File 905 in the 2003 regular legislative session).

Public Comment. Interested persons or groups may submit comments or information on these possible rules in writing or orally until 4:30 p.m. on Wednesday, **October 1, 2003**.

The EQB is especially seeking information about the following topics:

- For which types of recreational trails should mandatory EAW, mandatory EIS, and exemption categories be established? Should some types of trails not be placed in any of these categories (and therefore remain subject to possible discretionary review on a case-by-case basis)?
- Could some types of trails be logically grouped together into the same categories due to similar environmental impacts?
- What criteria or parameters should the EQB use to establish thresholds for review and exemption categories - i.e., what criteria or parameters would be the best indicators of potential for environmental impacts?
- Specific proposals for mandatory EAW, mandatory EIS, or exemption categories.
- Sources of information that might help EQB in developing categories -- e.g., published studies on environmental impacts from types of recreational trails or classifications of trails developed by other states according to potential for environmental impacts.

After reviewing the comments received, the EQB will decide if it would be useful to hold public meetings to discuss the proposed rules and obtain additional comments. Also, the EQB may consider forming an advisory committee to discuss the proposed rules more formally, if it appears that forming an advisory committee would be useful.

Rule Drafts. The EQB has not yet prepared a draft of the possible rules. It is the EQB's intent to obtain input from interested persons and organizations prior to drafting rules. Once a rule draft has been completed it will be available upon request and will be posted at the EQB's website at: www.eqb.state.mn.us/review.html.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of rules when a draft has been completed, or requests for more information on these possible rules should be directed to:

Gregg Downing
Environmental Quality Board
300 Centennial Building, 658 Cedar Street
St. Paul, MN 55155
Telephone: (651) 205-4660
Fax: (651) 296-3698
E-mail: gregg.downing@state.mn.us
TTY users may call the Board at 800-627-3529.

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. If you submitted comments during the development of the rules and you want to ensure that the administrative law judge reviews the comments, you should resubmit the comments after the rules are formally proposed. The EQB presently anticipates that rules may be formally proposed in late 2003 or in 2004.

Dated: July 21, 2003

Robert A. Schroeder, Chair
Environmental Quality Board

Minnesota Department of Revenue

REQUEST FOR COMMENTS - REVISED on the Possible Amendment to Rules Governing the Application of the Sales and Use Tax Laws to Sales of Meals and Drinks and Food Products, Minnesota Rules, Parts 8130.0800 and 8130.4700

Subject of Rules. The Minnesota Department of Revenue requests comments on its planned amendment to the rules governing the application of the Sales and Use Tax Laws to the sales of meals and drinks and food products. The Department is considering rule amendments that update the rules to reflect current practices and statutory provisions. The original Request for Comments was published in the *State Register* on May 15, 2000 (24 S.R. 1653). Because of the lengthy period of time that has passed since the original Request was published and because of the law changes that have been enacted since the original Request was published, the Department would like to receive more input from the public. The Rule addresses the following areas: food and food ingredients; soft drinks; candy; meals served at hospitals, sanitariums, nursing homes, senior citizens' homes, and correctional, detention, and detoxification facilities; meals served at schools; the definition of sales price (as it applies to the sale of food); food sold to transportation companies; incidental meals at recreational and educational programs; meals provided to employees; and the purchase of equipment by vendors of meals and drinks.

Persons Affected. The proposed rule would likely affect taxpayers in the food industry.

Statutory Authority. *Minnesota Statutes*, section 270.06, clause (14) authorizes the Department to adopt rules for the administration and enforcement of state tax laws.

Public Comment. Interested persons or groups may submit comments or information on this rule in writing until 4:30 p.m. on September 26, 2003. The Department contemplates appointing an advisory committee to comment on the planned rule. Advisory committee meetings are expected to begin in August, and the Department plans to conduct three meetings. If you are interested in being a member of the advisory committee, you must contact the agency contact person (listed below) by August 14, 2003. Please call the department contact person to receive the meeting schedule and a draft of the rule.

Rules Drafts. The Department is in the final stages of preparing a draft of the planned rule amendments.

Agency Contact Person. Written comments, questions, requests to receive a draft of the rule and requests for more information on these possible rules should be directed to:

Michal Garber, Attorney
Minnesota Department of Revenue
Appeals & Legal Services Division
600 North Robert Street, Mail Station 2220
St. Paul, Minnesota 55146-2220
(651) 296-8231
Fax # (651) 296-8229
TTY users may call the Department at 711.

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: July 28, 2003

Daniel A. Salomone, Commissioner
Department of Revenue

Official Notices

Minnesota State Rehabilitation Council

Notice of August 27, 2003 meeting

The State Rehabilitation Council will meet on August 27 at the site listed below. **Should changes occur, they will be posted in the *State Register*.** For more information, please contact the Minnesota Department of Employment and Economic Development at: phone (800) 328-9095; (651) 296-5616. TTY: (800) 657-3973; (651) 296-3900.

August 27, 2003

Radisson Hotel Roseville

2540 North Cleveland Avenue

Roseville, MN 55113

Department of Transportation

Engineering Services Division

Innovative Construction Initiative

Notice of August 1, 2003, Design-Build Workshop With Disadvantaged Business Enterprise (DBE) Construction and Consulting Engineering Industry Representatives to Discuss Best Practices and Future Direction of Mn/DOT's Design-Build Program

NOTICE IS HEREBY GIVEN that the Minnesota Department of Transportation intends to host a design-build workshop on Friday, August 1, 2003 for representatives of the construction and consulting engineering industries. The purpose of the workshop is to give industry representatives an opportunity to share ideas, best practices, and lessons learned about the design-build process. Topic areas could include design-build contracts, third party agreements, quality management, and DBE issues. Selected Mn/DOT representatives will be attending to hear the input from industry representatives. The input provided by industry representatives will help Mn/DOT's Innovative Construction Initiative develop Mn/DOT's design-build program.

Attendance will be limited and provided on a reservation basis only. If requested attendance exceeds space, Mn/DOT will develop a waiting list and will assign space in the order of request.

All questions, comments, and attendance requests for the workshop should be submitted to Paul Huston, Mn/DOT Design-Build Program Director, by **e-mail:** paul.Huston@dot.state.mn.us or in writing: 395 John Ireland Boulevard, MS 687, St. Paul, MN 55155.

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 Department of Health

in partnership with

Minnesota Department of Education

Health Care and Long-Term Care Career Promotion Grant Program - Notice of Grant Opportunity

The Minnesota Department of Health (MDH), in partnership with the Minnesota Department of Education, is seeking applications from qualifying consortia or partnerships between school districts, health and/or long term care employers, and higher education. The grants program is intended to assist consortia to develop intergenerational programs to encourage middle and high school students to work and volunteer in health care and long-term care settings.

State Grants & Loans

To qualify for a grant, a consortium shall demonstrate its ability to: 1) develop and implement a health and/or long-term care careers curriculum that provides for the integration of academic and work based learning opportunities in a variety of clinical areas including long term care options; 2) align the health careers curriculum with the National Health Care Skill Standards, Minnesota Health Care Core Skills and the Minnesota Graduation Standards (available upon request); 3) offer program for high school students that provide training in health and long-term care careers with credit that articulate into post-secondary programs; 4) provide assistance and support to middle and junior high schools interested in developing information and exploration programs about health and long term care careers; 5) establish a Health/Long-term Care Careers Advisory Group to support the continued development of the program; 6) provide technical support to the participating health care and long-term care employer(s) to enable the use of the employer(s) facilities and programs for kindergarten to grade 12 health and long-term care careers education; 7) include program planning, design, marketing and implementation activities, and demonstrate evaluation and sustainability.

\$147,000 is available in 2004, with maximum grant awards to be no more than \$20,000, and a maximum \$30,000 allocation within the two-year 2004-2005 funding cycle. Grant awards will be announced by November 14, 2003, for the contract period beginning January 1, 2004, though December 31, 2004.

Applications are available at the following web sites: <http://www.health.state.mn.us/divs/chs/grants.htm> or <http://children.state.mn.us/wrkgrnt.html>

Prospective applicants who have questions, and/or would like a written copy of the application form may contact the Office of Rural Health and Primary Care, Minnesota Department of Health Phone: (651) 282-6336 or toll free: 1-(800) 366-5424.

Deadline for proposals is **4:00 p.m. CST on Wednesday, October 15, 2003**. No late proposals will be considered.

Karen Welle

Office of Rural Health & Primary Care

Minnesota Department of Health

By mail: P.O.Box 64975
St. Paul, MN 55164-0975

By courier: 121 E. 7th Place, Suite 460
St. Paul, MN 55101

Minnesota Job Skills Partnership Board

Minnesota Job Skills Partnership Training Grant Deadlines

The Minnesota Job Skills Partnership (MJSP) Board solicits grant proposals from educational and training institutions for training programs designed for specific businesses. Proposals will be accepted for the Job Skills Partnership Program, the Job Skills Partnership Short Form Program, the Pathways Program, the MJSP Pre-Development Program and the Distance Work Program. Due to legislative action, there are no longer Temporary Assistance for Needy Families (TANF) funds available for the MJSP Healthcare and Human Services Worker Retention Program, so all healthcare related training proposals must be submitted for consideration through either the Job Skills Partnership or Pathways (regular or Short Form) grant programs.

Due to limited funding, priority will be given to training projects that are innovative and create new educational capacity and projects that have significant economic development impact. A participating business is limited to one active grant in each grant program at any given time, with the exception of businesses that have multiple locations or businesses engaged in projects that involve a consortium of businesses. The deadline for submission of proposals is 4:00 p.m. on October 20, 2003. Ten final copies must be submitted at this time for consideration at the MJSP Board meeting to be held on December 8, 2003. No proposals will be accepted after October 20, 2003. The application forms have been updated and are available on the web at <http://www.dted.state.mn.us/06x06f.asp> or by calling the Job Skills Partnership at (651) 296-2953 or 1-800-657-3858. NOTE: It is important to use the updated application forms.

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) website. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Department of Administration

Real Estate Management Division

Notice of State Office and Lab Building For Sale

NOTICE IS HEREBY GIVEN that the Department of Administration is offering an office and lab building located at 1246 University Avenue W in St. Paul for sale by sealed bid. The building contains approximately 77,324 gross square feet and is situated on a roughly 1.5 acre site. The property is zoned B-3, general business district. Additional information, including legal description, bid terms and conditions, bid form and purchase agreement, is available on the Department of Administration **web site** at www.admin.state.mn.us. Send an **email** to wayne.waslaski@state.mn.us or call Wayne at (651) 296-2278 if you have questions.

Bids must be received no later than 2:30 p.m., on Wednesday, October 22, 2003.

Minnesota State Colleges and Universities (MnSCU)

Request for Proposal for Consultation Services for System-wide Roof Management Inspection and Reporting

The Minnesota State Colleges & Universities (MnSCU), Office of the Chancellor, is soliciting proposals for experienced consultants to perform system-wide roof management inspection and reporting. The consultant will be responsible for roof inspections and reporting beginning January 1, 2004 and running through the year ending December 31, 2004, with options to renew for four additional years. Inspection and reporting will involve approximately 487 buildings at 53 campus locations having approximately 13.3 million gross square feet of roof area.

This RFP does not obligate MnSCU to award a contract and MnSCU reserves the right to cancel this solicitation if it is considered to be in its best interest.

To receive a full request for proposal e-mail or call:

David Hardin
david.hardin@so.mnscu.edu
Phone (651) 649-5976

Competed proposals are due by 4:00 p.m. Monday, August 11, 2003

Minnesota Historical Society

Request for Proposals for Design and Installation of a Security and Fire Alarm System at Sibley House Historic Site, Mendota, Minnesota and an Outline of a Monitoring Fee Contract for the Same

The Minnesota Historical Society seeks to contract for the design and installation of an alarm system for the Sibley House Historic Site that would provide twenty-four (24) hour protection from burglary, fire, low temperatures and emergencies. The historic site has five historically significant buildings that require labor and materials to un-install the existing alarm equipment and/or install new equipment.

- The location of all elements and devices, including lawn signs and stickers, will be at the Site Manager's discretion in consultation with the vendor.
- Locksmithing services are a minor part of this project; certain Medeco™ locksets will be installed and keyed to the existing lock system or refitted with thumb latches to meet safety code.

- Monitoring requirements include phone line tamper detection, 24-hour central station [Metro Area] monitoring and dispatch, 24-hour technical support, and an annual inspection.
- Monitoring fees will be quoted either monthly or quarterly.

Below is a partial listing of hardware devices [by type] desired for each building:

Dupuis House - combination hardwired/wireless system: master panel with cellular phone backup, concealed window and door contacts, glass breakage and motion sensors, heat detectors, fire horn/strobe, low temperature sensor, siren, keypad, and perimeter stickers/signs. Two (2) doors to an interior office need locks installed.

Sibley House - combination hardwired/wireless system: master panel with cellular phone backup, concealed window and door contacts, glass breakage and motion sensors, heat detectors, low temperature sensor, siren, electronic moisture alert, keypad, and perimeter stickers/signs. One Medeco™ thumb latch will need to be installed on an existing lockset.

Fairbault House - combination hardwired/wireless system: master panel with cellular phone backup, concealed window and door contacts, glass breakage and motion sensors, heat detectors, low temperature sensor, siren, electronic moisture alert, keypad, and perimeter stickers/signs.

Cold Store - combination hardwired/wireless system able to operate in low temperatures, tied into the Sibley House master panel: concealed door contact, glass breakage sensor, and perimeter stickers/signs.

Caretaker Cottage - Smoke detectors tied into the Sibley House master panel.

A mandatory pre-proposal meeting will be held Thursday, August 7, 2003 at 2:00 p.m. at the Sibley House Historic Site in Mendota, Minnesota. The Request for Proposals is available by calling (651) 297-7007, e-mailing Chris Bonnell at chris.bonnell@mnhs.org or writing:

Chris M. Bonnell
Minnesota Historical Society
345 Kellogg Boulevard West
St. Paul, Minnesota 55102

The deadline for receipt of proposals is August 19, 2003 at 2:00 p.m. Late proposals will not be accepted. Proposals should be sent or delivered to the above name and address. Clearly mark the project name "Sibley House Historic Site Security and Fire Alarm System" on the outside of the package.

Dated: 28 July 2003

Minnesota Public Facilities Authority

Request for Proposals for Financial Advisory Services

The Minnesota Public Facilities Authority (PFA) requests proposals for Financial Advisory Services for the following programs related of the PFA:

1. Water Pollution Control Revolving Fund (WPCRF).
2. Drinking Water Revolving Fund (DWRF).
3. Transportation Revolving Loan Fund (TRLF).

One or more firm(s) may be selected to provide financial advisory services. In compliance with *Minnesota State Statute 16C.08*, 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 Proposals.

The PFA will enter into a contract with the selected firm(s) for a two-year period. The PFA may extend the contract on an annual basis thereafter for up to three more years.

In future years, the scope of this contract may be expanded to include any new programs as may be added to the scope of responsibility of the PFA. The PFA reserves the option to negotiate the costs of any additional duties with the selected firm(s), based on the cost criteria established in the response to this proposal, or request new bids for these services.

Prospective responders should request a copy of the complete Request for Proposal by calling Terry Kuhlman at (651) 296-4704 or by faxing their request with name, phone number, and mailing address to the PFA at (651) 296-5287.

Proposals are due by 4:00 PM August 13, 2003.

State Contracts

Department of Public Safety

Office of Traffic Safety

Notice of Request for Proposals for Law Enforcement Liaisons

The Minnesota Department of Public Safety is seeking proposals for peace officers (may be retired) to act as liaisons between the Office of Traffic Safety and the law enforcement community on federally funded traffic safety programs. Details are contained in a complete Request for Proposals which may be obtained by calling or writing:

Contact: Susan J. Palmer
Telephone: (651) 296-8512
Fax: (651) 297-4844
TTY: (651) 297-2100
E-mail: *susie.palmer@state.mn.us*
Address: Department of Public Safety
Office of Traffic Safety
444 Cedar Street, Suite 150
St. Paul, Minnesota 55101-5150

This is the only person designated to answer questions regarding this request for proposals. Estimated maximum costs of the contracts beginning October 1, 2003 and ending September 30, 2004 are in the range of \$71,175 to \$90,000. Final date for submitting proposals is Monday, August 18, 2003 by 2:00 P.M. Central Daylight Time. The Department of Public Safety will retain an option to extend the contract for two additional one-year periods. The value of the contract for subsequent years may be adjusted.

Department of Transportation

Operations, Safety and Technology Division

Office of Traffic, Security and Operations

Notice of Availability of Contract for Partnership for Minnesota's MnPass Project. Responses to this Advertisement Become Public Information Under the Minnesota Government Data Practices Act

The Minnesota Department of Transportation is requesting proposals to provide support in the development, design, deployment, integration, operation and maintenance of its MnPass project that will convert existing high occupancy vehicle (HOV) lanes on I-394 to express lanes, also called high occupancy toll (HOT) lanes.

Work is proposed to begin December 1, 2003

A Request for Proposals for Partners (RFPP) will be available from this office through Tuesday, August 26, 2003. **A written request (by direct mail, fax or e-mail) is required to receive the RFPP.** Name of Requester, Company Name, Mailing Address, Phone Number and E-mail Address is required in the written request for the RFPP.

The RFPP must be obtained from:

Susan Sheehan, Contract Administrator
Mn/DOT, Office of Traffic, Security and Operations
395 John Ireland Boulevard, Mailstop 725
St. Paul, Minnesota 55155
Fax: (651) 215-0409
susan.sheehan@dot.state.mn.us

Proposals submitted in response to the RFPP in this advertisement must be received at the address above no later than 3:00 pm (central time) on Tuesday, September 2, 2003. **Late proposals will not be considered. No time extensions will be granted.**

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Transportation

Program Support Group

Notice of Potential Availability of Contracting Opportunities for a Variety of Highway Related Technical Activities (the "Consultant Pre-Qualification Program")

This document is available in alternative formats for persons with disabilities by calling Robin Valento at (651) 284-3622 for persons who are hearing or speech impaired by calling the Minnesota Relay Service at (800) 627-3529.

Mn/DOT, working in conjunction with the Consultant Reform Committee, the Minnesota Consulting Engineers Council, and the Department of Administration, has developed the Consultant Pre-qualification Program as a new method of consultant selection. The ultimate goal of the Pre-Qualification Program is to streamline the process of contracting for highway related professional/technical services. Mn/DOT anticipates that most consultant contracts for highway-related technical activities will be awarded using this method, however, Mn/DOT also reserves the right to use RFP or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to complete or use the Consultant Pre-qualification Program.

Mn/DOT is currently requesting applications from consultants. Refer to Mn/DOT's Consultant Services web site, indicated below, to see which highway related professional/technical services are available at this time. Following the advertisement of a particular category of services, applications will be accepted on a continual basis.

All expenses incurred in responding to this notice will be borne by the responder. Response to this notice becomes public information under the Minnesota Government Data Practices.

Consultant Pre-Qualification Program information, application requirements and application forms are available on Mn/DOT's **web site** at <http://www.dot.state.mn.us/consult>

Send completed application material to:

Robin Valento
Pre-Qualification Administrator
Minnesota Department of Transportation
Consultant Services
395 John Ireland Boulevard, Seventh Floor North, Mail Stop 680
St. Paul, MN 55155

Note: DUE DATE: APPLICATION MATERIAL WILL BE ACCEPTED ON A CONTINUAL BASIS.

Department of Transportation

Engineering Services Division

Notice Concerning Professional/Technical Contract Opportunities

NOTICE TO ALL: The Minnesota Department of Transportation (Mn/DOT) is now placing additional public notices for professional/technical contract opportunities on Mn/DOT's Consultant Services **website** at: www.dot.state.mn.us/consult.

New public notices may be added to the website on a daily basis and be available for the time period as indicated within the public notice.

Non-State Contracts & Grants

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

Metropolitan Council

Notice of Request for Proposals for Sludge Pumping Modifications

RFP No. 3P025

NOTICE IS HEREBY GIVEN that the Metropolitan Council requests proposals to provide architectural and engineering construction support services for selected mechanical and electrical work for the construction of modifications to Gravity Thickener and Flotation Thickener Systems at its Metropolitan Wastewater Treatment Plant. The Metropolitan Wastewater Treatment Plant is a 250 million gallon per day sewage treatment plant located at 2400 Childs Road, St. Paul, MN.

The work includes:

- 1.) Demolition and installation of numerous pumps, pump bases, valves and associated piping;
- 2.) Installation of VFDs, and motor control centers;
- 3.) HVAC system upgrades; and
- 4.) Replacement of instrumentation and control equipment and wiring.

The *anticipated* project schedule is:

<i>Issue RFP</i>	July 22, 2003
<i>Pre-proposal/site visit</i>	August 6, 2003
<i>Receive Proposals</i>	August 20, 2003
<i>Issue Notice to Proceed</i>	Mid-September, 2003
<i>Complete Construction</i>	March 2005

All firms interested in this project should provide a written request for a copy of the RFP through:

Amanda Houston, Administrative Assistant, Contracts and Procurement Unit
Metropolitan Council
Mears Park Centre
230 E. Fifth Street
St. Paul, MN 55101

Phone: (651) 602-1585 / **Fax:** (651) 602-1138 / **E-mail:** amanda.houston@metc.state.mn.us

This project may be funded in part by local funds, fee-based revenues or PFA funds, to which federal rules apply.

Metro Transit

Invitation for Bids on Installation of Cable Fencing

Metro Transit, a division of the Metropolitan Council, is soliciting sealed bids for the installation of four-strand cable fencing at various locations along the Hiawatha Light Rail Transit corridor.

A Pre-Bid Meeting will be held at the Hiawatha Operations and Maintenance Facility, 1810 E. Franklin Ave., Minneapolis, MN at 10:00 a.m. on August 26, 2003.

Bids must be submitted in accordance with the Invitation for Bids document available from:

Metropolitan Council
Metro Transit Purchasing Department
515 N. Cleveland Avenue
St. Paul, MN 55114
(612) 349-5070

Minnesota Children's Museum

Minnesota Children's Museum Solicits Letters of Interest from Exhibit Fabrication Vendors for the Construction of Two Traveling Exhibits to be Built in the Museum Current Fiscal Year (July 1, 2003 - June 30, 2004)

Letters should include a brief description of the company and its personnel. Letters should reference experience in producing traveling exhibits, including all applicable services, e.g., exhibit design, exhibit fabrication, carting or crating of exhibits and tour support. Also include any experience related to working with licensed material, such as scenic painting, multi-media production, sculpture and costuming.

Letters should be submitted on or before August 11, 2003.

Inquiries and letters of interest should be addressed, by mail or fax, to

Bette Schmit, Director of Exhibits
Minnesota Children's Museum
10 West 7th Street, St. Paul, MN 55102
Fax: (651) 225-6006

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 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 the Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls., MN 55454.

University of Minnesota

Center for Transportation Studies,

Request for Proposal (RFP) for Professional Consulting Services to Assist With the Delivery of the Minnesota Airport Technical Assistance Program (AirTAP)

The Center for Transportation Studies at the University of Minnesota is seeking qualified vendors to provide professional consulting services. Qualified vendors will be considered who have:

- Strong understanding of Minnesota's commercial service, paved and lighted, and turf runway airports.
- Strong oral and written skills and abilities to design and instruct technical materials.
- Verifiable technical skills.
- Returned the information requested (hardcopy, not e-mail) requested in the RFP.

For a free copy of the full RFP (#1001) or more information, please contact:

Jim Grothaus or Mindy Jones
Center for Transportation Studies
200 Transportation and Safety Building
511 Washington Ave. S.E.
Minneapolis, MN
Phone: (612) 626-1077
E-mail: jgrothaus@cts.umn.edu or jones154@cts.umn.edu

Submission deadline for proposals is 4:00 p.m. August 22, 2003.

