

State of Minnesota

# State Register



**Proposed, Adopted, & Expedited Rules; Executive Orders; Appointments;  
Commissioners' Orders; Revenue Notices; Official Notices;  
State Grants & Loans; State Contracts; Non-State Public Bids, Contracts & Grants**  
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# State Register

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The *State Register* is the official publication of the State of Minnesota's Executive Branch of government, published weekly to fulfill the legislative mandate set forth in *Minnesota Statutes*, Chapter 14, and *Minnesota Rules*, Chapter 1400. The *State Register* contains:

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Vetoed Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
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### Printing Schedule and Submission Deadlines

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# 47	Monday 23 May	Noon Tuesday 17 May	Noon Wednesday 11 May
# 48	<b>TUESDAY 31 May</b>	Noon Tuesday 24 May	Noon Wednesday 18 May
# 49	Monday 6 June	Noon Tuesday 31 May	Noon Wednesday 25 May

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# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the State Register

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 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. 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, but 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.

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 #40-52 inclusive, with final index (#1-52, or 53 in some years). 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, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757.

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# Proposed Rules

**Comments on Planned Rules or Rule Amendments.** 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, and within 60 days of the effective date of any new statutory grant of required rulemaking.

**Rules to be Adopted After a Hearing.** After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

**Rules to be Adopted Without a Hearing.** Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules or Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§ 14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

**KEY: Proposed Rules** - Underlining indicates additions to existing rule language. ~~Strikeouts~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **Adopted Rules** - Underlining indicates additions to proposed rule language. ~~Strikeout~~ indicates deletions from proposed rule language.

## Department of Corrections (DOC)

### Division of Community Services

### Inspection and Enforcement Unit

## Proposed Permanent Rules Relating to Adult Community-Based Residential Correctional Facilities

### NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING

Proposed Amendment to Rules Governing Adult Community-Based Residential Correctional Facilities, *Minnesota Rules*, 2920. *Minnesota Rules*, parts 2920.1900; 2920.2300; 2920.2900; 2920.3100; 2920.3300; 2920.3500; 2920.4200; 2920.4700; 2920.4800; 2920.5500; 2920.5600; 2920.5800; 2920.7700; 2920.7800; and 2920.7900, are repealed.

**Introduction.** The Department of Corrections intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until Monday, June 20, 2011.

**Agency Contact Person.** You must submit comments or questions on the rules and written requests for a public hearing to the agency contact person. Tracy Gerasch at Minnesota Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul MN, 55108, **phone:** (651) 361-7581, **e-mail:** [tracy.gerasch@state.mn.us](mailto:tracy.gerasch@state.mn.us). TTY users may call the Minnesota Relay Service at 1-800-627-3529.

**Subject of Rules and Statutory Authority.** The proposed rule amendments relate to the procedures governing Adult Community Based Residential Facilities, including: licensing procedures, organization and administration of facilities, fiscal management, personnel and personnel records, admission policies and forms, resident records, activities, work assignments, grievances, religion, food service, discipline, security, resident personal possessions, searches, facility fire and emergency plans, building and room requirements, transportation, and resident health care and medical services. The statutory authority to adopt the rules is *Minnesota Statutes*, section 241.021, subdivision 1. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. A free copy of the rules is available upon request from the agency contact person listed above and also on the Department of Corrections' web site at:

<http://www.doc.state.mn.us/publications/rules/default.htm>

**Comments.** You have until 4:30 p.m. on Monday, June 20, 2011, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and the agency contact person must receive it by

# Proposed Rules

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the due date. The Department encourages comment. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. You must also make any comments about the legality of the proposed rules during this comment period.

**Request for a Hearing.** In addition to submitting comments, you may also request that the Department hold a hearing on the rules. Your request must be in writing and the agency contact person must receive it by 4:30 p.m. on June 20, 2011. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, the Department will hold a public hearing unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Alternative Format.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request, please contact the agency contact person at the address or telephone number listed above.

**Modifications.** The Department may modify the proposed rules as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than these proposed rules, unless the agency follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

**Statement of Need and Reasonableness.** The statement of need and reasonableness statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review it or obtain copies for the cost of reproduction by contacting the agency contact person and on the DOC public website at: <http://www.doc.state.mn.us/publications/rules/default.htm>.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. You should direct questions about this requirement to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, **telephone** (651) 296-5148 or 1-800-657-3889.

**Adoption and Review of Rules.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The agency will then submit the rules and supporting documents to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date the Department submits the rules to the office. If you want to be so notified, or want to receive a copy of the adopted rules, or want to register with the agency to receive notice of future rule proceedings, submit your request to the agency contact person listed above.

Dated: 18 April 2011

Tom Roy, Commissioner  
Minnesota Department of Corrections

## 2920.0100 DEFINITIONS.

Subpart 1. **Scope.** Definitions, for the purpose of these rules, are as follows.

Subp. 2. **Adult ~~halfway house~~ community-based residential correctional facility or facility.** “Adult ~~halfway house~~ community-based residential correctional facility” or “facility” means any community-based residential facility, ~~the primary function of which is to provide, through its own program or community resources, services to adults accused of, charged with, or convicted of a criminal offense that provides at a minimum accountability and 24-hour-a-day care such as food and lodging. The primary purpose is to serve persons placed in the facility by a court, court services department, commissioner of corrections, or other correctional agency having dispositional power over persons convicted of a crime.~~

Subp. 3. **Adults.** “Adults” ~~are~~ means persons 18 years of age or over or persons under the jurisdiction of the adult court.

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# Proposed Rules

Subp. 4. **Applicant.** “Applicant” ~~is~~ means any ~~person(s) person,~~ agency, or organization applying for a license or renewal of license under this ~~rule~~ chapter.

Subp. 5. **Commissioner.** “Commissioner” ~~shall mean~~ means the commissioner of the Minnesota Department of Corrections or a designee.

Subp. 6. [See repealer.]

Subp. 7. [See repealer.]

Subp. 8. **Contraband.** “Contraband” ~~are~~ means those items designated by the ~~CCF~~ facility as prohibited on the physical premises of the facility.

Subp. 9. [See repealer.]

Subp. 10. **Department of Corrections, department, DOC.** “Department of Corrections,” “department,” or “DOC” ~~shall mean~~ means Minnesota Department of Corrections.

Subp. 10a. **Direct service staff.** “Direct service staff” means staff that have primary responsibility for the supervision and care and welfare of the residents.

Subp. 11. **Facility Program administrator.** “Facility Program administrator” ~~refers to~~ means the administrator of the program, employed or appointed by the board or sponsoring agency, to implement its policies, programs, and treatment plans.

Subp. 12. **Governing board/sponsoring board or sponsoring agency.** “Governing board/sponsoring board” or “sponsoring agency” is means the body ~~which that~~ formulates the policies and procedures governing a community correctional facility; ~~this body being~~ composed, at a minimum, of the offices of president, secretary, and treasurer. ~~In nonprofit corporations the administrator of the program shall not be a member of the board of directors. In addition, there may be an advisory board, where appropriate, including membership from the specific target group and the immediate neighborhood population, and additional membership according to the size and function of the individual program.~~

Subp. 13. **License.** “License” ~~is~~ means a certificate issued by the commissioner authorizing the operator to provide specified services for a period of ~~a year up to two years~~ in accordance with the terms of the license, Minnesota Statutes, section 241.021, and the rules of the commissioner ~~this chapter~~.

Subp. 14. [See repealer.]

Subp. 14a. **Population.** “Population” means a group of residents with a need for similar services arising primarily out of a particular type of issues or needs.

Subp. 15. [See repealer.]

Subp. 16. **Program.** “Program” is a plan, procedure, or activity for dealing with residents in a community correctional facility.

Subp. 17. [Repealed, 9 SR 1655]

Subp. 18. [See repealer.]

Subp. 19. [See repealer.]

Subp. 20. [See repealer.]

Subp. 20a. **Service plan.** “Service plan” means an individual written plan that addresses the expectations, goals, and desired outcomes for a resident.

# Proposed Rules

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Subp. 21. [See repealer.]

Subp. 22. [See repealer.]

Subp. 23. [See repealer.]

Subp. 24. [See repealer.]

Subp. 25. [See repealer.]

Subp. 26. [See repealer.]

Subp. 26a. **Variance.** “Variance” is a waiver of a specific rule for a specified period of time means the commissioner has authorized the facility to comply with a specific rule in a manner other than as specified in that rule.

Subp. 26b. **Volunteer.** “Volunteer” means a person who is not employed by the facility but is providing a service or program to facility residents on an ongoing basis.

Subp. 27. **Waiver.** “Waiver” is means written permission from the commissioner to disregard a particular section of a licensing rule part of this chapter.

Subp. 28. [See repealer.]

## **2920.0210 COMPLIANCE WITH RULES.**

A facility must comply with a rule, part, subpart, or item designated “mandatory” unless waived by the commissioner. A facility is in substantial compliance when it complies with 100 percent of the rules in this chapter designated “mandatory” and at least 90 percent of the rules in this chapter not designated “mandatory.”

## **2920.0500 PROCEDURES FOR ORIGINAL APPLICATION FOR LICENSE.**

Subpart 1. **Filing.** New applicants shall file application to the commissioner of corrections at least 30 days prior to the date the adult community-based residential correctional facility expects to operate.

Subp. 2. **Materials to be filed with applications.** The materials to be filed with adult halfway house license applications are application includes:

A. an application form provided by the commissioner;

B. current health inspection approval;

C. current ~~fire-safety approval~~ fire inspection;

D. ~~a~~ an accurate floor plan of the facility;

E. a list of the board of directors ~~and committees,~~ including names, addresses, and telephone numbers; ~~and~~

F. ~~a list of other facilities which the operator or governing board has operated or is currently operating either in or out of state;~~ an organizational chart;

G. all documents required by the municipality; and

H. the certificate of occupancy from the municipality.

Subp. 3. [See repealer.]



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# Proposed Rules

## 2920.0800 CONDITIONS OF LICENSE.

Subpart 1. **Nontransferable.** A license is not transferable. It applies only to the organization ~~or person(s), person, or persons~~ to whom it is issued and to the building approved. The license expires automatically if there is a change in location, organization, procedure, or policies ~~which would that~~ affect either the terms of the license or the continuing eligibility for a license. In such cases, an ~~original~~ application for a license must again be filed.

Subp. 2. **Restriction on capacity.** Every license shall be restricted to a specified maximum capacity.

Subp. 3. **Licensing necessary before operation.** An adult ~~halfway house~~ community-based residential correctional facility must be licensed by the commissioner in order to operate.

Subp. 4. **No occupancy before licensing.** No persons shall be placed in an adult ~~halfway house~~ community-based residential correctional facility prior to its being licensed.

Subp. 5. **No fee for license.** There is no fee for a state license.

Subp. 6. **Issuance of license.** A license must be issued when the applicant is in ~~substantial~~ compliance with part 2920.0200, subpart 4.

Subp. 7. **Variance; waivers.** Variances and waivers must be listed on the license.

## 2920.0900 REVOCATION, SUSPENSION, AND DENIAL OF LICENSE.

A license may be revoked, suspended, or denied by the commissioner if the facility does not ~~maintain substantial compliance with minimum standards, comply with this chapter as required under part 2920.0210~~ or the facility may be denied a license on the basis of a poor operating history in this or any state. The operator must be given written notice of the action and must be given 30 days to ~~substantially~~ comply with minimum standards this chapter before action is taken. Failure, inability, or refusal to ~~substantially~~ comply with licensing procedures this chapter is cause for denial, nonrenewal, revocation, or suspension of the license. The commissioner may issue a conditional license for a specified time to allow the facility to come into compliance.

## 2920.1000 RESTRICTION OF USE OF ~~COMMUNITY~~ ADULT COMMUNITY-BASED RESIDENTIAL CORRECTIONAL FACILITY.

The commissioner may by written order restrict the use of any adult ~~halfway house which~~ community-based residential correctional facility that does not ~~substantially conform to the minimum standards, comply with this chapter as required under part 2920.0210~~ or, where specific conditions exist which endanger the health, welfare, or safety of residents or staff, ~~prohibit the habitation of persons therein.~~

## 2920.1100 VARIANCE OR WAIVER OF SPECIFIC RULE.

Subpart 1. **Granting of variance or waiver.** The granting of a variance or waiver under this part does not constitute a precedent for any other community correctional facility. The commissioner shall grant a variance or waiver of a specific rule, if, in the licensing procedure or enforcement of the standards the commissioner finds that:

A. to require a particular ~~community~~ adult community-based residential correctional facility to comply strictly with one or more of the provisions will result in undue hardship;

B. the ~~community~~ correctional facility is otherwise in ~~substantial~~ compliance with said standards and their general purpose and intent this chapter;

C. the ~~community~~ correctional facility substantially complies with ~~such specific condition(s) as~~ conditions the commissioner shall ~~deem~~ deems necessary for the protection of health, safety, and welfare of the residents and it does not have a substantially negative effect on public safety.

Subp. 2. **Variance or waiver review.** Variances or waivers must be reviewed during the on-site inspection to determine if the variances or waivers should be continued.

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## **2920.1200 STUDY OF APPLICATION ON-SITE INSPECTION.**

Following the receipt of the application and materials requested, the commissioner shall ~~cause a study to be made. This study must include an~~ conduct the appropriate on-site inspection of the facilities and a review of references, determine if the license is appropriate, and notify the applicant of the determination in writing.

## **2920.1300 NOTICE TO APPLICANT OF COMMISSIONER'S ACTION.**

After the application for license is approved by the commissioner, the applicant will receive by mail a license which, ~~as provided by Minnesota Statutes, section 241.021,~~ must set forth the conditions under which the ~~community adult~~ community-based residential correctional facility may operate. The terms of the license must include the operating name of the ~~community correctional~~ facility, the maximum number and sex of the residents to be served, and the period of time for which the license is effective, and may include other limitations which the commissioner may prescribe. An accompanying ~~letter document to the license~~ must contain, in addition to the limitations on the license, any recommendation regarding activities, services, and facilities to be employed a summary of inspection findings.

## **2920.1400 APPEAL PROCEDURE.**

Any applicant who feels aggrieved by the commissioner's action may appeal the commissioner's decision in the following manner: The facility program administrator shall be given written notice of the action under part 2920.1300 and ~~shall be informed~~ of the right to appeal the decision of the commissioner in writing within ten business days from receipt of the written notice of the action. ~~Upon receiving a timely written appeal, the commissioner shall give the facility administrator reasonable notice and an opportunity for a prompt hearing before an impartial hearing examiner.~~ The commissioner shall advise the program administrator of the commissioner's action on the appeal no later than 30 days after receipt of the written appeal. If the program administrator is not satisfied with the commissioner's action on the appeal, the program administrator may request a contested case hearing to be conducted by the Office of Administrative Hearings. Following the report of the administrative law judge, the commissioner shall make a final decision in accordance with Minnesota Statutes, chapter 14. While the appeal is in process with the Office of Administrative Hearings, the adult community-based residential correctional facility may continue to operate unless there are life and safety or public safety issues.

## **2920.1500 LIMITATION ON LICENSE RENEWAL.**

When a ~~CCF~~ an adult community-based residential correctional facility license has been revoked or not renewed because of ~~nonsubstantial~~ the facility is not in compliance with applicable laws or rules this chapter and the facility presents a risk to public safety, it shall not be inspected and granted a new license for a period of one year following the revocation, denial, or nonrenewal. A new license is granted when the facility is in compliance with this chapter.

## **2920.1800 LEGAL STATUS OF AND AUTHORITY FOR ADULT ~~HALFWAY HOUSES~~ COMMUNITY-BASED RESIDENTIAL CORRECTIONAL FACILITY.**

Subpart 1. **Legal entity.** It is mandatory that the public or private agency operating an adult ~~halfway house~~ shall be community-based residential correctional facility is a legal entity or part of a legal entity.

Subp. 2. [Repealed, 9 SR 1655]

Subp. 3. [Repealed, 9 SR 1655]

Subp. 4. **Written statement.** It is mandatory that the facility has a written statement clearly stating its mission, the population serviced, and the type of services provided. This must be done in a form suitable for distribution to staff, residents, referral sources, funding agencies, and the general public.

Subp. 5. **Governing body advisory board.** It is mandatory that the facility has a governing board composed of the president, secretary, and treasurer. The program administrator may be on the board. There may be an advisory board with membership from the specific target group and the immediate neighborhood population and additional membership according to the size and function of the individual facility.

## **2920.2000 MEETINGS TO BE HELD.**

The governing board of the ~~community correctional~~ facility shall hold meetings at least ~~quarterly with the administrator~~ biannually in order to ~~facilitate communications; establish policy; explore problems; and ensure~~ conformity to legal and fiscal requirements, ~~and implement the program.~~

## 2920.2100 RECORD MAINTENANCE.

The CCF facility shall maintain records of its activities, including the minutes of board meetings, financial data, and statistical information. ~~All~~ The records are subject to review by the commissioner.

## 2920.2400 ARTICLES OF INCORPORATION OR CONSTITUTION.

It is mandatory that the ~~CCF shall~~ facility have a constitution or articles of incorporation ~~which~~ that meet all of the legal requirements of the governmental jurisdiction in which the ~~agency~~ facility is located.

## 2920.2500 MANAGEMENT; GENERAL.

It is mandatory that the ~~program shall be~~ facility is managed by a single administrative officer who shall implement the policies of the board.

## 2920.2600 MONITORING SYSTEM.

The CCF facility shall have a system to monitor the program through inspections and reviews by the program administrator or designated staff.

## 2920.2700 OPERATIONS MANUAL.

The ~~community adult community-based residential~~ correctional facility shall have ~~an operations a policy and procedure manual which summarizes in one document approved methods of implementing agency policies and provides details for daily operations of the program. The policy manual must be reviewed annually by the governing board, and updated when necessary, that defines the philosophy and method for operating and maintaining the facility. This manual must be made available to all employees, reviewed annually, updated as needed, and used to train employees. The manual must include the following chapters:~~

- A. standards required by this chapter;
- B. administration and organization;
- C. fiscal management;
- D. personnel;
- E. training;
- F. admissions, orientation, property procedures, and discharge;
- G. resident activities;
- H. resident records;
- I. medical and health care services;
- J. resident rules and discipline;
- K. communication, mail, and visiting;
- L. safety and emergency;
- M. security and resident accountability;
- N. sanitation and hygiene; and
- O. food service.

The program administrator or designee shall annually review the policy and procedure manual. The review must be documented in writing sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

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## 2920.2800 BYLAWS.

Bylaws shall meet all the legal requirements of the governmental jurisdiction in which the CCF facility is located, and shall include provisions for regular and special meetings, and for recording of minutes.

## 2920.3000 ANNUAL WRITTEN BUDGET.

The facility program administrator or designated employee shall prepare an annual written budget of anticipated revenues and expenditures which is approved by the funding authority governing board.

## 2920.3200 FINANCIAL AUDIT.

The ~~community correctional~~ facility fiscal process must include an annual financial audit.

## 2920.3400 WRITTEN FISCAL SYSTEM.

The CCF facility shall have a written fiscal system ~~which that~~ accounts for all income and expenditures on an ongoing basis and ~~which~~ shall include internal controls, petty cash, bonding, signature control on checks, resident funds, and employee expense reimbursement.

## 2920.3600 INSURANCE COVERAGE.

~~It is mandatory that the CCF shall facility have a procedure to provide professional liability insurance coverage for itself, which shall include coverage for the , workers' compensation, and physical plant, equipment, personnel, and injury to employees, residents, and third parties insurance.~~

## 2920.3700 PERSONNEL POLICIES; GENERAL.

Subpart 1. **Written policies.** There shall be written personnel policies for personnel employed by the CCF adult community-based residential correctional facility, which specify salaries, increments, hours of work, work schedule, ~~vacations, holidays, sick leave, benefits,~~ periodic performance evaluation (~~at least annually~~), and other conditions of employment.

Subp. 2. **Policies available to employees.** Personnel policies shall be available to each employee upon employment. The program facility shall inform each employee of the duties assigned to ~~him/her the employee~~, a position and organizational chart ~~indicating the person to whom he/she is directly responsible showing all of the positions in the agency, and~~ general conditions which constitute grounds for dismissal and suspension, and a grievance procedure. The grievance procedures shall allow the aggrieved party to bring the grievance to at least one level above ~~his/her the employee's~~ supervisor.

Subp. 3. **Policies available to commissioner.** The personnel policies shall be available to the commissioner.

Subp. 4. [See repealer.]

Subp. 5. **Consistent care arrangements in absence of regular staff.** During the absence of regular staff for time off, vacation, and sick leave, arrangements shall be provided to ensure consistent care of the residents.

Subp. 6. **Availability of staff.** ~~It is mandatory that the community correctional facility shall~~ have staff available or on call 24 hours a day, seven days a week, on duty and awake ~~during sleeping hours~~.

Subp. 7. **Ratio of staff to licensed capacity.** ~~It is mandatory that the ratio of staff to licensed capacity shall be not less than one direct service staff person for every eight residents; residents must be at least one staff person for every 40 residents on site. The facility must have staff appropriate to the provided programming.~~

Subp. 8. **Maintenance of confidential personnel record.** The CCF facility shall make provisions for, and allow time for, a ~~confidential~~ personnel record to be kept for each staff member which ~~should include~~ includes date of beginning and end of employment, hours, salary or wages, qualifications, evaluations, resume or application, references, and training sessions.

## 2920.3800 TRAINING PROGRAM.

Subpart 1. **Orientation session for new employees and volunteers.** ~~It is mandatory that the CCF shall facility provide an orientation session for new employees and new volunteers. There must be a minimum of 30 hours of training that is relevant to staff duties and the population served. The training must be documented.~~

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Subp. 2. **In-service training program.** ~~It is mandatory that the facility have a yearly training plan. The CCF facility shall provide a minimum of 16 hours per year of ongoing in-service training programs to help staff and volunteers meet the individual and group needs of residents. The training must be relevant to the staff member's duties. The training must be documented.~~

Subp. 3. ~~[See repealer.]~~

Subp. 4. **First aid training.** ~~It is mandatory that all Employees who provide direct service to residents must have first aid and cardiopulmonary resuscitation (CPR) training. Certificates or documents verifying current training must be kept in the staff member's file. Training must be provided by a Red Cross instructor or a licensed health professional. First aid training must be current. Certificates or statements of training must document that first aid training is updated at least every three years. certified instructor. At least one staff member in the facility must have current first aid and CPR training.~~

Subp. 5. ~~[See repealer.]~~

Subp. 6. ~~[Repealed, 9 SR 1655]~~

## **2920.3900 MANTOUX TEST OR CHEST X-RAY REQUIRED.**

~~Each staff member shall have a mantoux test or chest X-ray at the time of employment. It is mandatory that staff and residents be screened for tuberculosis according to Minnesota Statutes, section 144.445.~~

## **2920.4000 QUALIFICATIONS OF STAFF.**

Subpart 1. ~~[Repealed, 9 SR 1655]~~

Subp. 2. **Facility Program administrator.** ~~The facility program administrator must have at least a Bachelor of Arts degree in any of the human services fields, or equivalent experience education and two years of work experience in corrections, social service, or administration.~~

Subp. 3. **Direct service staff.** ~~The direct service staff shall have work, education, or volunteer experience in corrections or related fields and shall be selected on the basis of ability to perform assigned tasks. a high school diploma or equivalency and work or volunteer experience in corrections or related fields and must be selected on the basis of the ability to perform assigned tasks. Staff with primarily security functions must have a high school diploma or equivalency and the ability to perform the assigned tasks.~~

Subp. 4. ~~[Repealed, 9 SR 1655]~~

Subp. 5. **Requirements.** ~~All staff shall be at least 18 years of age and have a criminal record background check before employment at the facility. A staff member may not be a resident of the program. Unpaid students and volunteers providing services are not considered staff. An adult community-based residential correctional facility may hire or retain a staff member or prospective staff member who has a felony criminal conviction. The prospective staff member must no longer be on active correctional supervision. The facility must notify the commissioner of this fact and provide relevant information about the decision.~~

Subp. 6. **Job descriptions.** ~~The facility must have a written job description for all positions that define responsibilities, duties, and qualifications.~~

## **2920.4100 STUDENTS OR VOLUNTEERS.**

~~Volunteers with training and supervision may be used to assist staff of the CCF. If volunteers are used, the community correctional facility shall establish requirements for the selection of volunteers. The community correctional facility and the individual volunteer shall agree on the latter's job assignment. The volunteer's responsibility shall be clearly differentiated from other staff members. If a volunteer is to be used in a capacity normally filled by a paid staff member he/she must meet the same qualifications as a paid staff member. Responsibility for the volunteer program shall be assigned to a specific staff member. When students or volunteers are used in adult community-based residential correctional facilities, a written policy and procedure must provide that a staff member is responsible for coordinating the volunteer service program. The policy must include the following elements:~~

~~A. lines of authority, responsibility, and accountability for the volunteer services;~~

~~B. a procedure for the screening and selection of volunteers that includes background screening;~~

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C. an orientation training program appropriate to the nature of the assignment;

D. a requirement that volunteers agree in writing to abide by all program rules and policies, particularly relating to confidentiality of information; and

E. a statement that the program administrator may discontinue a volunteer activity at any time by written notice.

## RESIDENT ADMISSIONS AND PLACEMENT POLICIES RECORDS

### **2920.4300 ADMISSIONS POLICIES.**

The ~~community~~ adult community-based residential correctional facility shall establish clearly defined and written admissions policies and procedures, which state the age range, sex, and characteristics of acceptable clients. Admission policies must be available to be disseminated to all referral sources and the commissioner. The referral agency must provide the name, date of birth, and the authority a particular person holds before the person is admitted to the facility.

### **2920.4400 ADMISSION FORM.**

The ~~community~~ adult community-based residential correctional facility ~~or agent making the referral shall complete an initial admission information referral form on each client to be admitted into residency which, unless prohibited by local ordinance,~~ includes at a minimum:

- A. name;
- B. address;
- C. date ~~and place~~ of birth;
- D. sex;
- E. reason for referral;
- F. whom to notify in case of emergency;
- G. ~~date~~ information gathered;
- H. signature of both interviewee and interviewer gathering information;
- I. name of referring agency of committing authority;
- J. special medical problems or needs;
- K. legal status, including jurisdiction, length, and conditions of placement;
- L. financial arrangements for medical care; ~~and~~
- M. financial arrangements for ~~care.~~ placement;
- N. present medications;
- O. driver's license or Minnesota state identification number; and
- P. vehicle title and vehicle insurance, if applicable.

### **2920.4600 ~~ORIENTATION~~ RESIDENT ADMISSION.**

At the time of ~~intake~~ admission, the staff shall discuss general program goals, services available, rules governing conduct, expectations for successful completion of the program, program rules, and possible disciplinary actions with the participants; residents. ~~This shall be~~

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~~documented.~~ This information must be documented in writing and readily accessible to residents.

## **2920.4900 SERVICE PLAN RESIDENT RECORDS.**

**Subpart 1. Space.** The facility must provide space for the safe storage of records.

**Subp. 2. General.** The facility must maintain accurate and complete case records, reports, and statistics necessary for the conduct of its program. Appropriate safeguards must be established to protect the confidentiality of the records, and minimize the possibility of theft, loss, or destruction.

**Subp. 3. Plan.** Facility staff and the resident shall develop a written service plan that specifies the needs of the resident; the expected goals and objectives of the individualized plan; and the participation of the resident, staff, support services, and community resources in the attainment of these goals and objectives; and the resident's progress in meeting the goals.

**Subp. 4. Records.** Residents' records must be incorporated into individual folders and filed or maintained through advanced technology such as microfiche or computerized record systems that permit a resident's record to be readily accessed at one source.

**Subp. 5. Summary of resident's progress.** The record must include a summary of the resident's progress. These reports must be recorded regularly and must include the following:

A. significant incidents, both positive and negative;

B. changes in family situation;

C. future planning;

D. summary of resident's development;

E. grievances; and

F. disciplinary actions, if any.

**Subp. 6. Correspondence.** All professional correspondence relevant to the resident must be kept in the record.

**Subp. 7. Sex offenders.** If the facility agrees to take residents that fall under the community notification law as provided by *Minnesota Statutes*, section 244.052, and the predatory offender registration law as provided by *Minnesota Statutes*, sections 243.166 and 243.167, it is mandatory that there are policies and procedures to ensure that appropriate paperwork has been completed and the appropriate people are notified before the resident is released.

**Subp. 8. Data privacy.** The facility must inform residents admitted to the program of the information gathered by the facility and to whom the information will be disseminated. The facility must have a policy regarding the sharing of nongovernmental data. *Minnesota Statutes*, section 13.05, subdivision 6, requires that when there is a contract with a governmental agency the data must be administered consistent with *Minnesota Statutes*, chapter 13. This may include mandatory reporting under *Minnesota Statutes*, section 626.556.

**Subp. 9. Sharing of data with those in resident's service plan.** The facility must share the content of the resident's record and data collected by the facility with individuals or agencies that have legal jurisdiction. Upon admission, the facility must inform residents about data practice policies and have residents sign consent forms, if appropriate.

**Subp. 10. Law enforcement.** The facility must inform residents what information collected and maintained by the facility is provided to law enforcement.

**Subp. 11. Written policy concerning consent form.** The facility must have a release of information consent form, which includes:

A. name of person, agency, or organization requesting information;

B. name of person, agency, or organization releasing information;

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- C. the specific information to be disclosed;
- D. the purpose or need for the information;
- E. date consent form is signed;
- F. signature of the resident;
- G. signature of an individual witnessing resident signature;
- H. date consent form expires; and
- I. that the authorization can be withdrawn in writing.

Subp. 12. **Policy.** The facility must develop a policy for the classification and retention of resident and personnel files. The records must be maintained for a minimum of three years unless laws or contracts require that the records be retained longer. The facility must incorporate any applicable state and federal laws regarding data classification.

## **2920.5000 INVOLVEMENT OF RESIDENT IN FAMILY AND COMMUNITY ~~AFFAIRS~~ ACTIVITIES.**

Subpart 1. **Plan.** It is mandatory that the agency ~~shall have~~ adult community-based residential correctional facility has a written policy and procedures ~~which~~ that provide increasing opportunities and privileges for resident involvement with family and in community ~~affairs~~ activities prior to final release.

Subp. 2. **Involvement in community.** It is mandatory that the ~~community correctional~~ facility ~~shall use~~ uses community resources where appropriate to ~~provide assist~~ residents with the following services:

- A. ~~assisting residents~~ in learning to use leisure time constructively;
- B. ~~assisting residents~~ in finding suitable employment;
- C. ~~assisting residents~~ in locating financial assistance through community resources;
- D. ~~assisting residents~~ in education and vocational training programs; and

E. ~~assisting residents~~ with services to become self-sufficient, including assistance in obtaining housing, transportation, medical and dental services, and money management.

Subp. 3. **Visitation.** It is mandatory that the program administrator develops and implements a visiting policy. The policy must be in writing and include:

- A. a schedule of visiting hours that includes the days and times for visits;
- B. visiting rules that:
  - (1) designate the number of visitors permitted per visit;
  - (2) require documentation of visitation denial; and

(3) require minors to be supervised by a parent, person responsible for supervision of the child, or program staff at all times while visiting the facility; and

- C. policy regarding what visitors are permitted to bring to the visit.

Subp. 4. **Correspondence.** It is mandatory that the facility have a written policy and procedure that governs resident correspondence. The volume of written mail to or from a resident must not be restricted. If a facility restricts or inspects mail, the facility must have a written policy and procedure which requires:



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A. when resident letters, both incoming and outgoing, may be opened and inspected for contraband;

B. that residents are notified when incoming or outgoing letters are rejected;

C. that letters must not be read or censored if the letters are between a resident and an elected official, officials of the Department of Corrections, attorneys, or other officers of the court, but inspection of incoming mail from the specified class of persons noted may be opened to inspect for contraband in the presence of the resident; and

D. that residents are notified of any restrictions in the amount of money the resident may have at the facility.

Subp. 5. Telephone access. It is mandatory that the facility have a written policy and procedure that provides for resident access to a telephone, including:

A. requiring attorney or resident telephone consultation to be private;

B. permitting residents telephone access to maintain contact with family members or significant others; and

C. requiring documentation for denial of telephone access or contact with specific people.

## **2920.5100 WORK ASSIGNMENTS AND WORK PROGRAM.**

The facility must have policy and procedures regarding in-house work assignments. Required work assignments should must be appropriate to residents' ages and ability. Residents may not be required to perform work which that is inappropriate for them for physical reasons. Safety measures shall be established when work could be deemed hazardous.

Residents may not be required to perform personal duties for staff or replace employed staff without being paid for such service.

Staff members shall check and inform residents of applicable minimum wage law, health and safety laws, social security, labor union fees, and other requirements.

Written policy must include a system of periodic checks of residents at their place of employment.

Staff may not enter into business arrangements or financial transactions with residents. If staff wish to enter into business arrangements or financial transactions with residents, all transactions must be approved by the program administrator. The agreement and approval must be documented.

## **2920.5200 HOUSE RULES ADULT COMMUNITY-BASED RESIDENTIAL CORRECTIONAL FACILITY RULES AND GRIEVANCES.**

The program facility must establish a method whereby residents and staff review group, resident, or community program problems; and review old rules, new rules, or changes in rules, plans; and procedures in the community correctional facility.

A written grievance procedure must be made available to each resident which that outlines the residents' rights and the grievance procedure and the appeal process.

## **2920.5300 RELIGION.**

It is mandatory that facility policy requires that each resident has the right to freedom of religious affiliation and voluntary religious worship, providing that the exercise of these rights does not directly interfere with the reasonable security and discipline of the facility program structure, rules, and expectations.

It is mandatory that programs with a religious component have written policies and procedures regarding religious programming and expectations.

## **2920.5400 COMPLIANCE WITH LAW FOOD SERVICE.**

Subpart 1. Sanitation and health regulations. When the community correctional facility provides or contracts for food service, the service must comply with and meet all sanitation and health regulations.

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Subp. 2. **Health rules.** Food service must be provided according to parts 4626.0010 to 4626.1870.

Subp. 3. **Dietary standards.** It is mandatory that facility menus meet recognized dietary standards. A facility's menu content and cycle must be reviewed at least biennially by a registered dietitian or nutritionist to ensure compliance with the rules specified in subpart 2 unless there have been no changes to the menu. The review and findings must be documented and kept on file.

Subp. 4. **Manager.** If the facility is preparing the meals, the facility must have a certified food manager.

Subp. 5. **Therapeutic diets.** A facility must have policies and procedures to address therapeutic diets that have been ordered by a physician.

Subp. 6. **Religious diets.** A facility must have a written policy and procedure that addresses requests for special diets by residents to accommodate religious dietary laws.

Subp. 7. **Substitutions.** A facility must keep records of one menu rotation and substitutions actually served. Substitutions must be of equal nutritional value.

Subp. 8. **Hot meals.** One of the meals served daily must be a hot meal.

## 2920.5700 DISCIPLINE AND DISCIPLINARY ACTION.

~~Should~~ It is mandatory that if disciplinary action ~~be~~ is necessary, the following rules ~~shall~~ must be observed:

A. ~~the community adult community-based residential correctional facility shall have written policies which shall be that are available to the residents and staff regarding methods used for control and discipline.;~~

B. ~~disciplinary action may not be delegated to other residents or persons outside of the program unless special skills are needed to handle the situation.;~~

C. ~~residents shall not be denied food, mail, or sleep as punishment.;~~

D. ~~corporal physical punishment or any kind of punishment inflicted on the body, such as slapping, shall not be used.;~~

E. ~~physical force shall be used only in instances of justifiable self-protection, protection of others, and prevention of property damage, and only to the degree necessary and in accordance with appropriate statutory authority. Such to control the situation. The action taken shall be documented and placed on file.;~~

F. ~~written policy and procedures must ensure that room restriction, if used, does not exceed eight hours and that staff make contact with the resident at least hourly to ensure the well-being of the resident;~~

G. ~~written policy must ensure that restriction to the facility for more than 72 hours, excluding holidays and weekends, requires a review by a person or panel of staff who are not directly involved in the incident leading to the restriction;~~

H. ~~all instances of disciplinary action must be documented, dated, and signed by staff implementing the action; and~~

I. ~~written policy and procedures must ensure supervisory review of major violations and disciplinary actions.~~

## 2920.5900 SECURITY PROCEDURES.

Written policies regarding security measures are ~~necessary~~ required and must include:

~~A. a written plan must allow staff to monitor movement into and out of the facility;~~

~~B.A. that the staff shall maintain a system of accounting for the residents at all times;~~

~~C.B. that the community correctional facility shall have written procedures for the reporting of absconders;~~

~~D.C. that the community correctional facility shall notify appropriate probation officers, parole officers, victims, if legally required,~~

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and other relevant officials as soon as it has been determined that a resident is missing;

~~E. any general security restrictions must allow for individual protection, as well as protection for others, and must be part of the written program policy;~~

~~F.D. that the written policy shall prohibit weapons of any kind from being brought into or kept on the program grounds the facility except by peace officers during the course of duties. The facility may have policy regarding the use of chemical agents by trained staff members; and~~

~~G.E. a key inventory system shall be enforced that helps provide staff and resident safety and privacy needs, and assists in protecting and preserving personal property for facility and resident keys.~~

## **2920.6000 PERSONAL POSSESSIONS.**

Subpart 1. **General.** Each resident shall be allowed to bring appropriate personal possessions to the ~~community adult community-~~based residential correctional facility and shall be allowed to acquire possessions to the extent the facility is able to accommodate ~~secure storage possessions.~~

Subp. 2. **Contraband defined.** The ~~community correctional~~ facility shall have written definitions of what ~~shall be~~ is considered contraband.

Subp. 3. **Information concerning prohibited items.** Information shall be made available to the residents, family members, and friends concerning what personal possessions and kinds of gifts are prohibited.

Subp. 4. **System of accounting.** Policy must dictate the system of accounting for the ~~individual's~~ resident's personal items if stored in the facility and a procedure to be followed for dispersal of these items if a resident absconds or leaves the facility without taking these items. The facility must have the resident designate a person who may pick up property and dispose of it under specified circumstances. The facility must make a reasonable effort to keep property safe during this period of time.

## **2920.6100 PUBLIC REPORTS, STATEMENTS, OR APPEARANCES.**

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

Subp. 2. **Written consent requirement.** The ~~CCF~~ facility shall not use reports or pictures from which residents can be identified without written consent from the resident. The signed consent form shall be on file at the ~~CCF~~ facility before any reports or pictures from which residents can be identified are used. The signed consent form shall indicate ~~on how many occasions~~ how the information shall be used.

## **2920.6200 SEARCHES.**

In compliance with applicable laws, the ~~community correctional~~ facility shall maintain and post written policies and procedures for conducting searches of residents, their belongings, and all areas of the facility to control contraband and locate missing or stolen property. The facility must have a policy that addresses searches of visitors.

## **2920.6300 COMPLIANCE WITH LAWS.**

It is mandatory that the facility ~~shall~~ comply with zoning codes, building codes, housing codes, and health and fire codes.

It is the responsibility of the facility program administrator to request necessary inspections. Health and fire inspections must be done as required by the health and fire department.

Written documentation that all building and zoning codes are met must be on file at the ~~community correctional~~ facility. ~~Additionally, an annual fire inspection must be done at the time of licensing.~~

## **2920.6400 FIRE SAFETY; POLICY AND PROCEDURES.**

Written policy and procedures must specify the facility's fire prevention regulations and practices. New staff must be trained on these procedures during facility orientation. These procedures must include:

A. provision for an adequate fire protection service;

# Proposed Rules

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B. a system of fire inspection and testing of equipment determined by the local fire official;

C. smoke detectors; ~~and~~

D. annual fire drills and extinguishers; and

E. procedures requiring one staff member to be knowledgeable about potential fire hazards and to make monthly inspections that must be documented.

## **2920.6500 DISASTERS AND EMERGENCIES; PLANS AND PROCEDURES.**

Subpart 1. **Plans.** There shall be written plans and procedures for meeting potential disasters and emergencies, such as fire, severe weather, or other emergencies. All staff shall be familiar with the procedures for meeting potential disaster.

Subp. 2. **Reporting of unusual occurrences.** Incidents of an unusual or serious nature must be reported within ten days of the incident to the Department of Corrections in a manner required by the department. Incidents of an unusual or serious nature include such incidents as:

A. attempted suicide;

B. suicide;

C. homicide;

D. death, by means other than suicide or homicide;

E. serious injury or illness incurred subsequent to placement including incidents resulting in hospitalization for medical care or hospitalization associated with mental health needs;

F. incidents of fire requiring medical treatment of staff or residents or a response by a local fire authority;

G. riot;

H. assaults of one resident by another;

I. assaults of staff by resident;

J. occurrences of infectious diseases and action taken relative to same when a medical authority has determined that the inmate must be isolated from other inmates; and

K. sexual misconduct between residents or between staff and a resident.

Subp. 3. **Absconding.** The facility must report absconding and all incidences of litigation filed against the facility resulting from matters related to the placement of a resident on the department quarterly reporting form.

Subp. 4. **Emergency notification.** In the event of an emergency such as serious illness, accident, or imminent death, the facility must notify the individuals designated by the resident. Permission for notification must be obtained from the resident prior to need, if possible.

Subp. 5. **Resident death.** The facility must have a written policy and procedures to specify actions to be taken in the event of a resident death. The policy and procedures must include such information as:

A. the date, time, and circumstances of the resident's death recorded in the resident's record; and

B. the notification procedure for the Department of Corrections Inspection and Enforcement Unit.

## **2920.6600 BUILDINGS AND GROUNDS.**

Subpart 1. **General.** Building and grounds must be clean and in good repair. There must be a maintenance budget for ongoing repair and

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# Proposed Rules

replacement of equipment for the facility.

Subp. 2. **New or renovated buildings.** Building plans and specifications for new construction, conversion of existing buildings, and any structural modifications or additions to existing licensed buildings must be consistent with the purpose of the adult ~~halfway house~~ community-based residential correctional facility and must be ~~submitted to~~ approved by the commissioner.

Subp. 3. **Heating equipment.** Heating equipment shall be in good condition, vented, and ~~shall be~~ capable of maintaining consistent uniform temperatures as well as eliminating drafts. A comfortable temperature range shall be maintained in all rooms occupied by residents.

## **2920.6700 BEDROOMS; REQUIREMENTS.**

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

Subp. 4. **Separate bedrooms.** Male and female residents may not occupy the same bedrooms.

~~Youths and adults shall not share bedrooms~~ An exception may be made when there is a parenting component of the program.

Subp. 5. [See repealer.]

Subp. 6. **Sharing prohibited.** ~~Adults and children may not share bedrooms. An exception may be made when there is a parenting component of the program or when the youth is a certified adult or an extended juvenile jurisdiction youth.~~

## **2920.6800 FURNISHINGS PROVIDED EACH RESIDENT.**

Each resident shall be provided, at a minimum: bed, mattress, supply of bed linen and towels, ~~chair~~; adequate lighting, and closet/locker space.

## **2920.6900 COUNSELING SPACE AND VISITING ROOM.**

Private counseling space must be provided in the facility.

Space must be provided to accommodate group meetings.

A visiting area must be provided for residents to receive and talk with visitors privately.

## **2920.7200 TRANSPORTATION.**

Subpart 1. **Policy and procedures.** Written policy and procedures shall govern the use and maintenance of facility ~~and resident~~ motor vehicles.

Subp. 2. **Availability.** Transportation shall be available for use in emergencies.

## **2920.7300 ENVIRONMENT.**

The governing body shall designate who is permitted to live in the facility.

~~A community~~ An adult community-based residential correctional facility may not have roomers or boarders in the facility without special permission from the facility program administrator. The ~~community correctional~~ facility shall keep the commissioner notified as to the presence of all persons living in a ~~community correctional~~ the facility other than ~~staff and~~ residents.

~~A community correctional facility may not concurrently hold a license for family day care or group day care without prior approval by the commissioner.~~

## **2920.7400 HEALTH CARE AND MEDICAL SERVICES.**

Subpart 1. **Policy and procedures.** ~~It is mandatory that~~ the facility administrator ~~shall ensure~~ have written policies and procedures for ~~use by staff in all~~ medical, dental, and psychological ~~difficulties~~ emergencies.

Written policies and procedures shall clarify for the staff what medical care may be given by them without specific orders from a licensed medical doctor. The staff shall be instructed as to how to obtain ~~further~~ medical care and how to handle emergency cases.

# Proposed Rules

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

Subp. 3. **Medication.** The program health care plan shall adhere to state and federal laws and rules regarding distribution of medications. The plan shall stipulate that medications be administered only as instructed by a licensed physician.

~~The facility administrator shall establish policies and procedures for reviewing the use, as well as the storage and disbursement of prescription drugs. It is mandatory that:~~

~~A. the program administrator establish policies and procedures for reviewing the safe use, storage, and disbursement of prescription drugs. The policies must address which medication the residents are not allowed to keep on the resident's person;~~

~~B. medications that cannot be kept on the resident's person must be kept in a secured area and documented when given to a resident;~~

~~C. there are policies and procedures to address destruction of medication; and~~

~~D. there are policies regarding the use of over-the-counter medications.~~

Subp. 4. ~~**Prohibition on medical or pharmaceutical testing**~~ **Research consent.** A written policy ~~governs~~ must govern voluntary participation in ~~medical or pharmaceutical testing for experimental or research purposes~~ with informed consent.

Subp. 5. **First aid.** ~~It is mandatory that the CCF facility shall have first aid equipment, which meets American Red Cross standards available at all times for medical emergencies.~~

One staff member on each shift of the residential program shall be trained in emergency first aid and cardiopulmonary resuscitation procedures.

Subp. 6. **Community health care agencies.** The CCF facility shall maintain working relations with community health care agencies in order to assist residents in meeting their health needs.

## 2920.7500 RECORDS AND EVALUATION OF RESIDENTS.

Subpart 1. [See repealer.]

Subp. 2. **Medical consent.** In addition to the data required in the intake study, ~~it is mandatory that~~ the resident's record ~~shall~~ include consent for ~~necessary dental, medical, and surgical treatment, and hospitalization~~ life-threatening emergencies and emergency dental, medical, and psychiatric care.

Subp. 3. **Medical records.** ~~The CCF shall keep records or have access to ongoing medical information, when available, which shall include dental examinations, reports of any illness or injury and treatment given, psychological examinations and treatment given, if any, use of drugs, routine physical examinations, and other medical contacts. When necessary, the facility must keep medical records or have access to available medical information on a resident.~~

Subp. 4. [See repealer.]

Subp. 5. [See repealer.]

Subp. 6. [Repealed, 9 SR 1655]

Subp. 7. [See repealer.]

Subp. 8. [See repealer.]

Subp. 9. [Repealed, 9 SR 1655]

Subp. 10. [See repealer.]

Subp. 11. [See repealer.]

Subp. 12. [Repealed, 9 SR 1655]

## **2920.7600 PERSONNEL RECORDS.**

Subpart 1. **General requirement; contents of records.** The ~~community~~ adult community-based residential correctional facility shall maintain an accurate personnel record on each employee which shall include:

A. initial application;

~~B. reference letters, including three letters of reference on the director;~~

~~€ B. appropriate results of employment investigation, if done;~~

~~Đ C. training and experience verification;~~

E D. wage and salary information;

F E. job performance evaluation completed at least annually;

G F. training programs which the employee participated in after employment began;

H G. documentation of sick leave, leave of absence, and vacation;

I H. grievance and disciplinary actions, if any;

J I. ~~health and medical reports; and tuberculosis screening as required by law;~~

K J. dates of employment and termination with reason for termination; and

K. results of a criminal history check.

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

**RENUMBERING.** *Minnesota Rules*, part 2920.0100, subpart 11, is renumbered as *Minnesota Rules*, part 2920.0100, subpart 16a.

**REPEALER.** *Minnesota Rules*, parts 2920.0100, subparts 6, 7, 9, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26, and 28; 2920.0200, subpart 1; 2920.0500, subpart 3; 2920.1900; 2920.2300; 2920.2900; 2920.3100; 2920.3300; 2920.3500; 2920.3700, subpart 4; 2920.3800, subparts 3 and 5; 2920.4200; 2920.4700; 2920.4800; 2920.5500; 2920.5600; 2920.5800; 2920.6700, subpart 5; 2920.7500, subparts 1, 4, 5, 7, 8, 10, and 11; 2920.7700; 2920.7800; and 2920.7900, are repealed.

## Withdrawn Rules

An agency may choose to withdraw rules it has proposed, thus cancelling any time-sensitive schedule for public comment, hearing, or further movement toward the rules' adoption. These rules will be listed as withdrawn by their individual rules numbers in the *State Register's* index to rulemaking activity, **Minnesota Rules: Amendments and Additions**. An agency that so chooses to withdraw proposed rules, may reintroduce those same rules at a later date.

### Minnesota Department of Public Safety (DPS)

#### Driver and Vehicle Services Division

#### Notice of Withdrawal of Proposed Rules Governing Driver's License Agents for the Acceptance of Credit and Debit Cards, *Minnesota Rules*, Parts 7404.0100, 7404.0400, 7404.0450, and 7404.0500

The Minnesota Department of Public Safety is withdrawing its possible amendments to rules governing driver's license agents to allow for the acceptance of credit and debit cards and to prescribe operational procedures for these transactions that were published in the Dual Notice of Intent to Adopt Rules on January 31, 2011 (35 SR 1163). Administrative Law Judge Barbara L. Neilson ruled that the Department lacks the statutory authority to adopt the proposed amendments to *Minnesota Rules*, Chapter 7404. The Department's proposed amendments to Chapter 7404 are disapproved as not meeting the requirements of *Minnesota Statutes*, section 14.26, subdivision 3(a), and *Minnesota Rules* part 1400.2100, item D.

The Department is withdrawing the following proposed amendments: *Minnesota Rules*, parts 7404.0100, 7404.0400, 7404.0450, and 7404.0500.

Dated: 9 May 2011

Ramona L. Dohman, Commissioner  
Department of Public Safety



## Official Notices

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

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

## Meetings, Notices, Announcements

The Official Notices section gives you a “heads up” on important state meetings and announcements. The *State Register* reaches a huge audience of interested “eyes” every week. Remember to publish your notices here - it only costs \$13.60 per 1/10 of a page used in the *State Register* - it’s the least expensive legal advertising in the state.

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## Minnesota Department of Agriculture (MDA)

### Minnesota Rural Finance Authority

### Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond under *Minnesota Statutes*, Chapter 41C for Purchase of a Building Site in Holland Township, Kandiyohi County

**NOTICE IS HEREBY GIVEN** that a public hearing will be held on May 31, 2011, at 9:00 A.M., at the Department of Agriculture Building, Rural Finance Authority, 625 Robert Street North, Saint Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of an approximately 8.5 acre building site located two miles south and 1½ miles east of Prinsburg, MN; Section 26, Holland Township, Kandiyohi County; Minnesota on behalf of Ryan and Erin Lippert, (the Borrower/s).

The maximum aggregate face amount of the proposed bond issue is \$75,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due.

All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 4 May 2011

James A. Boerboom, Deputy Commissioner  
Department of Agriculture (MDA)

# Official Notices

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## Minnesota Comprehensive Health Association (MCHA) Notice of Meeting of the Finance Committee May 26, 2011

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Finance Committee will be held at 3:00 p.m. on Thursday, May 26, 2011. The meeting will take place at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

For additional information, please call Mary McCaffrey at (952) 593-9609.

## Executive Council State Board of Investment Land Exchange Board Investment Advisory Council

### Official Notice of Meetings of the Investment Advisory Council on May 24, 2011 and the Executive Council, State Board of Investment and the Land Exchange Board on June 8, 2011

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, June 8, 2011 at 9:00 A.M. in Room 123, State Capitol, St. Paul, MN.

The Investment Advisory Council will meet on Tuesday, May 24, 2011 at 12:00 Noon at the State Board of Investment, Board Room (Main Floor), 60 Empire Drive, St. Paul, MN.

## Minnesota Department of Labor and Industry (DLI) Construction Codes and Licensing Division REQUEST FOR COMMENTS for Possible Amendment to Rules Pertaining to Certain Standards Incorporated by Reference in the Minnesota State Building Code, *Minnesota Rules*, parts 1305.0903, subp. 5a, 1305.3500, 1346.1500, and 1346.5800 and Adding New Parts to Chapters 1307 and 1309

**Subject of Rules.** The Minnesota Department of Labor and Industry requests comments on its possible amendment to rules pertaining to certain standards incorporated by reference in the Minnesota State Building Code ("Building Code"). The Department is considering rule amendments to certain rule parts in the Building Code relating to the National Fire Protection Association ("NFPA") standards that are referenced in the Building Code.

The Department is considering rule amendments to 1305.0903, subpart 5a, 1305.3500, 1346.1500, and 1346.5800 and adding new parts to Chapters 1307 and 1309 to update certain NFPA standards that are referenced in the Building Code. These amendments and additions will coordinate with rule amendments that have been proposed to the Minnesota State Fire Code to update the same NFPA standards.

**Persons Affected.** The amendments and additions to the rules would likely affect fire inspection personnel, building inspection personnel, building contractors, fire protection contractors, architects, engineers, building owners or managers, and ultimately, the general public.

**Statutory Authority.** *Minnesota Statutes*, section 326B.02, subdivision 5, authorizes the Commissioner of the Department to adopt, amend, suspend, and repeal rules relating to chapter 326B. *Minnesota Statutes*, section 326B.106, subdivision 1, requires the Commissioner to, by rule, to establish a code of standards for the construction, reconstruction, alteration, and repair of buildings, governing matters of structural materials, design and construction, fire protection, health, sanitation, and safety, including design and construction standards regarding heat loss control, illumination, and climate control.

**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 or to withdraw the rules. The Department will not publish a notice of intent to adopt the rules until more than 60 days have elapsed from the date of this request for comments.. The Department does not plan to appoint an advisory committee to comment on the possible rules.

If you believe that the possible rule amendments or additions would require your local unit of government to adopt or amend an ordinance or other local regulation, the Department requests that you provide information about the ordinance or regulation to the Agency Contact person listed below.

**Rules Drafts.** When a rule draft becomes available, it can be found on the Department's website at:

*<http://www.dli.mn.gov/RulemakingCCL.asp>*

**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 possible rules should be directed to: Colleen Chirhart at Department of Labor and Industry, Construction Codes and Licensing Division, 443 Lafayette Road N., St. Paul, Minnesota 55155, **phone:** (651) 284-5867, **fax:** (651) 284-5749, and **e-mail:** *colleen.chirhart@state.mn.us*. **TTY** users may call the Department at (651) 297-4198.

**Alternative Format.** Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. 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 if and 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: 2 May 2011

Ken B. Peterson, Commissioner  
Department of Labor and Industry

## Metropolitan Council Public Hearing on the Proposed 2012-2015 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area

The Transportation Advisory Board (TAB) of the Metropolitan Council will hold a public hearing on June 15, 2011 to receive public reaction to the proposed 2012-2015 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area. The program will include highway, transit, bikeway and pedestrian enhancements and air quality projects that are proposed for federal funding in the seven-county metropolitan area in the next four years. The TIP includes the recommended projects selected through the 2007 and 2009 Regional Solicitation process for federal transportation funds. The program is prepared annually in accordance with federal requirements and must contain all projects that are to be implemented with federal transportation funding assistance. This TIP also contains Metropolitan Council's program of projects (POP) which includes transit projects for Metro Transit, Metro Mobility, contracted services and suburban transit. This hearing fulfills FTA's public participation requirements for the POP.

• **Public Hearing for comments on TIP**

Wednesday, June 15, 2011 – 3:00 p.m.  
Metropolitan Council Chambers  
390 North Robert Street  
St. Paul, Minnesota

# Official Notices

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The TIP is prepared jointly by the Metropolitan Council and the Minnesota Department of Transportation. Projects contained in the TIP reflect the region's priorities and help implement the region's transportation plan. All specific projects are assumed to have independent utility and are fully funded unless noted otherwise in the project description. The projects in aggregate have been analyzed to determine impact on regional air quality. Progress made on implementing the region's transportation plan will be reported in the TIP and at the public hearing. The program will be adopted by the Transportation Advisory Board and approved by the Metropolitan Council.

Upon request, the Council will provide reasonable accommodations to persons with disabilities. In addition to providing oral or written comments at the public hearing, comments may be made several ways:

- Written comments to: Kevin Roggenbuck, Metropolitan Council, 390 North Robert St., St. Paul, MN 55101
- Fax comments to Kevin Roggenbuck, (651) 602-1739
- Record comments on the Council's Public Information Line: (651) 602-1500
- Send comments electronically to : [data.center@metc.state.mn.us](mailto:data.center@metc.state.mn.us)

**Comments** must be received by **4:00 p.m., Tuesday, July 5, 2011**. Download the Draft 2012-2015 TIP. Free copies of the draft 2011-2014 Transportation Improvement Program will be available at the Council's Regional Data Center. **Call** (651) 602-1140 or **TTY** (651) 291-0904 to request a copy. Other background materials describing the Council's transportation planning and programming efforts also are available.

**Questions** about the hearings or transportation assumptions and technical materials may be directed to Kevin Roggenbuck, (651) 602-1728 or James Andrew (651) 602-1721, Metropolitan Council, 390 North Robert St., St. Paul, MN 55101.

## Teachers Retirement Association (TRA) Meeting Notice of the Actuarial RFF Subcommittee May 25, 2011

The Teachers Retirement Association (TRA) Board of Trustees has formed a subcommittee to evaluate request for proposals (RFP) for actuarial services beginning July 1, 2011. The Actuarial Subcommittee of the Board will meet Wednesday May 25 at 9:00 a.m. to interview finalists. The meeting will be held in Room 414 of the Retirement Systems of Minnesota Building, 60 Empire Dr., St. Paul, Minnesota 55103.

The purpose of the meeting will be to further evaluate responses to the RFP submitted by firms providing actuarial services and conduct personal interviews of representatives of the firms selected as finalists.

Questions or comments can be submitted by calling, emailing or writing:

John Wicklund, Assistant Executive Director-Administration  
Minnesota Teachers Retirement Association  
60 Empire Drive, Suite 400  
Saint Paul, MN 55103-4000  
**Phone:** (651) 296-8051  
**E-mail:** [john.wicklund@state.mn.us](mailto:john.wicklund@state.mn.us)

**Department of Transportation (Mn/DOT)  
Engineering Services Division,  
Office of Construction and Innovative Contracting  
Notices of Suspension and Debarment****NOTICE OF SUSPENSION**

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be suspended effective December 28, 2009, until final disposition of the hearing or hearing appeal:

Riley Bros. Companies Inc. and its affiliates, Morris MN  
Riley Bros. Construction Inc. and its affiliates, Morris MN  
Riley Bros. Properties, LLC, and its affiliates, Morris MN  
Riley Bros. Utilities, Inc. dba/Chris Riley Utilities, Inc. and its affiliates, Morris MN

**NOTICE OF DEBARMENT**

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective February 24, 2010 until February 24, 2013:

Joseph Edward Riley, Morris, MN  
John Thomas Riley, Morris, MN

**NOTICE IS HEREBY GIVEN** that the Department of Transportation (Mn/DOT) has ordered that the following vendors be debarred for a period of three (3) years effective March 25, 2011 until March 25, 2014:

Philip Joseph Franklin, Leesburg, VA  
Franklin Drywall Inc. and its affiliates, Little Canada, MN  
Master Drywall Inc. and its affiliates, Little Canada, MN

*Minnesota Statutes*, Section 161.315, prohibits the Commissioner, counties, towns or home rule or statutory cities from awarding or approving the award of a contract for goods or services to a person who is suspended or debarred; including

- 1) any contract under which a debarred or suspended person will serve as a subcontractor or material supplier,
- 2) any business or affiliate which the debarred or suspended person exercises substantial influence or control, and
- 3) any business or entity which is sold or transferred by a debarred person remains ineligible during the period of the seller's or transfer's debarment.

**Department of Transportation (Mn/DOT)  
State Aid for Local Transportation Division  
Notice of State Aid Variance Request**

**NOTICE IS HEREBY GIVEN** that Fillmore County requests a variance from *Minnesota Rules*; Chapter 8820.9920; *Minimum Design Standards: Rural and Suburban Undivided; New or Reconstruction Projects* as they apply to CSAH 12 so as to allow a 30 mph vertical curve in lieu of the required 40 mph vertical curve as required by law. The curve is located 0.6 miles west of the intersection of CSAH 12 and CSAH 14 (approximate Station 7+64).

Any person may file a written objection to the variance request with the Commissioner of Transportation, Transportation Building, 395 John Ireland Boulevard, Mailstop 500, St. Paul, MN 55155. If a written objection is received within 7 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: 10 May 2011

Julie A. Skallman, State Aid Engineer  
State Aid for Local Transportation  
Minnesota Department of 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.

## Financial Opportunities

The *State Register* is one of the best ways to advertise your grants - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 per 1/10 of a page you cannot go wrong.

Check up on all the "active" state grants in the "Contracts & Grants" section, available only to *State Register* subscribers. Open the *State Register* and click on Bookmarks on the left. You will also see a list of ALL the current rules, a growing INDEX, and previous years' indices. Subscribers also receive LINKS to the *State Register*. Subscriptions cost \$180 a year (an \$80 savings). Here's what you receive via e-mail:

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It's all E-mailed to you, at end-of-day on Friday, instead of waiting for the non-subscriber's issue released on Monday. Contact Loretta J. Diaz, our subscriptions manager, at **phone:** (651) 297-8777, or **fax:** (651) 297-8260, or **e-mail:** [loretta.diaz@state.mn.us](mailto:loretta.diaz@state.mn.us)

## Minnesota State Colleges and Universities (MnSCU)

### Office of the Chancellor - Educational Grants Unit

### Notice of Availability of Funds to Correctional and/or Other Institutions Serving the Disabled with Funds to Support Career and Technical Education Services and Activities

Minnesota State Colleges & Universities is authorized to provide, under the auspices of the Carl D. Perkins Career and Technical Education Act of 2006, assistance to **correctional and/or other institutions serving the disabled with funds to support career and technical education services and activities**. Currently MnSCU is requesting proposals from institutions in developing career and technical education service and activities.

This initiative has two primary goals: (1) To provide assistance to institutions which will assist persons through career and technical education services and activities that will upgrade the skills and increase career opportunities in order to increase personal economic self-sufficiency and (2) To assist in the development of career and technical education services and activities, which could be **replicated** elsewhere in the State.

Funds in the amount of **\$60,000** have been set-aside to further this programmatic objective. MnSCU anticipates making two grant awards to interested parties. This request for proposals does not obligate MnSCU to award a contract, and MnSCU reserves the right to cancel the solicitation if it is considered to be in its best interest. **Any contract executed under this RFP will be dependent upon the amount of funds received from the Carl D. Perkins Federal Grant.**

Parties interested in pursuing this grant should refer to the request for proposals and online application. **Grant applications will be accepted ONLINE ONLY.** To apply online, go to <http://tinyurl.com/rfp-corrections> Click on "Related Links", then "Grant Opportunities" and select "FY12 Funding for Corrections and Disabilities". The grant term is effective July 15, 2011 through June 30, 2012. **Applications are due by June 10, 2011** with award notifications anticipated by July 9, 2011.

Please contact Eva Scates-Winston at 651-201-1680 regarding any questions. If you experience any technical difficulties with the online application process, please contact Yingfah Thao at 651-201-1681.

A signature page, located on the grant website <http://tinyurl.com/rfp-corrections> should be sent to:

Eva Scates-Winston  
Minnesota State Colleges and Universities  
Wells Fargo Place  
30 Seventh Street East, Ste. 350  
Saint Paul, Minnesota 55101

The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator.

## Department of Transportation (Mn/DOT) Office of Transit Planning, Modal and Data Management Division Notice of Intent to Release Applications to Fund Public Transit Participation Program, Job Access and Reverse Commute Grant and New Freedom Grant for 2012, and Elderly and Persons with Disabilities Capital Grant Program

The Minnesota Department of Transportation (Mn/DOT) Office of Transit is releasing applications for four publicly funded transportation programs:

- Public Transit Participation Program
- Job Access and Reverse Commute Grant
- New Freedom Grant
- Elderly and Persons with Disabilities Capital Grant Program

Applications will be posted by June 6, 2011 on the Mn/DOT Office of Transit Website at: [www.dot.state.mn.us/transit](http://www.dot.state.mn.us/transit)

The **Public Transit Participation Program**, established under Minnesota Statutes, Section 174.24, provides state and federal (Section 5311) financial assistance for public transit services to eligible recipients, which include:

Any Legislatively established public transit commission or authority, and county or statutory or home rule charter city providing financial assistance to or operating public transit, any private operator of public transit, or any combination thereof is eligible to receive financial assistance through the public transit participation program. Eligible recipients must be located outside of the metropolitan area. This grant program supports capital, planning, and operations of transit systems in small and large urban areas and in rural areas outside of the seven county Twin Cities metropolitan area.

**The Job Access Reverse Commute Grant (JARC)**, supported with federal funds (Section 5316), is intended for public transportation alternatives. These funds are to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low income individuals and to transport residents of urbanized areas and non-urbanized to suburban employment opportunities. Eligible recipients include small urban and rural areas with:

- State or Local Government Authorities;
- Private, Nonprofit organizations;
- Operators of public transportation services, and
- Private operators of public transportation services.
- Tribes of Minnesota

**The New Freedom Grant**, supported with federal funds (Section 5317), is intended to provide funding for "NEW" transportation services and public transportation alternatives beyond the requirements of the Americans with Disabilities Act (ADA) for persons with disabilities. Eligible recipients include small urban and rural areas with:

- State or Local Government Authorities;
- Private, Nonprofit organizations;

# State Grants & Loans

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- Operators of public transportation services, and
- Private operators of public transportation services.
- Tribes in Minnesota

**The Elderly and Persons with Disabilities Capital Grant Program**, FTA Circular 9070.1, is a capital assistance grant program providing 80 percent funding for the purchase of wheelchair-accessible buses for private non-profit organizations to serve elderly and/or people with disabilities, public bodies that coordinate services for the elderly and people with disabilities, or any public body that certifies to the State that non-profits in the area are not readily available to carry out the services provides federal (Section 5310) financial assistance for public transit services to eligible recipients, which include:

a. a private non-profit organization, if public transportation service provided by State and local governmental authorities under Section 5310(a)(1) is unavailable, insufficient, or inappropriate; or

b. a governmental authority that:

- (1) is approved by the State to coordinate services for elderly individuals and individuals with disabilities; or
- (2) certifies that there are not any non-profit organizations readily available in the area to provide the special services.

The code assigned to the Section 5310 program in the Catalogue of Federal Domestic Assistance is 20.513.

Application Workshops will be held at the following locations to provide additional information:

Marshall Mn/DOT Office -  
1800 East College Drive, Marshall MN 56258  
Tuesday, June 7, 2011 9:00 am to 4:00 pm

Bemidji Mn/DOT Office –  
3920 Highway 2 West, Bemidji, MN 56601.  
Tuesday, June 14, 2011 9:00 am to 4:00 pm

Owatonna Mn/DOT Office -  
1010 -21<sup>st</sup> Ave NW Owatonna, MN 55060  
Thursday June 16, 2011 9:00 am to 4:00 pm

St. Cloud Mn/DOT Office -  
3725 12<sup>th</sup> St. North, St. Cloud, MN 56303  
Wednesday, June 29, 2011 10:00 am to 4:00 pm

\*St. Paul Highway Federal Credit Union,  
840 Westminster Street, St. Paul, MN 55155  
Monday, June 27, 2011 1:00 pm to 4:00 pm

\*Workshop designed for Metro Area 5310 Providers

Applications for the **Public Transit Participation Program** must be mailed to Mn/DOT's Office of Transit and postmarked no later than 4:00 p.m. Central Daylight time on **August 26, 2011**. For further information, please contact:

Sarah Lenz  
395 John Ireland Blvd., MS 430  
St. Paul, MN 55155  
Phone: (651) 366-4177  
**E-mail:** [sb.lenz@state.mn.us](mailto:sb.lenz@state.mn.us)

Applications for the, **JARC and New Freedom Grants** must be mailed to Mn/DOT's Office of Transit and postmarked no later than 4:00 p.m. Central Daylight time on **July 29, 2011** For further information, please contact:

John Groothuis  
395 John Ireland Blvd., MS 430



St. Paul, MN 55155  
**Phone:** (651) 366-4187  
**E-mail:** [john.groothuis@state.mn.us](mailto:john.groothuis@state.mn.us)

Applications for the **Elderly Persons with Disabilities Capital Grant Program** must be mailed to Mn/DOT's Office of Transit and postmarked no later than 4:00 p.m. Central Daylight time on **September 30, 2011**. For further information, please contact:

John Groothuis  
395 John Ireland Blvd., MS 430  
St. Paul, MN 55155  
**Phone:** (651) 366-4187  
**E-mail:** [john.groothuis@state.mn.us](mailto:john.groothuis@state.mn.us)

## 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) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Web site at [www.mmd.admin.state.mn.us](http://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.

**Requirements:** There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements:

- \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600
- \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days;
- \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and
- anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days

## Professional and Technical Projects

The state spends about \$2 billion a year on contracts. The *State Register* is one of the best ways to advertise your contracts - it's a required read for public works projects. And it's cost is one of the least expensive legal advertising rates in Minnesota. At \$13.60 each 1/10 of a page, you cannot go wrong.

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# State Contracts

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## Department of Administration (Admin)

### State Designer Selection Board - Project No. 11- 07

#### Notice of Availability of Request for Proposal (RFP) for Designer Selection for Upgrade Existing Facility Security Systems and Components – Minnesota Correctional Facility – Oak Park Heights (RECS# 78868OPL)

The Department of Administration, Real Estate and Construction Services (“State”), through the State Designer Selection Board, is soliciting proposals from interested, qualified consultants for architectural and engineering design services for the above referenced project.

A full Request for Proposal is available on the Department of Administration, Real Estate and Construction Services website:  
*[www.admin.state.mn.us/recs](http://www.admin.state.mn.us/recs)*.

Click on “Construction Services” and then “Solicitations and Announcements”. An informational meeting is scheduled for 1:00 p.m. C.T., May 24, 2011 at the MCF-Oak Park Heights, Oak Park Heights, MN, Administration Office. Project questions shall be referred to the appropriate person(s) as listed in the Request for Proposal.

Proposals must be delivered to Sherry Van Horn, Executive Secretary, State Designer Selection Board, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, **phone:** (651) 201-2376, not later than 12:00 noon C.T., Monday, June 6, 2011. Late responses will not be considered.

The Department of Administration, Real Estate Construction Services Division is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

## Minnesota State Colleges and Universities (MnSCU)

### Bemidji State University

#### Notice of Request for Proposals for Professional Business Consulting Services for Northwest Regional Small Business Development Center Clients in Northwest Minnesota 12 County Region

**NOTICE IS HEREBY GIVEN** that Bemidji State University will receive sealed proposals for Professional Business Consulting Services for Northwest Regional Small Business Development Center Clients in Northwest Minnesota 12 County Region. Specifications will be available May 16, 2011, at the following website:

*[http://www.bemidjistate.edu/offices/procurement\\_logistics/rfps\\_bids/](http://www.bemidjistate.edu/offices/procurement_logistics/rfps_bids/)*

Sealed proposals must be received by 2:00 PM June 2, 2011, at the following location:

Belinda Lindell, Director of Procurement & Logistics  
Bemidji State University, Deputy 204, Box 8  
1500 Birchmont Drive NE  
Bemidji, MN 56601

Bemidji State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received. This Request for Proposal does not obligate the University to complete a proposed contract, and the University reserves the right to cancel the solicitation if it is considered to be in its best interest.

**Minnesota State Colleges and Universities (MnSCU)  
Bemidji State University & Northwest Technical College  
Notice of Request for Proposals for Long Distance Service**

**NOTICE IS HEREBY GIVEN** that Bemidji State University & Northwest Technical College will receive sealed proposals for long distance service. Specifications will be available May 16, 2011, at the following website:

*[http://www.bemidjistate.edu/offices/procurement\\_logistics/rfps\\_bids/](http://www.bemidjistate.edu/offices/procurement_logistics/rfps_bids/)*

Sealed proposals must be received by June 1, 2011, at the following location:

Belinda Lindell, Director of Procurement & Logistics  
Bemidji State University, Deputy 204, Box 8  
1500 Birchmont Drive NE  
Bemidji, MN 56601

Bemidji State University & Northwest Technical College reserve the right to reject any or all proposals and to waive any irregularities or informalities in proposals received. This Request for Proposal does not obligate the University and College to complete a proposed contract, and the University and College reserve the right to cancel the solicitation if it is considered to be in their best interest.

**Minnesota State Colleges and Universities (MnSCU)  
Metropolitan State University  
Advertisement for Bids for Electrical System Operation and Preventive  
Maintenance Services**

**Sealed Bids for:** ***ELECTRICAL SYSTEM OPERATION AND PREVENTIVE MAINTENANCE SERVICES***  
Main Campus  
Metropolitan State University  
St. Paul, Minnesota

**will be received by:** ***Dave Peasle, Purchasing Manager***  
Founder Hall, Room 329  
Metropolitan State University  
St. Paul, MN 55106-5000

Until 2:00 PM, local time, **May 23, 2011.**

**Project Scope:** METROPOLITAN STATE UNIVERSITY is requesting proposals for ELECTRICAL SYSTEMS OPERATION AND PREVENTIVE MAINTENANCE SERVICES for the Main Campus.

The successful contractor shall provide appropriately licensed and qualified building operators to operate and maintain on a regularly schedule the electrical equipment and associated systems for the Metropolitan State University Main Campus Facilities over a three year contract term. Operational services to include, but not limited to a bi-weekly facility walk, checking and adjusting electrical system operations and performance and maintaining documentation. The successful contractor shall provide all labor, supervision, skills, tools, transportation, and service required to perform the specified work.

**A Pre-Bid Meeting** will be held at 2:00-3:00PM, *Thursday, May 12*, in Room 301, *Founder Hall, Metropolitan State University*. The Architect/Engineer and/or College/University Representatives will review the bidding procedures, Bidding Documents and other conditions with interested Bidders and answer questions.

**Bidding Documents** are as prepared by the Project Architect/Engineer; Thomas Honer, Karges-Faulconbridge, 651-254-6949.

# State Contracts

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Interested parties may receive a copy of Bidding Documents at no cost a copy by:

**Electronic Copy:** E-mailing Diana McCollum with Building Services

**Paper Copy:** Metropolitan State University Building Services Department, Suite 321, 700 Seventh Street, St. Paul MN 55101.

Planholders will be notified via e-mail as addenda are issued. Contact Diana McCollum at (952) 763-1700 or [Diana.mccollum@metrostate.edu](mailto:Diana.mccollum@metrostate.edu) Documents.

## Minnesota State Colleges and Universities (MnSCU) Minnesota State University Moorhead (MSUM) Request for Proposals for the Lease of the Early Education Center Located on Campus

Minnesota State University Moorhead (MSUM) is requesting proposals for the lease of the Early Education Center located on campus effective for the Fall semester, 2011.

MSUM shall select the vendor(s) whose proposal and oral presentation if requested, demonstrate in MSUM's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. MSUM reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of MSUM. This RFP shall not obligate the MSUM to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

For a copy of the RFP please contact Mark Rice, (218) 477-2062, by e-mail at: [ricem@mnstate.edu](mailto:ricem@mnstate.edu)

Please furnish the name, address, telephone number, fax number and email address for the contact for all related communications in reference to this RFP.

### Selection and Implementation Timeline

Monday, May 16, 2011	Publish RFP notice in <i>State Register</i>
Tuesday, June 6-10, 2011	Conduct site visitation
Monday, June 27, 2011 5:00 p.m. CDT	Deadline for RFP proposal submissions
Tuesday- Thursday, June 28-30	Review RFP proposals
Friday, July 1, 2011	Complete selection process
Friday, July 15, 2011	Deadline for executing contract

## Minnesota State Colleges and Universities (MnSCU) Normandale Community College Notice of Availability of Request for Qualifications (RFQ) for a Construction Manager at Risk Firm for a Parking Ramp at Normandale Community College

The State of Minnesota, acting through the Board of Trustees of the Minnesota State Colleges on behalf of Normandale Community College, is soliciting qualifications from interested, qualified consultants for construction management at risk services for the above referenced project.

A full Request for Qualification is available on the Minnesota State Colleges and Universities website at [www.finance.mnscu.edu/facilities/design-construction/index.html](http://www.finance.mnscu.edu/facilities/design-construction/index.html)

and click on "Announcements".

An informational meeting has been scheduled at Normandale Community College for 2:00 p.m. on Monday, May 9, 2011, Room F-1265 (Auditorium). Contact: Gail Scheid, Assistant to the Vice President at (952) 358-8159 or [Gail.Scheid@normandale.edu](mailto:Gail.Scheid@normandale.edu) to sign up for the meeting.

Proposals must be delivered to Normandale Community College, Ed Wines, Vice President for Finance and Operations, Administrative Suite, C2107, 9700 France Avenue South, Bloomington, MN 55431 **NOT later than 2:00 p.m. on Wednesday, May 18, 2011. Late responses will NOT be considered.**

Minnesota State Colleges and Universities are not obligated to complete the proposed project and reserve the right to cancel the solicitation if it is considered to be in its best interest.

## Minnesota State Colleges and Universities (MnSCU) Winona State University Request for Proposals for Proposals for a Three Year Elevator Maintenance Contract

**NOTICE IS HEREBY GIVEN** tice is hereby given that Winona State University is seeking proposals for a three year Elevator Maintenance Contract.

There will be an interested vendor's meeting at 10:30 a.m. Wednesday June 1 2011 in the Winona State University Facilities Conference Room, Main Campus, 175 W Mark St. Winona MN.

Proposal specifications are available by contacting Steve Morrison at WSU PO Box 5838 Winona MN 55987, e-mail: [smorrison@winona.edu](mailto:smorrison@winona.edu) or by calling (507) 457-5647.

Sealed proposals may be mailed or delivered in person and must be received by Steve Morrison by 3:00 p.m. on Monday June 20 2011. Mailing address is Steve Morrison WSU PO Box 5838 Winona MN 55987. Street Address for hand delivery is 175 W Mark St. Winona MN 55987.

Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

## Minnesota Department of Human Services (DHS) Internal Audits Office Addendum to Request for Information for Compliance Analysis Implementation

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services through its Internal Audits Office has published an Addendum to its Request for Information for the Compliance Analysis Implementation that was published in the April 4, 2011 *State Register*. The revised RFI removes limited language due to security and privacy concerns from page 1. In addition, the date for the Departments' response to questions has been modified to May 17, 2011. Furthermore, the closing date has also been extended to June 3, 2011.

To request a full text of the RFI Addendum please contact:

Sanjay Raval  
Minnesota Department of Human Services

# State Contracts

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444 Lafayette Road  
St. Paul, MN 55155  
E-mail: [sanjay.raval@state.mn.us](mailto:sanjay.raval@state.mn.us)

This is the only person designated to answer questions by potential responders regarding this RFI.

The text of the RFI Addendum can also be viewed by visiting the Minnesota Department of Human Services RFP web site:  
[http://www.dhs.state.mn.us/main/id\\_000102](http://www.dhs.state.mn.us/main/id_000102)

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 Natural Resources (DNR) Notice of Availability of Contract for Mineralogical and Petrologic Analyses

The Minnesota Department of Natural Resources is requesting proposals for the purpose of mineralogical and petrologic analyses for two purposes: 1) to characterize fresh and leached rock, simulating potential Minnesota mine wastes, mostly Duluth Complex and Archean Greenstone rock, to assess their dissolution and potential environmental impact and 2) to characterize rock samples for metallic mineral potential evaluation.

Work is proposed to start after July 1, 2011.

A Request for Proposals will be available by mail from this office through June 1, 2011. **A written request (by email) is required to receive the Request for Proposal.** After June 1, 2011, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Dennis Martin, Minerals Development Manager  
DNR- Lands and Minerals  
Box 45 500 Lafayette Road  
St Paul, MN 55155  
**E-mail:** [Dennis.Martin@state.mn.us](mailto:Dennis.Martin@state.mn.us)  
**Telephone:** (651) 259-5405

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than 2:30 p.m. central time, June 15, 2011. **Late proposals will NOT be considered.** Fax or emailed proposals will **NOT** be considered.

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 Natural Resources (DNR) Notice of Availability of Contract for Land Acquisition Services CERTIFICATION # 24514

The Minnesota Department of Natural Resources is requesting proposals for the purpose of multiple vendors to provide land acquisition services.

Work is proposed to start after May, 2011.

A Request for Proposals will be available by mail from this office through May 20, 2011. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After May 20, 2011, the Request for Proposal must be picked up in person.

The Request for Proposal can be obtained from:

Kathy Lewis, Assistant Director  
Division of Lands & Minerals  
500 Lafayette Road  
St. Paul, MN 55155-4045  
**E-mail:** *Kathy.lewis@state.mn.us*  
**Telephone:** (651) 259-5404

Proposals submitted in response to the Request for Proposals will be accepted on a continual basis with the first proposal submission due May 27, 2011. Fax or e-mailed proposals will **NOT** be considered.

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.

## State Guardian ad Litem Board

### Notice of Requests for Proposals for the Provision of Legal Consultation to and Representation of Guardians ad Litem and the Guardian ad Litem District Programs

The *State Guardian ad Litem Board* was established by legislation (*Minnesota Statutes* 480.35) in 2010 to administer a statewide, independent guardian ad litem program to advocate for the best interests of children in juvenile and family courts.

**NOTICE IS HEREBY GIVEN** that the *State Guardian ad Litem Board* is seeking proposals from one or more qualified persons or entities to contract for the provision of legal consultation to and representation of guardians ad litem and the guardian ad litem district programs. The *State Guardian ad Litem Board* is also seeking proposals from one or more qualified persons or entities to contract for the provision of child development consultation services to guardians ad litem. Both proposals shall be submitted for a 24-month contract period from July 1, 2011, to June 30, 2013, and would involve providing services on as-needed basis to all ten guardian ad litem district programs. The legal consultation and representation contract would provide services primarily to district programs outside the Twin Cities metro area. Proposals must be postmarked by Wednesday, June 1, 2011, and received at the Minnesota Judicial Center in St. Paul by Friday, June 3, 2011, by 4:30 p.m.

Call or write for the full RFP or visit the following Web site to access complete versions of both Requests for Proposals.

*<http://www.mncourts.gov/?page=4406>*

For more information or to request a copy of either RFP contact:

Suzanne Alliegro  
Program Administrator  
State Guardian ad Litem Board  
25 Rev. Dr. Martin Luther King Jr. Blvd., Suite 125-E  
St. Paul, MN 55155  
Phone: (651) 215-9467

This is the only person designated to answer questions regarding this request for interested vendors.

# State Contracts

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## Department of Transportation (Mn/DOT)

### Engineering Services Division

#### Notice of Potential Availability of Contracting Opportunities for a Variety of General Organizational Related Activities

(This document is available in alternative formats for persons with disabilities by calling Melissa McGinnis at 651-366-4644; for persons who are hearing or speech impaired by calling the Minnesota Relay Service at 800-627-3529.)

Mn/DOT, in conjunction with the Department of Administration, have developed a streamlined approach for fast-tracking select general organization service projects. These general organizational projects may include, but are not limited to, work in the following categories: 1) Develop, implement and summarize internal and external surveys; 2) Recommend best practices in an organizational structure; 3) Assist with organizational health structure; 4) Provide marketing support; 5) Develop, implement and provide support of ad hoc forums; 6) Establish and facilitate collaborative groups, including cross-organization and public-private teams; 7) Provide project management for non-technical initiatives; and 8) Facilitate non-technical activities and events.

This streamlined approach includes developing an email list of firms that are interested in receiving direct notification of general organizational projects. Firms will be added on an on-going basis. Fast-tracked projects will have a shorter advertising period and turn-around time. Firms will be asked to submit responses within 5 business days and will be required to work diligently with Mn/DOT toward establishing a contract upon selection. All projects will be advertised to the public. Your firm will be directly notified that there is a project posted on the Consultant Services Website ([www.dot.state.mn.us/consult](http://www.dot.state.mn.us/consult)) that requires general organizational skills. Please note that this notice is not a solicitation or request for proposals of any kind. Being placed on the list does not guarantee work nor does it obligate Mn/DOT to provide any contracting opportunities under this program.

Interested firms should send the following information to the e-mail address below: Firm name, firm contact person, phone number, and email address.

Contact: Melissa McGinnis, Contract Administrator  
**E-mail:** [melissa.mcginnis@state.mn.us](mailto:melissa.mcginnis@state.mn.us)  
**Telephone:** (651) 366-4644

## Department of Transportation (Mn/DOT)

### Engineering Services Division

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

This document is available in alternative formats for persons with disabilities by calling Kelly Arneson at (651) 366-4774; for persons who are hearing or speech impaired by calling Minnesota Relay Service at (800) 627-3529.

Mn/DOT, worked in conjunction with the Consultant Reform Committee, the American Council of Engineering Companies of Minnesota (ACEC/MN), and the Department of Administration, to develop 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 awards most of its consultant contracts for highway-related technical activities using this method, however, Mn/DOT also reserves the right to use Request for Proposal (RFP) or other selection processes for particular projects. Nothing in this solicitation requires Mn/DOT to 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 for application. Applications are accepted on a continual basis. All expenses are 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 applications forms are available on Mn/DOT's Consultant Services web site at: <http://www.dot.state.mn.us/consult>.

Send completed application material to:

Kelly Arneson  
Consultant Services  
Office of Technical Support  
Minnesota Department of Transportation  
395 John Ireland Blvd. Mail Stop 680  
St. Paul, MN 55155

**Department of Transportation (Mn/DOT)  
Engineering Services Division  
Notice Concerning Professional/Technical Contract Opportunities and Taxpayers'  
Transportation Accountability Act Notices**

**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](http://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. Mn/DOT is also posting notices as required by the Taxpayers' Transportation Accountability Act on the above referenced website.



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- ♦ **On-line orders:** www.minnesotasbookstore.com
- ♦ **Minnesota Relay Service:** 8 a.m. - 5 p.m. Monday - Friday, 1.800.627.3529 (nationwide toll-free)
- ♦ **Fax** (credit cards): 651.215.5733 (fax line available 24 hours/day)
- ♦ **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155

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Name \_\_\_\_\_

Street Address (Not deliverable to P.O. boxes) \_\_\_\_\_

City ( ) State Zip \_\_\_\_\_

Daytime phone (In case we have a question about your order) \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Shipping Charges**

<i>If Product</i>	<i>Please</i>
<i>Subtotal is:</i>	<i>Add:</i>
Up to \$15.00	\$ 5.00
\$15.01-\$25.00	\$ 6.00
\$25.01-\$50.00	\$ 9.00
\$50.01-\$100.00	\$ 14.00
\$100.01-\$1,000	\$ 17.00*
*\$17 to an address in MN, WI, SD, ND, IA. If delivered to an address in other states, Canada or internationally, we will contact you if there are additional charges.	
More than \$1,000	Call

Product Subtotal \_\_\_\_\_

Shipping \_\_\_\_\_

Subtotal \_\_\_\_\_

Sales tax \_\_\_\_\_

*(6.875% sales tax if shipped to MN address, 7.625% if shipped to St. Paul address. 7.125% MN transit tax or other local sales tax if applicable)*

**TOTAL** \_\_\_\_\_

If tax exempt, please provide ES number or completed exemption form.  
ES# \_\_\_\_\_