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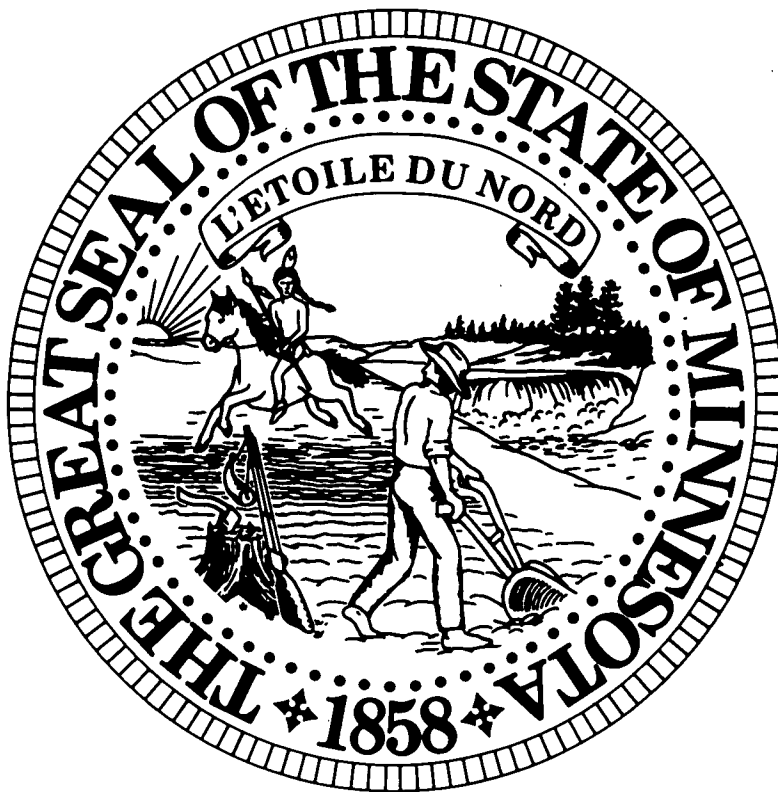
The Minnesota

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ST. PAUL, MN 55155



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State Register

Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional, technical and consulting contracts, non-state bids and public contracts, and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals, including printing bids.

Printing Schedule and Submission Deadlines

Vol. 18 Issue Number	PUBLISH DATE	Submission deadline for Adopted and Proposed Rules	Submission deadline for: Emergency Rules, Executive Orders, Commissioner's Orders, Revenue Notices, Official Notices, State Grants, Professional, Technical and Consulting Contracts, Non-State Bids and Public Contracts
27	Monday 3 January	Thursday 16 December	Thursday 23 December
28	Monday 10 January	Thursday 23 December	Monday 3 January
29	Tuesday 18 January	Monday 3 January	Monday 10 January
30	Monday 24 January	Monday 10 January	Friday 14 January

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Arne H. Carlson, Governor
Debra Rae Anderson, Commissioner
Department of Administration

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612/297-7963

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

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

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Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

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

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Commodities and requisitions are advertised in the *State Register Contracts Supplement* published every Tuesday, Wednesday and Friday. For subscription information call 612/297-7963.

Commodity award results are available through the **Materials Management Helpline** 612/296-2600.

Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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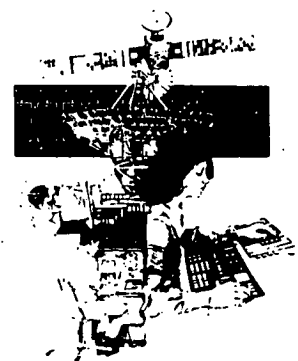
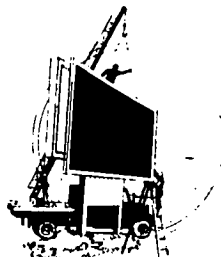
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Minnesota Manufacturer's Directory 1993



UPDATED: Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2-SR. \$95.00.

NEW: In the directory this year are two titles (where applicable) Chief Engineer and Data Processing Manager.



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Publication editors: As a public service, please reprint this ad in your publication as is, reduced, enlarged, or redesigned to suit your format. Thank you.

Proposed Rules

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

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

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

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

Department of Transportation

Proposed Permanent Rules Relating to State-aid Transportation Contract Awards to Targeted Group Businesses

DUAL NOTICE: Notice of Intent to Adopt Rules Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing are Received

Introduction. The Minnesota Department of Transportation intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons request a hearing on the rule within 30 days or by February 2, 1994, a public hearing will be held on March 8, 1994. To find out whether this rule will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after February 2, 1994 and before March 8, 1994.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to:

Julie A. Skallman
Assistant State Aid Engineer
Division of State Aid for Local Transportation
395 John Ireland Blvd, Rm 420
St. Paul, MN 55155
Telephone: (612) 296-9875

Subject of Rule and Statutory Authority. The proposed rules will govern a program that will require portions of highway construction contracts funded with state or state-aid dollars to be subcontracted to targeted group businesses. The statutory authority to adopt the rules is *Minnesota Statutes* section 161.321, subdivision 6, and *Minnesota Statutes* section 162.02, subdivision 2, and *Minnesota Statutes* section 162.09, subdivision 2. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. Written comments supporting or opposing any part or all of the proposed rules will be received until 4:30 p.m. on February 2, 1994. Comments must be in writing and received by the agency contact person by the due date. Comments are encouraged, and should identify the portion of the proposed rules being addressed, the reason for the comment, and any proposed changes.

Request for a Hearing. In addition to submitting comments, a hearing on the proposed rules may also be requested. Requests for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on February 2, 1994. Written requests for a public hearing must include your name, address, and telephone number. Please identify the portion of the proposed rules which caused your request, the reason for the request, and any changes you want made to the proposed rules. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing.

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

Proposed Rules

Modifications. The proposed rules may be modified, either as a result of public comment or as a result of the rule hearing process. Modifications must not result in a substantial change in the proposed rules as attached and printed in the *State Register* and must be supported by data and views submitted to the Department or presented at the hearing.

Cancellation of Hearing. The hearing scheduled for March 8, 1994 will be canceled if the Department does not receive requests from 25 or more persons that a hearing be held on the rules. Everyone who requested a public hearing will be notified by the Department about whether or not a hearing will be held, or you may call the agency contact person after February 2, 1994 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, section 14.14 to 14.20. The hearing will be held on March 8, 1994 at the offices of the Minnesota Department of Transportation in the Water's Edge Building, 1500 W County Road B2, Roseville, Minnesota beginning at 9:30 a.m. and will continue until all interested persons have been heard. The hearing will continue, if necessary, at additional times and places as determined during the hearing by the administrative law judge. The administrative law judge assigned to conduct the hearing is Bruce Campbell. Judge Campbell can be reached at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, MN 55401-2138, telephone (612) 341-7602.

Hearing Procedure. If a hearing is held, all interested or affected parties including representatives of associations or other interested groups, will have an opportunity to participate. Viewpoints may be presented either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rules. Written material may also be mailed to the administrative law judge to be recorded in the hearing record within five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the administrative law judge at the hearing. Comments received during this period will be available for review at the Office of Administrative Hearings. Anybody may respond in writing within five additional business days after the submission period ends to any new information submitted. All written materials and responses submitted to the administrative law judges must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. No additional evidence may be submitted during the five day-period. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.0200 to 1400.1200 and *Minnesota Statutes*, sections 14.14 to 14.20. Questions about procedure may be directed to the administrative law judge.

Statement of Need and Reasonableness. A statement of need and reasonableness is available from the agency contact person. This statement describes the need for and reasonableness of each provision of the proposed rules. It also includes a summary of the evidence and argument which the department anticipates presenting at the hearing, if one is held. The statement may also be reviewed and copies obtained at the cost of reproduction at the Office of Administrative Hearings.

Small Business Considerations. In preparing the rules, the Department has considered the requirements of *Minnesota Statutes*, section 14.115, in regard to the impact of the proposed rules on small businesses. The purpose of this rule is to increase construction work opportunities for targeted group businesses. This rule extends the existing Department program to contracts let by local agencies that utilize state-aid funds. It is estimated that 4% -6% of the state-aid construction dollars may be secured by targeted group businesses. Small businesses that receive state-aid contracts as a prime contractor may be subject to additional reporting and to the goal requirements as a result of the adoption of this rule.

Expenditure of Public Money by Local Public Bodies. The adoption of the proposed rules will require an additional expenditure of approximately \$325,000 per year. Costs will be incurred through direct increases in construction bid prices and administrative overhead costs of the local agencies and the Department. Construction costs and local overhead will be born by the state-aid account and local funds. Department overhead costs would be reimbursed from the State Aid administrative account, indirectly reducing the construction funds available. The \$325,000 cost will be shared by the 203 state-aid agencies, averaging \$1600 per year per agency.

Impact on Agricultural Lands. Adoption of the proposed rules will not have a direct or substantial adverse impact on agricultural land. Therefore, *Minnesota Statutes*, section 14.11, subdivision 2, is not applicable to this rulemaking.

Accessibility. The hearing room is accessible to persons with disabilities. For special accommodation needs or to request an auxiliary aid, you should contact the agency contact at least two weeks before the date of the hearing.

Lobbyist Registration. *Minnesota Statutes*, section 10A, requires each lobbyist to register with the Ethical Practices Board. Questions regarding this requirement may be directed to the Ethical Practices Board at First Floor South, Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155, telephone (612) 296-5148 or 1-800-657-3889.

Adoption Procedure if No Hearing. If no hearing is required, after the end of the comment period the Department may adopt the rules. The rules and supporting documents will then be submitted to the attorney general for review as to legality and form to the extent the form relates to legality. You may request to be notified of the date the rule is submitted to the attorney general or be notified of the attorney general's decision on the rule. If you want to be so notified, or wish to receive a copy of the adopted rule, submit your request to the agency contact.

Adoption Procedure after the Hearing. If a hearing is held, after the close of the hearing record the administrative law judge will issue a report on the proposed rules. You may request to be notified of the date on which the administrative law judge's report will be available, after which date the department may not take any final action on the rules for a period of five working days. If you want to be notified about the report, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the administrative law judge. You may also request notification of the date on which the rules are adopted and filed with the Secretary of State. The department's notice of adoption must be mailed on the same day the rule is filed. If you want to be notified of the adoption, you may so indicate at the hearing or send a request to the agency contact person at any time prior to the filing of the rule with the Secretary of State.

Dated: 16 December 1993

James N. Denn, Commissioner
Department of Transportation

Rules as Proposed (all new material)

8820.2950 TARGETED GROUP BUSINESS CONTRACTS.

Subpart 1. **Scope.** Except as provided in subpart 3, item B, this part applies to all contracts in which the city or county engineer's estimate of the total of the state-aid funds, state funds, state-aid bonds, and state bonds equals \$300,000 or more.

Subp. 2. **Definitions.** The terms used in this part have the meanings given them in this subpart.

A. "Award" has the meaning given in *Minnesota Statutes*, section 161.321, subdivision 1, paragraph (a).

B. "Commissioner's designee" means any individual within the Department of Transportation designated by the commissioner of transportation to be responsible for the administration of the state-aid targeted group business program.

C. "Contract" means an agreement entered into between a contractor and a local highway or street department for constructing transportation improvements, and which is funded in whole or in part by state-aid funds, state funds, state-aid bonds, or state bonds. Contracts for consultant engineering services are not included.

D. "Contracting authority" means the city or county representative responsible for administering the construction contract.

E. "Contractor" means a business that engages in highway construction, such as grading, paving, or electrical work, or that provides specific services incidental to the construction activities of the business, such as equipment leasing or other services approved before bid openings by the Minnesota Department of Administration.

F. "Goal" means the percentage of the total amount of the state-aid funds, state funds, state-aid bonds, and state bonds within a contract that is to be subcontracted to targeted group businesses.

G. "Prime contractor" means the contractor to whom the contract is awarded.

H. "Subcontractor" has the meaning given in *Minnesota Statutes*, section 161.321, subdivision 1, paragraph (c).

I. "Targeted group business" means a business designated under *Minnesota Statutes*, section 16B.19, subdivision 2b.

Subp. 3. **Targeted group business goals.**

A. The city or county engineer or other local agency representative responsible for the preparation of the contract, after consultation with the commissioner's designee, shall set a goal for each contract to require the prime contractor to subcontract a portion of the contract to targeted group businesses.

(1) The goal for subcontracting will depend on the type of work involved and the availability of targeted group businesses willing to accept subcontracts from the prime contractor.

(2) The goal must be based on the estimated portion of the contract to be funded by state-aid funds, state funds, state-aid bonds, or state bonds.

(3) The goal may be attained on any portion of the contract regardless of the funding source for that portion, except that credit toward the goal must be 60 percent of the contract bid price for subcontractors who provide materials only.

(4) Targeted group business goal contract specifications must be supplied by the commissioner's designee, and included in the contract proposal by the contracting authority.

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

Proposed Rules

B. Before awarding the contract and after the bid opening, a waiver for a documented good faith effort to secure targeted group business subcontractors may be granted. Documentation requirements and waiver conditions will be as provided in each contract's specifications. After the award and the commencement of the project, a prime contractor may request a waiver from the contracting authority for a specific specialty if the targeted group business subcontractor hired to perform that specialty cannot or will not fulfill the subcontract and no suitable alternative targeted group business subcontractors are available to fulfill that specialty. Waivers may only be granted by the commissioner's designee based upon the criteria listed in item A, in consultation with the city or county engineer.

C. If agreement cannot be reached between the commissioner's designee and the city or county engineer as provided in either item A or B, the state-aid engineer's determination shall prevail. The state-aid engineer's determination must be based upon the criteria listed in item A and the commissioner's state-aid targeted group business program policy as contained in the department's state-aid manual.

D. No subcontractor receiving a subcontract under this program shall in turn subcontract more than 25 percent of the subcontract dollar amount, except that a subcontractor may subcontract up to 50 percent of trucking to any contractor other than the prime contractor.

Subp. 4. **Local program certification as commissioner's designee.** A city or county receiving state-aid funds pursuant to *Minnesota Statutes*, chapter 162, may make a written request to the commissioner to become certified to conduct the responsibilities of the commissioner's designee in subpart 3. The commissioner's designee shall judge the request based upon factors such as the existence of a local set-aside program, volume of state-aid contracts, availability of staff, and completion of appropriate training or demonstration of sufficient competency, or other similar factors. Certification is subject to annual review for adherence to the commissioner's state-aid targeted group business program policy. The commissioner's designee may revoke the local program certification for failure to adhere to this policy.

MN Sentencing Guidelines and Commentary 1993

Designed to establish rational and consistent sentencing standards, the guidelines are advisory to the sentencing judge. The guidelines and commentary cover a wide range of topics: offense severity, criminal history, jail credit and more. 81pp. Stock No. 14-18C. \$10.95.

Sentencing Guidelines Worksheets

These worksheets are used to assist in determining the severity of sentences. Package of 50; 6-part forms. Stock No. 8-6. \$14.95.



Adopted Rules

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

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

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

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

Department of Human Services

Adopted Permanent Rules Relating to Licensure of Private Agencies that Provide Child Foster Care Services and Adoption Services

The rules proposed and published at *State Register*, Volume 18, Number 4, pages 347-353, July 26, 1993 (18 SR 347), are adopted with the following modifications:

Rules as Adopted

9545.0785 AGENCY GOVERNANCE AND ADMINISTRATION.

Subp. 4. **Conflict of interest.** An agency must develop written policies governing situations with potential conflict of interest. It is a potential conflict of interest when a provider supervised by an agency is also a board member of the agency or when a board member is also an applicant to adopt. Agencies that provide foster care services must comply with part 9543.0130, subpart 4.

9545.0805 PERSONNEL.

Subpart 1. **Supervision by a licensed independent social worker or independent clinical social worker.** An independent social worker or independent clinical social worker as defined in *Minnesota Statutes*, section 148B.21, must supervise an agency's case work. Supervising an agency's case work includes reviewing and approving each written home study the agency completes on prospective foster parents or applicants to adopt. An agency can meet the supervision requirement by complying with item A, B, C, or D.

D. The agency may retain a supervisor with education or experience comparable to the requirements stated in item A, B, or C if one of the exceptions in *Minnesota Statutes*, section 148B.28, applies.

Pollution Control Agency

Adopted Permanent Rules Relating to Motor Vehicle Emissions

The rules proposed and published at *State Register*, Volume 18, Number 11, pages 816-826, September 13, 1993 (18 SR 816), are adopted as proposed.

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Official Notices

Pursuant to the provisions of Minnesota Statutes §14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

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

Department of Agriculture

Agronomy Services Division

Notice of Cancellation of Minnesota Agricultural Chemical Response Compensation Board Meeting

NOTICE IS HEREBY GIVEN of cancellation of the Agricultural Chemical Response Compensation Board (ACRRA Board) meeting scheduled for January 19, 1994. The next regularly scheduled ACRRA Board meeting will be Wednesday, January 12, 1994; to be held at the Minnesota Department of Agriculture offices, 90 West Plato Boulevard, St. Paul, Minnesota, Conference Room One, at 9:00 a.m.

Call the ACRRA Program, 297-3490, should you require additional information.

Ethical Practices Board

Advisory Opinion #133 Re: Transfer of Funds.

Issued 11/5/93 to the Honorable Allan Spear - SUMMARY - 133. The disclosure provisions of *Minn. Stat. Ch. 10A* do not extend to the transfer of principal campaign committee funds to candidates for state or local office in states other than Minnesota; however, this use of campaign funds may be subject to prohibitions on certain uses of campaign funds in *Minn. Stat. § 211B.12*, as amended in Laws of 1993, Ch. 318, Art. 2, Sec. 4B.

Advisory Opinion #134 Re: Campaign Finance.

Issued 10/14/93 to Kathleen H. Corley - SUMMARY - 134. A local chapter of an association and the association do not constitute a "subsidiary" and "parent" relationship under *Minn. Stat. § 10A.15, subd. 3c*, unless the association establishes, finances, maintains, or controls the local chapter's activities.

Advisory Opinion #135 Re: Campaign Finance Disclosure.

Issued 11/23/93 to Nancy J. Miller, Esq. - SUMMARY - 135. The creation of subsidiary political committees under *Minn. Stat. § 10A.15, subd. 3c*, for the purpose of allowing individuals to contribute more than \$100 per calendar year by contributing \$100 to each of the subsidiaries of the parent political committee is prohibited under *Minn. Stat. § 10A.29*.

Advisory Opinion #136 Re: Hennepin County Disclosure Law.

Issued 11/23/93 to Kenneth E. Stevens - SUMMARY - 136. Candidates for statewide, legislative, and judicial offices as defined in *Minn. Stat. Ch. 10A* are prohibited from making contributions to and receiving contributions from the principal campaign committees of candidates for political subdivision offices. *Minn. Stat. § 10A.27* as amended by Laws of 1993, Ch. 318, Art. 2, Sec. 28.

Advisory Opinion #137 Re: Ballot Question Disclosure

Issued 12/21/93 to Kay Erickson and Jane McWilliams - SUMMARY - 137. The ballot issue campaign of the League of Women Voters of Minnesota (LWVMN) begins when the LWVMN engages in activities to promote or defeat a state ballot question or to qualify or to oppose qualification of a state ballot question for placement on the ballot. Based on the facts presented to the Board by the LWVMN, the \$100 contribution limit established by *Minn. Stat. § 10A.27, subd. 12*, will not be imposed upon the separate political fund established by the LWVMN to oppose term limits on a strictly ballot issue basis pending a final decision on the constitutionality of *Minn. Stat. § 10A.27, subd. 12*. The LWVMN must include its expenditures on term limits through December 31, 1993, on the regular lobbyist report due January 18, 1994. The treasurer of the separate political fund established by the LWVMN must report the LWVMN's expenditures on term limits as an in-kind contribution from the LWVMN and as an in-kind expenditure of the separate political fund. The LWVMN may bill the separate political fund for the support services the LWVMN provides to the fund; the fund must disclose the transactions in accordance with *Minn. Stat. § 10A.20*. If the fund does not raise enough money to pay the LWVMN for its support services, the fund must report the unpaid bill until paid or forgiven.

The full text of these opinions are available upon request from the Ethical Practices Board, 1st Floor South, Centennial Building, 658 Cedar Street, St. Paul, MN 55155-1603; (612) 296-5148.

Department of Health

Health Resources Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendment to Rules Governing Assessment of Residents in Nursing Homes and Boarding Care Homes Certified to Participate in Medicaid

NOTICE IS HEREBY GIVEN that the State Department of Health is seeking information or opinions from sources outside the agency in preparing to propose the amendment of *Minnesota Rules*, parts 4656.0020, 4656.0080, and 4656.0090. The amendment of the rule is authorized by *Minnesota Statutes*, section 144.072, which requires the Commissioner of Health to implement by rule procedures for the review of the appropriateness and quality of care and services furnished to residents in nursing homes and boarding care homes certified for participation in the medical assistance program. Statutory authority for the amendment of the rule is also granted by *Minnesota Statutes*, section 256B.502, which requires the Commissioners of Health and Human Services to promulgate rules regarding the resident reimbursement classification or "case mix". The proposed amendment of the rule is being done concurrently with the amendment of *Minnesota Rules*, parts 9549.0051 and 9649.0059, by the Minnesota Department of Human Services.

The State Department of Health has received assistance from the Case Mix Technical Advisory Committee, which recommended the adoption of these proposed rule amendments. The Case Mix Technical Advisory Committee includes representatives from nursing home provider associations, professional organizations, nursing home providers, resident advocate organizations, and staff of the Minnesota Departments of Health and Human Services. The State Department of Health will not form an additional advisory task force in relation to these proposed rule amendments.

The department anticipates that the rule adoption process will take approximately six months and is expected to be non-controversial.

The proposed rule amendments include *Minnesota Rules*, part 4656.0020, subp. 11, to revise the definition of "Resident plan of care"; part 4656.0080, subp. 5, to revise the requirements for conducting additional audits of nursing home resident assessments; and part 4656.0090, to reduce the frequency that facilities must report death, discharge, and change of payment source information to the department.

The State Department of Health requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views in writing or orally. Written statements should be addressed to:

Connie Krmpotich
Minnesota Department of Health
Health Resources Division
393 North Dunlap Street
Saint Paul, MN 55164 - 0900

Oral statements will be received during regular business hours over the telephone at (612) 643-2504 and in person at the above address.

All statements of information and opinions will be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Without a Hearing is published in the *State Register*. Any written material received by the Minnesota Department of Health will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rules are adopted.

Dated: 22 December 1993

Mary F. Hedges, Rulewriter
Minnesota Department of Health

Department of Human Services

Long Term Care Facilities Division

Notice of Solicitation of Outside Opinions Regarding Proposed Rules Governing Payment Rates for Nursing Homes

NOTICE IS HEREBY GIVEN that the State Department of Human Services is seeking information or opinions from sources outside the agency in preparing to propose amendments to *Minnesota Rules*, parts 9549.0051 and 9549.0059, which establish pro-

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cedures and instructions for completing case mix assessments. The adoption of these rule parts is authorized by *Minnesota Statutes*, § 256B.41, subdivision 1, which permits the Department of Human Services to establish procedures for determining rates for care of residents in nursing homes that qualify as vendors for medical assistance.

The Minnesota Department of Health is, in a parallel rule amendment process, proposing amendment to rule parts 4656.0010 to 4656.0090. These rule parts establish procedures and instructions for completing case mix assessments.

The State Department of Human Services has already received assistance from the Minnesota Department of Health, Case Mix Technical Advisory Committee, which recommended the adoption of these proposed rule amendments. This task force included representatives from nursing home provider associations, professional organizations, nursing home providers, resident advocate organizations, and staff from the Minnesota Departments of Health and Human Services. The proposed amendments to this rule were recommended by this advisory committee. The State Department of Human Services will not form an additional advisory task force in relation to these proposed rule amendments.

The department anticipates that the rule adoption process will take approximately six months and is expected to be non-controversial.

The proposed rule will amend: *Minnesota Rules*, part 9549.0051 subpart 12, to revise the definition of "Resident Plan of Care"; part 9549.0059, subpart 1, to permit submission of a medical plan of care or an interagency transfer form; part 9549.0059, subpart 2, during the semi-annual assessment, to eliminate the collection of specific information that is not necessary for establishing resident classifications and to clarify the date on which the form should be signed; part 9549.0059, subpart 3, to provide that the Minnesota Department of Health, Quality Assurance and Review (QA&R) shall not establish classifications for residents who experience an admission, transfer, hospital return, or discharge occurring during the QA&R team visit; and part 9549.0059, subpart 4, to permit the facility to submit either the medical plan of care or interagency transfer form.

The State Department of Human Services requests information and opinions concerning the subject matter of the proposed rule amendments. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to: Sue Banken, Long Term Care Facilities Division, Department of Human Services, 444 LaFayette Road, Saintt. Paul, Minnesota 55155-3844. Oral statements will be received by Sue Banken during regular business hours over the telephone at (612) 296-5724 and in person at the above address.

All statements of information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Hearing or Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the State Department of Human Services shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 23 December 1993

Eleanor Weber, Rules Division
Department of Human Services

Department of Jobs and Training

Division of Rehabilitation Services

Notice of Solicitation of Outside Information or Opinions Regarding Amendments to Rule Governing Extended Employment Program

NOTICE IS HEREBY GIVEN that the State Department of Jobs and Training is seeking information or opinions from outside the agency in preparing to propose the adoption without a hearing of non-controversial technical and administrative amendments to the rule governing the Extended Employment Program. The adoption of the rule is authorized in *Minnesota Statutes*, section 269A.03(m) and 286A.09, Subd. 5.

The Division of Rehabilitation Services (DRS) requests information and opinions concerning the subject matter of the rule, particularly regarding technical and administrative changes to the rule which would improve the efficiency and management of the Extended Employment Program. The Department is considering amending the following rule parts:

Part 3300.2050 relating to definitions for the Extended Employment Program.

Part 3300.2250 relating to the certification procedure for the Extended Employment Program.

Part 3300.2350 relating to the standards for state funding for the Extended Employment Program.

part 3300.2450 relating to operational policies for funding standards for the Extended Employment Program.

Part 3300.2550 relating to allocation of funds in the Extended Employment Program.

Part 3300.2650 relating to the withdrawal of allocated state funds in the Extended Employment Program.

The Department expects to complete the rulemaking process for these rules to be effective July 1, 1994. Written statements should be addressed to:

David Sherwood-Gabrielson
Department of Jobs and Training
Division of Rehabilitation Services
Extended Employment Program
390 N. Robert, St. Paul, MN 55101.

Oral statements will be received during regular business hours over the phone at (612) 296-9150 or (612) 296-3900 (TDD).

All statements or information and opinions shall be accepted until further notice is published in the *State Register* or the Notice of Intent to Adopt Rules Without a Hearing is published in the *State Register*. Any written material received by the State Department of Jobs and Training shall become part of the rulemaking record to be submitted to the attorney general as rule amendments are adopted.

Dated: 20 December 1993

R. Jane Brown,
Commissioner

Labor and Industry Department

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective January 3, 1994 prevailing wage rates were determined and certified for commercial construction projects in: Clay county: Center for The Arts A/C Systems Revisions/MSU-Moorhead. Cook county: Cook County Council on Aging Senior Center Addition-Grand Marais. Douglas county: Washington Elementary Cafeteria & Lunchroom Addition/Alterations-Alexandria. Hennepin county: Mpls/Stp International Airport Valet Mechanical Insulation Removal/Consolidation, Inbound Roadway Signage, GTC Canopy, Minneapolis City Hall/Courthouse 4th Street Entrance Restoration. Nicollet county: Pexton Hall & Bartlett Building St. Peter Regional Treatment Center Asbestos Removal-St. Peter. Ottertail county: Perham Middle & Sr. High School Auditorium Remodel-Perham. Pope county: 1994 Minnewaska Area High School Carpet Repair-Glenwood. Ramsey county: New Brighton Family Service Center-New Brighton. Roseau county: MN/DOT Roseau Pole Storage Building & Chemical Storage Building-Roseau.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr.
Commissioner

Office of the Secretary of State

Notice of Vacancies in Multi-Member Agencies

NOTICE IS HEREBY GIVEN to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, 100 Constitution Ave., St. Paul 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. In accordance with the Minnesota Open Appointments Law, the Secretary of State acts as an administrator in publishing vacancies, receiving applications, and recording appointments. Applications will be reviewed and appointments made by the Appointing Authorities for these various agencies. Completed applications are to be submitted to the Secretary of State by January 28, 1994. Appointing Authorities for these agencies may also choose to review applications received by the Secretary of State after that date. Applications are kept on file for a one year period.

The 1993 Annual Compilation and Statistical Report is available from the Minnesota Bookstore. This publication includes a complete listing of state boards and councils that follow the Open Appointments process, descriptions of these agencies and their memberships, and statistical information about appointments and vacancies made during the 1993 fiscal year. The 1993 Annual Compilation also indicates members with terms that are scheduled to end in January 1994 as open for application. The cost of the 1993 Annual Compilation is \$5.95 per copy plus sales tax. There is a \$2.00 charge for mailing per order; an order may include any

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number of copies. To order copies of the 1993 Annual Compilation please call the Minnesota Bookstore at 297-3000 or 1-800-657-3757.

AMERICAN INDIAN ADVISORY COUNCIL ON CHEMICAL DEPENDENCY

444 Lafayette Rd., St. Paul, MN 55155-3823. 612-296-4043.

Minnesota Statutes 254A.035.

APPOINTING AUTHORITY: Commissioner of Human Services.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: Four vacancies: American Indians to represent the interests of the following groups: Fond du Lac Reservation, Shakopee Mdewakanton Sioux Community, Prairie Island Sioux Community, Upper Sioux Community.

The council establishes policies and procedures for American Indian chemical dependency programs, and reviews and recommends proposals for funding.

The council consists of seventeen members including one member from each of eleven reservations, two members from Minneapolis, two members from St. Paul, one member from Duluth, and one member from International Falls.

Quarterly meetings.

CHILDREN'S TRUST FUND ADVISORY COUNCIL

444 Lafayette Rd., St. Paul, MN 55155-3839. 612-296-5437.

Minnesota Statutes 257.803.

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: One vacancy: Knowledgeable about and committed to the primary prevention of child maltreatment. Preferences: a person of Asian Pacific heritage with a working knowledge of these communities, a parent of young children.

The council recommends strategies to promote education, programs and services that support parents and families and thereby prevent child abuse and neglect; and makes recommendations regarding grants to be awarded to fund child maltreatment prevention programs. The governor appoints ten members who have a demonstrated knowledge in the area of child abuse and represent the demographic and geographic composition of the state, local government, parents, racial and ethnic minority communities, religious community, professionals and volunteers. The commissioners of Human Services, Health, Education, Corrections and Public Safety each appoint one member. The legislature appoints two senators and two representatives, each with one member from both caucuses. Attendance is expected at four hour bimonthly meetings and occasional participation on ad hoc committees. In odd-numbered years, members are expected to contribute approximately 80 additional hours when engaged in preparing recommendations for biennial grant awards. Meetings are at 444 Lafayette Rd., St. Paul unless notified otherwise.

COUNCIL ON AFFAIRS OF SPANISH-SPEAKING PEOPLE

506 Rice St., St. Paul, MN 55103. 612-296-9587.

Minnesota Statutes 3.9223.

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem.

VACANCY: One vacancy: A non-Mexican member from Southern Minnesota - female.

The council advises the governor and legislature on issues affecting the Spanish-speaking community.

Monthly meetings.

MN ACADEMIC EXCELLENCE FOUNDATION

971 Capitol Square Bldg., St. Paul, MN 55101. 612-297-1875.

Minnesota Statutes 121.612.

APPOINTING AUTHORITY: Governor.

COMPENSATION: None.

VACANCY: One vacancy: Request applicants/nominee who are experienced, willing and able to participate in MAEF fundraising activities and who can support the mission of the public-private partnership model. To be at parity the board especially seeks persons from communities of color in nonmetro areas; southwestern, central, and northeastern Minnesota in particular. Minnesota law requires that MAEF Board members represent education and business groups. The endorsement of the group is essential. There are vacancies from education groups such as the Secondary School Principals Association, the School Boards Association, the Association of School Administrators, and/or a higher education group. There are also vacancies to represent business; special

needs are persons with a background in banking, law, media-public relations, finance management, MN Chamber of Commerce, Korean Chamber of Commerce, etc.

The foundation is a nonprofit, public-private partnership, created in 1993 by legislative statute to be the primary advocate for the promotion and recognition of academic excellence in all schools and communities in the state of Minnesota. MAEF coordinates and supports initiatives which promote: Systemic change to increase student learning; Societal values which demand academic achievement by all learners; Increased student and family/guardian expectations for academic learning; Expanded opportunities for academic learning and recognition; Partnerships between education, business and government to support the work of MAEF. The board of directors consists of a member of the State Board of Education who shall serve as chair, the commissioner of the Dept. of Education, and twenty members including eight who represent various education groups and twelve who represent various business groups. All meetings scheduled for the State Board Meeting Room (716) in the Capitol Square Building; upcoming board meetings are scheduled for November 17, 1993, March 16, 1994 and June 15, 1994.

MN AGRICULTURAL & ECONOMIC DEVELOPMENT BOARD

MN Dept. Trade & Economic Development, 150 E. Kellogg Blvd., Suite 900, St. Paul, MN 55101. 612-297-1391.
Minnesota Statutes 41A.01.

APPOINTING AUTHORITY: Minnesota Technology Inc.

COMPENSATION: \$55 per diem.

VACANCY: One vacancy: Public member experienced in finance.

The board issues revenue bonds backed by a state reserve for projects that provide for agricultural and economic development in the state. The board applies bond receipts to loans and loan guarantees to private firms for the purchase of real estate and capital equipment. The board consists of seven members including two public members with experience in finance, appointed by Minnesota Technology Inc., the commissioner of Finance as chair, the commissioner of Agriculture, the commissioner of Trade & Economic Development, the commissioner of the Pollution Control Agency, and the president of Minnesota Technology Inc., or the president's designee. Members must file with the Ethical Practices Board.

Meetings are held quarterly, for approximately two hours, at the MN Dept. of Trade & Economic Development.

MN BOARD OF CHIROPRACTIC EXAMINERS PEER REVIEW COMMITTEE

2700 University Ave. W., Suite 20, St. Paul, MN 55114-1089. 612-642-0591.
Minnesota Statutes 148.01 - 148.106.

APPOINTING AUTHORITY: Executive Director, MN Board of Chiropractic Examiners.

COMPENSATION: \$55 per diem.

VACANCY: One vacancy: Professional member: Member must be available to attend first meeting on Tuesday, March 8, 1994 at 12:30 p.m.

The committee makes determinations of whether or not certain chiropractors properly utilized services rendered or ordered appropriate treatment or service, and if the cost of treatment was unconscionable. The committee consists of seven members, including five chiropractors and two consumer members. Terms are varied.

MORTUARY SCIENCE ADVISORY COUNCIL

717 Delaware St. S.E., Mpls., MN 55440. 612-623-5491.
Minnesota Statutes 149.02.

APPOINTING AUTHORITY: Commissioner of Health.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: One vacancy: Full-time academic staff member of the course in Mortuary Science of the University of Minnesota as listed in *Minnesota Statutes* 149.02.

The council licenses and regulates morticians and funeral directors; inspects and registers funeral facilities; advises the commissioner of Health in the implementation of mortuary science law and rules of the commissioner, and sits as a panel on disciplinary matters. The council consists of five members, including two public members, two licensed morticians, and a full-time staff member of the Department of Mortuary Science at the University of Minnesota. Quarterly meetings at the Dept. of Health. The University of Minnesota staff member does not receive a per diem or expenses.

SUBCOMMITTEE ON CHILDREN'S MENTAL HEALTH

444 Lafayette Rd., St. Paul, MN 55155-3828. 612-297-4163.
Laws of 1988, Chapter 689.

APPOINTING AUTHORITY: Chairman, State Advisory Council on Mental Health.

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COMPENSATION: \$55 per diem plus expenses.

VACANCY: Two vacancies: One member of the State Advisory Council on Mental Health, and one county social service director, urban (St. Cloud, Duluth, Rochester, Mankato or Twin Cities).

The subcommittee must make recommendations to the advisory council on policies, law, regulations, and services relating to children's mental health.

Members include: commissioners or designees of Department of Commerce, Corrections, Education, Health, Human Services, Finance, and State Planning; one member children's mental health advocacy group, three service providers (preadolescent, adolescent, and hospital-based), parents of emotionally disturbed children; a consumer of adolescent mental health services; educators currently serving emotionally disturbed children; people who worked with emotionally disturbed minority children, or with emotionally disturbed juvenile status offenders; social service representatives; county commissioners; legislators; advisory council members; one representative of the local corrections system; and one representative from the Minnesota District Judges Association juvenile committee.

The subcommittee meets once a month.

WATER SUPPLY & WASTEWATER TREATMENT OPERATORS CERTIFICATION COUNCIL

Division of Environmental Health, 925 Delaware St. S.E., P.O. Box 59040, Mpls., MN 55459-0040. 612-627-5133.
Minnesota Statutes 115.74.

APPOINTING AUTHORITY: Commissioner of Health.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: One vacancy: A currently employed water supply operator holding a valid certificate issued by the Commissioner of Health.

The council makes rules necessary for the classification of water and wastewater facilities and the certification of water and wastewater operators.

Six members include a certified water supply system operator, a representative of the League of Minnesota Cities, a certified wastewater treatment facility operator, a university or college faculty member whose major field is related to water supply or wastewater collection and treatment, a representative of the Health department's Division of Environmental Health; the Commissioner of the Pollution Control Agency or designee. Members must file with the Ethical Practices Board.

Quarterly meetings.

Trade and Economic Development Department

Minnesota Job Skills Partnership Meeting Notice

The Minnesota Job Skills Partnership Board is hereby serving notification of a Special Meeting for Saturday, January 15, 1994, at the World Trade Center, St. Paul, MN.

The Minnesota Job Skills Partnership Board solicits grant proposals from educational and other non-profit organizations for training programs designed for specific businesses. Please contact the Partnership office at 612/296-0388 for details regarding this notice.

Department of Trade and Economic Development

Business and Community Development Division

Comments Sought on the Proposed Final Statement for the 1994 Small Cities Community Development Block Grant Program

NOTICE IS HEREBY GIVEN that the Department of Trade and Economic Development, Business and Community Development Division, is seeking comments or opinions from sources outside the agency in preparing to submit the Final Statement for 1994 Small Cities Community Development Block Grant (CDBG) Program. The 1994 Final Statement will be submitted to the U.S. Department of Housing and Urban Development by March 31, 1994.

The State of Minnesota anticipates an allocation of approximately \$22,500,000.

The 1994 Final Statement will consist of the Administrative Rules Governing the Community Development Block Grant Program which are found in *Minnesota Rules*, Chapter 4300, as amended; a description of the use of funds in the 1993 grant

program; an assessment of the use of funds in the 1993 grant program in relation to the community development objectives in the Rules and to the requirements of section 105 of the U.S. Housing and Community Development Act of 1974, as amended.

The Minnesota Department of Trade and Economic Development, Business and Community Development Division, requests, comments or opinions concerning proposed use of grant funds. Interested or affected persons, groups, or units or general purpose local government may submit statements or comments orally or in writing. Written statements should be addressed to:

Louis Jambois
Business and Community Development Division
Minnesota Department of Trade and Economic Development
5th Floor, Metro Square Building
121 7th Place East
St. Paul, MN 55101

A public hearing will be conducted by the Division of Business and Community Development on January 13, 1994 at 1:30 p.m. in Conference Room F2, 5th Floor, Metro Square Building. Oral statements will also be received during regular business hours over the telephone at 612/297-3172 or in person at the above address until 4:30 p.m. on January 13, 1994.

Final Statement as Proposed

Federal fiscal 1994 Community Development Block Grant funds made available to the State for distribution to nonentitlement areas will be distributed in accordance with administrative rules adopted in Chapter 4300. The text of said rules is as follows:

Chapter 4300 Community Block Grants

- Subp. 1. Scope. As used in this chapter, the following terms have the meanings given them.
- Subp. 2. Application year. "Application year" means the state fiscal year beginning July 1 and ending June 30.
- Subp. 2a. Commissioner. "Commissioner" means the commissioner of the Minnesota Department of Trade and Economic Development.
- Subp. 2b. Community development application. "Community development application" means the official consolidated application form as developed by the Department of Trade and Economic Development to be used to apply for funding assistance from various community assistance programs administered by the Business and Community Development Division.
- Subp. 3. Community development need. "Community development need" means a demonstrated deficiency in housing stock, public facilities, economic opportunities, or other services which are necessary for developing or maintaining viable communities.
- Subp. 4. Competitive grant. "Competitive grant" means a grant application that is evaluated and ranked in comparison to other applications in the same grant category and includes housing, public facilities and comprehensive applications.
- Subp. 5. Comprehensive program. "Comprehensive program" means a combination of at least two interrelated projects which are designed to address community development needs which by their nature require a coordination of housing, public facilities, or economic development activities. A comprehensive program must be designed to benefit a defined geographic area, otherwise known as a program area.
- Subp. 5a. Division. "Division" means the Business and Community Development Division in the Department of Trade and Economic Development to which the program is assigned.
- Subp. 6. Economic development project. "Economic development project" means one or more activities designed to create new employment, maintain existing employment, increase the total tax base, or otherwise increase economic activity in a community.
- Subp. 7. Eligible activities. "Eligible activities" means those activities so designated in *United States Code*, title 42, section 5305 (1981) and as described in *Code of Federal Regulations*, title 24, sections 570.200-570.207 (1981).
- Subp. 8. General purpose local government. "General purpose local government" means townships as described in *Minnesota Statutes*, chapter 365; cities as described in *Minnesota Statutes*, chapters 410 and 412; and counties.
- Subp. 9. Grant. "Grant" means an agreement between the state and an eligible recipient through which the state provides funds to carry out specified programs, services, or activities.
- Subp. 10. Grant closeout. "Grant closeout" means the process by which the division determines that all applicable administrative actions and all required work have been completed by the grant recipient and the department.
- Subp. 11. Grant year. "Grant year" means any period of time during which the United States Department of Housing and Urban

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Development makes funds from any federal fiscal year available to the state for distribution to local governments under *United States Code*, title 42, sections 5301-5316 (1981), and includes the period of time during which the division solicits applications and makes grant awards.

- Subp. 11a. Housing and community development needs assessment. "Housing and community development needs assessment" means an analysis of priority community needs as required by Section 104 of the Housing and Community Development Act of 1974, *United States Code*, title 42, section 5304(b)(3).
- Subp. 12. Infrastructure. "Infrastructure" means the basic physical systems, structures, and facilities, such as roads, bridges, water, and sewer, which are necessary to support a community.
- Subp. 13. Low and moderate income. "Low and moderate income" means income which does not exceed 80 percent of the median income for the area, Subp. 14. Metropolitan city. "Metropolitan city" means a city over 50,000 population or a central city of a standard metropolitan statistical area that receives entitlement grants under *United States Code*, title 42, section 5306 (1981) directly from the United States Department of Housing and Urban Development.
- Subp. 15. Nonentitlement area. "Nonentitlement area" means an area that is not a metropolitan city or part of an urban county.
- Subp. 16. [Repealed, 14 SR 1098].
- Subp. 17. Per capita assessed valuation. "Per capita assessed valuation" means the adjusted assessed valuation divided by population.
- Subp. 18. Population. "Population" means the number of persons who are residents in a county, a city, or township as established by the last federal census, by a census taken pursuant to *Minn. Stat.* 275.53, subd. 2, by population estimate made by the Metropolitan Council, or by the population estimate of the state demographer made under *Minn. Stat.* 116K.04, subd. 4, clause (10), whichever is most recent as to the stated date of count or estimate, up to and including the most recent July 1.
- Subp. 19. Poverty persons. "Poverty persons" means individuals or families whose incomes are below the poverty level as determined by the most current data available from the United States Department of Commerce, taking into account variations in cost of living for the area affected.
- Subp. 20. Program. "Program" means the community development block grant program for nonentitlement areas.
- Subp. 21. Program area. "Program area" means a defined geographic area within which an applicant has determined that there exists a need for community development activities. A program area may be a neighborhood in a community or an entire community.
- Subp. 22. Program income. "Program income" means gross income earned by the grant recipient from grant-supported activities, excluding interest earned on advances.
- Subp. 23. Project. "Project" means one or more activities designed to meet a specific community development need.
- Subp. 24. [Repealed, 14 SR 1098].
- Subp. 25. Slums and blight. "Slums and blight" means areas or neighborhoods which are characterized by conditions used to describe deteriorated areas in *Minn. Stat.* 462.421 or which are characterized by the conditions used to describe redevelopment districts in *Minn. Stat.* 273.73, subd. 10.
- Subp. 26. Single-purpose project. "Single-purpose project" means one or more activities designed to meet a specific housing or public facilities community development need within a defined program area.
- Subp. 27. Urban county. "Urban county" means a county which is located in a metropolitan area and is entitled to receive grants under *United States Code*, title 42, section 5306 (1981), directly from the United States Department of Housing and Urban Development.

Minnesota Statutes sections 116J.401; 116J.403; 116J.873

8 SR 1263; *Laws 1987* chapter 312 article 1; 14 SR 1098

NOTE: MS s 275.53, was repealed by L 1981, First Special Session, chapter 1, article 5, section 13.

4300.0200. Purpose

This chapter gives procedures for evaluating applications for grants and awarding them to eligible applicants by the Department of Trade and Economic Development under *United States Code*, title 42, sections 5301-5316 (1981), and regulations adopted in *Code of Federal Regulations*, title 24, part 570, and under *Minnesota Statutes*, section 116J.873.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; L 1987 c 312 art 1; 14 SR 1098

4300.0300. Objective of the Program

The primary objective of this program is to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low and moderate income. Activities funded under this program shall not benefit moderate-income persons to the exclusion of low-income persons. All funded activities must be designed to:

- A. Benefit low- and moderate-income persons;
- B. Prevent or eliminate slums and blight; or
- C. Alleviate urgent community development needs caused by existing conditions which pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet those needs.

MS s 116J.401; 116J.403

8 SR 1263; L 1987 c 312 art 1

4300.0400. Application of Federal Law

If it is determined that any provisions of parts 4300.0100 to 4300.3200 are inconsistent with federal law, federal law controls to the extent necessary to eliminate the conflict.

MS s 116J.401; 116J.403

L 1987 c 312 art 1

GRANT APPLICATION, EVALUATION, AND DETERMINATION**4300.1100. Types of Competitive Grants Available**

Subp. 1. Single-purpose grants. The division shall approve grant applications for funding for single-purpose projects. The division shall place single-purpose grant applications in one of the following categories for purposes of evaluation:

- A. Housing projects which include one or more activities designed to increase the supply or quality of dwellings suited to the occupancy of individuals and families; or
- B. Public facilities projects which include one or more activities designed to acquire, construct, reconstruct, or install buildings or infrastructure which serve a neighborhood area or community.

Subp. 2. Comprehensive grants. The division shall approve comprehensive grants for two or more projects which constitute a comprehensive program as described in part 4300.0100.

Subp. 3. [Repealed 11 SR 2416].

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; 11 SR 2416; L 1987 c 312 art 1; 14 SR 1098

4300.1101. Economic Development Grants, Noncompetitive

The division shall approve grants for economic development projects for funding throughout the application year, or until the funds reserved have been exhausted.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; L 1987 c 312 art 1; 14 SR 1098

4300.1200. Application Process and Requirements

Subp. 1. Community development application manual. The division shall make the community development application manual, additional instructional materials, and forms available on a year-round basis. The manual and additional materials and forms shall instruct applicants in the preparation of applications and describe the method by which the division will evaluate and rank applications.

Subp. 2. Eligibility requirements. Any unit of general purpose local government, including cities, counties, and townships located in a nonentitlement area or electing exclusion from an urban county under *United States Code*, title 42, section 5302 (1981), may apply for a grant. An eligible applicant may apply on behalf of other eligible applicants. Applications submitted on behalf of other applicants must be approved by the governing body of all local governments party to the application. An eligible applicant may receive only one competitive grant per grant year and no eligible applicant shall be included in more than one competitive application.

An eligible applicant may receive one economic development grant in addition to a competitive grant each application year.

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- Subp. 3. Disqualification of applicants. Applications from otherwise eligible applicants shall be disqualified where for previously awarded grants under these parts or awarded by the Department of Housing and Urban Development under *United States Code*, title 42, section 5306 (1981), it is determined by the division that any of the following conditions exist:
- A. There are outstanding audit findings on previous community development grants and the grantee has not objected on a reasonable basis to the findings or demonstrated a willingness to resolve the findings;
 - B. Previously approved projects have passed scheduled dates for grant closeout and the grantee's ability to complete the project in an expeditious manner is in question; or
 - C. The applicant has not made scheduled progress on previously approved projects and the grantee's ability to complete the project in an expeditious manner is in question.
- Subp. 4. Contents of community development application. The contents of a community development application must be consistent with the informational requirements of this chapter and must be on a form prescribed by the division. A complete community development application shall include, but not be limited to:
- A. Needs narrative, summarizing the needs for the proposed projects;
 - B. Project summary, summarizing the activities to be completed and the scope of the project;
 - C. Activities and budget, detailing the estimates associated with each proposed activity;
 - D. Assurances, necessary to comply with the federal or state requirements as prerequisite to receiving state or federal funding;
 - E. Resolution, from the submission of the local government applicant approving the application and authorizing execution of the grant agreement according to the requirements of the Business and Community Development Division if funds are made available;
 - F. Supporting materials, attachments that are designed to verify or support information in items A to E.
- The division may request additional information from the applicant if it is necessary to clarify and evaluate the application.
- Subp. 5. Time limit for submitting applications. While competitive applications may be submitted at any time during the year, a formal yearly closing date for receipt of applications shall be established. Complete competitive applications shall be evaluated following the closing date for competitive applications. The notice must be published in the *State Register* at least 120 days before the closing date. Economic development project applications may be submitted at any time during the application year.
- Subp. 6. Regional review. The applicant must submit a complete copy of the application to the Regional Development Commission, where such a commission exists, or the Metropolitan Council, where it has jurisdiction, for review and comment in accordance with *Minn. Stat.* 462.391, subd. 3, or *Minn. Stat.* 473.171, respectively.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; 11 SR 2461; L 1987 c 312 art 1; 14 SR 1098

4300.1300. Evaluation of Applications

All applications shall be evaluated by the division. A fixed amount of points shall be established as the maximum score attainable by any application. Points shall be made available within each class of rating criteria according to parts 4300.1400 to 4300.1900. Economic development project applications must meet threshold criteria in order to be evaluated.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; L 1987 c 312 art 1; 14 SR 1384

4300.1400. Comparison of all Competitive Applications, Demographic Points

Subp. 1. [Repealed, 14 SR 1384].

- Subp. 2. Evaluation of community need. Up to 30 demographic points shall be awarded based on evaluation of community need, which shall include:
- A. The number of poverty persons in the area under the applicant's jurisdiction;
 - B. The percentage of persons resident in the area under the applicant's jurisdiction who are poverty persons; and
 - C. The per capita assessed valuation of the area under the jurisdiction of the applicant, such that points are awarded in inverse relationship to applicants' per capita assessed valuation.

Subp. 3. [Repealed, 14 SR 1384].

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; L 1987 c 312 art 1; 14 SR 1098; 14 SR 1384

4300.1500. Comparison of Competitive Applications Within Categories

After completing the general competition described in 4300.1400, the division shall place each application in the appropriate grant category in accordance with part 4300.1100. The categories are housing projects, public facilities projects, and comprehensive programs. Two hundred and ten of the total 240 points available for each application shall be awarded based on a comparison of the applications within each of the categories as further described in parts 4300.1600 to 4300.1900.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; L 1987 c 312 art 1; 14 SR 1384

4300.1600. Evaluation of Housing Projects

Subp. 1. Project need. Up to 90 of the points available in the housing category competition shall be awarded by the division based on evaluation of the need for improvements or additions to the housing stock serving low- and moderate-income persons as evidenced by:

- A. Housing units that are occupied by low- and moderate-income persons and are either substandard or pose a threat to the health or safety of the occupants;
- B. An inadequate supply of affordable housing for low- or moderate-income persons; or
- C. Other documented conditions which give evidence of the need for improvements or additions to the housing stock serving low- or moderate-income persons.

Subp. 2. Project impact. Up to 90 of the points available in the housing category competition shall be awarded by the division based on evaluation of the extent to which the proposed activities will eliminate deficiencies in the housing stock serving low- and moderate-income persons.

Subp. 3. Project cost-effectiveness. Up to 30 of the points available in the housing category competition shall be awarded by the division based on:

- A. Evaluation of the extent to which the proposed activities will make cost-effective use of grant funds including coordination with, and use of, funds from other public and private sources; and
- B. Evidence that the cost of the proposed activities per benefitting household is reasonable.

MS s 116J.401; 116J.403; 116J.873

L 1987 c 312 art 1; 14 SR 1384

4300.1700 Evaluation of public Facilities Projects

Subp. 1. Project need. Up to 90 of the points available in the public facilities category competition shall be awarded by the division based on evaluation of the extent to which the proposed activities are necessary to improve provision of public services to low- and moderate-income persons or to eliminate an urgent threat to public health or safety.

Subp. 2. Project impact. Up to 90 of the points available in the public facilities category competition shall be awarded by the division based on evaluation of the extent to which the proposed activities will reduce or eliminate the need identified under Subp. 1, and, in the case of activities designed to improve the provision of public services to low- and moderate-income persons, an evaluation of the extent to which the proposed activities directly benefit low- and moderate-income persons.

Subp. 3. Project cost-effectiveness. Up to 30 of the points available in the public facilities category competition shall be awarded by the division based on evaluation of the extent to which the proposed activities will make cost-effective use of grant funds, including consideration of:

- A. The extent to which the requested grant funds are necessary to finance all or a portion of the costs;
- B. Evidence that the cost of the proposed activities per benefitting household or person is responsible; and
- C. The extent to which the project benefits existing, rather than future, population, except in cases where the proposed activities are necessary due to expected development or growth which is beyond the applicant's control.

MS s 116J.401; 116J.403; 116J.873

L 1987 c 312 art 1; 14 SR 1384

4300.1800. [Repealed, 8 SR 1263].

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4300.1900. Evaluation of Comprehensive Program Projects

- Subp. 1. Program need. Up to 90 of the points available in the comprehensive program category competition shall be awarded by the division based on evaluation of need for the proposed comprehensive program, including consideration of:
- A. The number of low- and moderate-income persons in the program area;
 - B. The percentage of residents in the program area which are of low- or moderate-income; and
 - C. The need for the proposed comprehensive program as evidenced by at least two of the following: the need for improvements or additions to the housing stock serving low- and moderate-income persons, the need for new or improved public facilities in the program area, or employment problems in the program area.
- Subp. 2. Program impact. Up to 90 of the points available in the comprehensive program category competition shall be awarded by the division based on evaluation of the extent to which the proposed comprehensive program will eliminate or reduce the need identified under Subp. 1, and the extent to which the proposed program will improve the long-term physical or economic condition of the program area and its residents.
- Subp. 3. Program cost-effectiveness. Up to 30 of the points available in the comprehensive program category competition shall be based on evaluation of the extent to which the proposed comprehensive program will make cost-effective use of grant funds, including consideration of coordination with, and use of, funds from other public and private sources.

MS s 116J.401; 116J.403; 116J.873

L 1987 c 312 art 1; 14 SR 1384

4300.1901. Evaluation of Economic Development Projects

- Subp. 1. In general. Evaluation of economic development applications consists of eligibility threshold screening and project review.
- Applications must meet the eligibility thresholds in order to be referred for project review. Applications that fail to meet eligibility thresholds may be revised and resubmitted.
- Subp. 2. Federal and state eligibility thresholds. Applicants shall provide a description of the ways that activities address one of the federal objectives described in Part 4300.0300. Each activity proposed for funding must be eligible under current federal regulations.
- Applicants shall describe how they will meet two of the three following thresholds based on state economic development objectives:
- A. Creation or retention of permanent private sector jobs;
 - B. Stimulation or leverage of private investment; or
 - C. Increase in local tax base.
- Subp. 3. Project review. Applications that meet eligibility thresholds will be awarded points by the division based on evaluation of the two rating categories; project design and financial feasibility. Applications must attain at least 400 of the 600 available points for economic development to be recommended for funding.
- Applications must score at least half of the points available in each of the two rating categories.
- Four hundred points will be awarded based on an evaluation of project quality including an assessment of need, impact, and the capacity of the applicant to complete the project in a timely manner. Consideration of need for an economic development project must be based on deficiencies in employment opportunities and circumstances contributing to economic vulnerability and distress. Consideration of impact must be based on the extent to which the project reduces or eliminates the need. Consideration of capacity must be based on demonstration of administrative capability, realistic implementation schedules, and the ability to conform to state and federal requirements.
- Two hundred points will be awarded based on an evaluation of the effective use of program funds to induce economic development. Consideration of financial feasibility must include investment analysis, commitment of other funds, and other factors relating to the type of program assistance requested.
- Subp. 4. Funding recommendations. Applications that attain at least 400 points will be recommended to the commissioner for funding. Applications not recommended for funding may be revised and resubmitted.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; L 1987 c 312 art 1; 14 SR 1384

4300.2000. Determination of Grant Awards

- Subp. 1. Funds available for grants. The amount of funds available for grants shall be equal to the total allocation of federal funds made available to the state under *United States Code*, title 42, section 5306, after subtracting an amount for costs available to the division for administration of the program, as allowed by that law, plus any money made available by the state legislature. The division is not liable for any grants under this chapter until funds are received from the United States Department of Housing and Urban Development.
- Subp. 2. Division of funds. Of the federal funds available for grants in each grant year, 30 percent shall be reserved by the division to fund single-purpose grants, 15 percent shall be reserved for economic development grants, and 55 percent shall be reserved by the division to fund comprehensive grants. However the division may modify the proportions of funds available for single-purpose and comprehensive grants if, after review of all applications, it determines that there is a shortage of fundable applications in either category.
- At least 30 percent of the funds made available for single-purpose grants shall be awarded for applications in each of the two categories: housing and public facilities. However, no application with a rating below the median score for its category shall be funded by the division solely for the purpose of meeting this requirement.
- If there are unawarded economic development funds available at the end of the application year, two-thirds of the remaining funds will be available for competitive single-purpose projects and one-third will be available for economic development projects during the next application year.
- Subp. 3. Funding list. Within each grant category, a list of applications shall be prepared in rank order of the scores received after evaluation pursuant to Parts 4300.1300 to 4300.1900. Based on these lists, and subject to the availability of funds within each category, applications with the highest rank shall be recommended to the commissioner for funding. In the case of a tie between any two applications within any category, the application with the higher demographic points shall receive the higher ranking on the list.
- Subp. 4. Approval by commissioner. The list of applications recommended for funding, including recommended grant awards, shall be submitted by the division to the commissioner for approval. A decision by the commissioner not to approve any application recommended for funding must be made in writing to the applicant, giving reasons for disapproval.
- Subp. 5. Reduction in amount requested. The division may recommend an application for funding in an amount less than requested if, in the opinion of the division, the amount requested is more than is necessary to meet the applicant's need. If the amount of the grant is reduced, the reasons for the reduction shall be given to the applicant.
- Subp. 6. Grant ceilings. No competitive single-purpose grant may be approved for an amount over \$600,000. No comprehensive grant may be approved for an amount over \$1,400,000. No economic development grant may be approved for an amount over \$500,000.

MS s 116J.401; 116J.403; 116J.873

8 SR 1263; 11 SR 2416; L 1987 c 312 art 1; 14 SR 1384

CONTRACTS AND RECORDS**4300.3100. Grant Agreements**

- Subp. 1. Grant contract required. A grant contract shall be offered to each applicant whose application is approved for funding. The contract must be signed by a person authorized to commit the applicant to legally binding agreements and to execute the contract.
- Subp. 2. Contents of grant contract. The grant contract must include:
- A. A work program which indicates completion dates for major parts of the project and a projected budget supporting the work program;
 - B. A description of the manner in which payments will be made to grant recipients; and
 - C. Assurances that the grant recipient will comply with all applicable state and federal laws, including at least the federal laws or regulations for which the state is made responsible for enforcement in *Code of Federal Regulations*, title 24, sections 570.495 and 570.496.
- Subp. 3. Use of program income. Program income from sources such as reimbursements to and interest from a grant recipient's loan program, proceeds from disposition of real property, and proceeds from special assessments must be used for eligible activities. The division shall reduce future grant payments by the amount of any unobligated program income that an applicant has and shall take whatever additional action is necessary to recover any remaining amounts owed. In accor-

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dance with *Code of Federal Regulations*, title 24, section 570.494(b)(4), interest earned by grant recipients on grant funds before disbursement is not program income, and it must be returned to the United States treasury.

- Subp. 4. Grant account required. Grant recipients must establish and maintain separate accounts for grant funds.
- Subp. 5. Restrictions on use of funds. No grant funds shall be used to finance activities not included in the grant agreement. If it is determined that an improper use of funds has occurred, the division will take whatever action is necessary to recover improperly spent funds.
- Subp. 6. Suspension of payments. The division shall suspend payments of funds to grant recipients that are not in compliance with applicable state and federal laws, rules, and regulations. Grant recipients must return funds which are improperly expended.
- Subp. 7. Amendments to the agreement. Amendments to the grant agreement must be in writing.

MS s 116J.401; 116J.403; 116J.873

11 SR 1042; 11 SR 2416; L 1987 c 312 art 1; 14 SR 1384

4300.3200. Recordkeeping and Monitoring

- Subp. 1. Financial records. Grant recipients shall maintain financial records which identify the source and application of funds for grant-supported activities. These records must contain information about grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, income, and other information required by the division under the responsibilities it assumes under *Code of Federal Regulations*, title 24, section 570.497(b). Financial records, supporting documents, statistical records, and all other reports pertinent to a grant must be retained by the grant recipient for three years from the date of submitting the final financial report. No such records or documents may be disposed of while audits, claims, or litigations involving the records are in progress.
- Subp. 2. Audits. Grant recipients must arrange for and pay for an acceptable independent audit prepared in compliance with OMB Circular A-128, which was published in the *Federal Register*, volume 50, number 188, page 39083, on September 27, 1985, and the Single Audit Act of 1984, Public Law Number 98-502, codified as *United States Code*, title 31, sections 7501-7507. Costs incurred pursuant to this requirement are eligible under this program.
- Subp. 3. Financial status reports. Grant recipients shall file financial status reports at the close of each reporting period as designated by the division and shall file a final financial report before grant closeout. Financial status reports must be on forms prescribed by the division. The division may not require these reports more often than quarterly.
- Subp. 4. Performance report. Grant recipients shall also file performance reports at the close of each reporting period as designated by the division and shall file a final performance report before grant closeout. Performance reports shall be on forms prescribed by the division. The division may not require these reports more often than quarterly.
- Subp. 5. Access to records. Representatives of the department, either the state auditor or legislative auditor as is appropriate, and federal auditors shall have access to all books, records, accounts, reports, files, and other papers, things, or property belonging to grant recipients which are related to the administration of grants and necessary for audits and monitoring compliance with parts 4300.0100 to 4300.3200.

MS s 116J.401; 116J.403; 116J.873

11 SR 2416; L 1987 c 312 art 1; 14 SR 1384

Proposed Distribution of Funds

The amount of Federal CDBG funds for FY 1994 for use by the Small Cities Development Program is expected to be approximately \$22,500,000. To paraphrase and summarize the administrative rules for this program, two percent plus \$100,000 of the available funds will be used by DTED for administration of the grant program. The remainder will be distributed as follows: 15 percent will be reserved for economic development grants; 30 percent will be reserved for single-purpose housing or public facilities grants; and 55 percent will be reserved for comprehensive grants. A more detailed description of this process has been identified previously in the Final Statement as *Minnesota Rules* 4300.1100 through 4300.2000.

Proposed Use of Funds for Activities That Will Benefit Persons of Low-and Moderate-Income

The purpose of the Small Cities Development Program is to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low and moderate income. Activities funded under this program shall not benefit moderate income persons to the exclusion of low-income persons. All funded activities must be designed to:

- a) Benefit low- and moderate-income persons;
- b) Prevent or eliminate slums and blight: or

- c) Alleviate urgent community development needs caused by existing conditions which pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet those needs.

Under the Housing and Community Development Act of 1974, as amended, at least 70 percent of the funds must be used for activities that principally benefit low and moderate income persons. The Department of Trade and Economic Development, Business and Community Development Division, estimates that up to 80 percent of the funds will be used to benefit persons of low and moderate income.

Recaptured and Reallocated Funds

If FY '86 through FY '94 grant funds are returned to the Minnesota Department of Trade and Economic Development, Business and Community Development Division, following audit resolution or project closeout, reuse of the funds will be conducted using one of two methods.

1. Fifteen percent could be used for funding economic development projects any time during the year following the recapture of funds. Eighty-five percent of the funds will be reserved for emergency, urgent need projects; or
2. All recaptured funds could be reserved for funding emergency, urgent need projects.

With either option, a balance of recaptured FY '86 through FY '94 funds will be carried forward only until the point at which competitive grant awards are made. Any balance of recaptured or reallocated funds that exists at the time grants are awarded for the annual competitive grant cycle will be used to finance new competitive or economic development projects. Further, fifteen percent of the recaptured funds will be used for economic development projects. Eighty-five percent of the recaptured funds will be used to finance competitive projects.

Following is the criteria under which emergency urgent-need projects could be funded:

- a. Applications for emergency urgent need could be submitted at any time during the year.
- b. The problem poses a serious and immediate threat to the health or welfare of the community.
- c. The problem is of recent origin or has recently become urgent. To qualify for emergency, urgent-need funds, recent is defined to mean that a problem has to become urgent no earlier than 60 days before the last competitive application deadline.
- d. The applicant can document inability to finance the project on its own and other resources to sufficiently finance the project are not available.
- e. The project would have to score well enough in the rating system to have received a grant, had an application been submitted during the last competitive cycle.

The recaptured and reallocated fund distribution methodology identified above is the same methodology which appeared in the previous Final Statement.

Distribution of Program Income

Any program income which is derived from the use of federal CDBG funds may be retained and used by the recipient communities in accordance with section 570.489.(e). The state will require advance approval of grantee use of program income. Normally, state approval of grantees' reuse of program income will routinely occur when the grantee pledges to use the program income to continue the same activity from which the program income was derived. While most "activity" definitions are clearly stated in section 105(a) of the "Housing and Community Development Act, additional clarification is necessary in regard to rehabilitation. For the purposes of collecting and disbursing program income, rehabilitation will be divided into separate subactivities. In other words, separate revolving funds will be allowed for the following rehabilitation subactivities: Commercial, Owner-Occupied single family residential, Owner-Occupied multi-family residential, Rental single family residential, Rental multi-family residential.

Description of the Use of Funds in the 1993 Small Cities Community Development Block Grant Program

For the 1993 grant program, \$22,516,000 in federal fiscal year 1993 funds was available for grants to eligible applicants for the Small Cities Development Program. Under the administrative rules for the SCDP, economic development applications are accepted on a year-round basis and competitive single-purpose and comprehensive applications had an application deadline of September 1, 1992. The rules for the program establish the availability of 15 percent of the funds for economic development, 30 percent of the funds for single-purpose projects, and 55 percent of the funds for comprehensive programs. The rules also provide for the alteration of these percentages when a shortage of fundable applications occur in any specific category.

Upon completion of the competitive review and ranking process, 31 awards were made on February 1, 1993. The Department of Trade and Economic Development concludes that funds were awarded in accordance with the State's administrative rules for the program.

Official Notices

A formal Performance/Evaluation Report (PER) which provides a detailed description of the use of FY '84 through FY '93 funds is available from this office for public inspection. A copy of the PER is also available at the Minneapolis/St. Paul HUD office.

Assessment of the Relationship of 1993 Funds to State and Federal Objectives

As in previous years, for the 1993 grant program, the Minnesota Department of Trade and Economic Development, Business and Community Development Division, adopted the national objectives for the Community Development Block Grant program. Under these objectives, all funded activities must be designed to:

- a) Benefit low- and moderate-income persons;
- b) Prevent or eliminate slums or blight; or
- c) Alleviate urgent community development needs caused by existing conditions, which pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet those needs.

Based on the FY '93 award, at least 70% must be awarded for activities designed to benefit persons of low and moderate income. To date, DTED has awarded over 70 percent of our total FY '93 grant award for activities which benefit low- and moderate-income persons. The remainder of the funds currently awarded for grants has been awarded for activities designed to prevent or eliminate slums and blight or alleviate an urgent community development need.

The funds budgeted for planning and administration include both the funds retained by the Minnesota Department of Trade and Economic Development for administration of the program and funds awarded to units of general local government for planning and administration of their grants. No more than 20 percent of the block grant can be used for planning and administration.

To date, for the 1993 grant program, the Minnesota Department of Trade and Economic Development, Business and Community Development Division, and the 1993 grant recipients budgeted approximately \$1.10 million for planning and administration. These funds amount to five percent of the block grant, well below the 20.0 percent limit.

This figure is consistent with previous years' administrative amounts.

In addition to meeting one of the federal objectives listed above, economic development set aside grants must meet at least two of the following state objectives:

- a) Creation or retention of permanent private sector jobs, with a minimum threshold of one job created or retained for each \$20,000 of grant funds;
- b) Leverage of private investment, with a minimum threshold of one dollar private funds for each grant dollar requested; and
- c) Increase the local tax base, with a minimum threshold of an estimated 50 percent increase in the value of the parcel involved.

All unawarded FY '93 economic development set aside funds are available to finance flood related housing rehabilitation, public facility or economic development projects consistent with state rules.

All economic development set aside grants awarded to date have met the state job creation/retention objective and the private investment objective. In addition, jobs will be held by, and/or available to low- and moderate-income persons.

Based upon analysis of the 1993 Small Cities Development Program, The Minnesota Department of Trade and Economic Development, Community Development Division, concludes that the 1993 grant program fully met state and national objectives for award of funds.

Board of Water and Soil Resources

Meeting Notice

The Board of Water and Soil Resources will hold their monthly meeting on Thursday, January 27, 1994, at the Mount Olivet Conference and Retreat Center in Farmington, Minnesota. The meeting will begin at 1:00 p.m.

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

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

Department of Corrections

Notice of Availability of Funds for Services to Victims of Crime

The Minnesota Department of Corrections, Victims Services Unit, announces the availability of grant funds for direct services, community and professional education, and systems change related to crime victimization. Grants are for the 12-month period of July 1, 1994, through June 30, 1995. Nonprofit organizations and governmental units are eligible to apply for funds.

Grants will be awarded to programs serving Minnesota residents in each of the following areas:

- 1) Up to eight grants for \$35,000 are available to provide services to sexual assault victims within unserved geographic areas and for traditionally underserved populations.
- 2) Up to eleven grants for \$27,000 are available to provide community advocacy or criminal justice intervention services to battered women and their children in unserved or underserved geographic areas or for traditionally underserved populations.
- 3) Up to nine grants for \$32,000 are available to provide services to abused children within unserved geographic areas and for underserved populations. Priority will be given to programs that provide direct services.
- 4) Up to three grants for \$32,000 are available to provide services to victims of general crime as defined in *Minnesota Statute* 611A.01 (b) within unserved geographic areas.

Training on how to complete application materials will be provided in Bemidji, Mankato, Marshall and Minneapolis in February 1994. The deadline for submission is March 11, 1994.

To receive a request for proposals which describes how to apply, contact: Margaret Miller, Minnesota Department of Corrections, 300 Bigelow Building, 450 North Syndicate Street, St. Paul, Minnesota 55104. Telephone: (612) 642-0251.

Education Department

Proposal Readers Wanted for Indian Education Grant Program

Readers are being sought to read proposals for the Fiscal Year 1995

American Indian Language and Culture Education Program

NUMBER OF READERS SOUGHT: 4

TIME OBLIGATION: 3.5 Days (overnight included) plus travel time to St. Paul

COMPENSATION: \$150.00 per day, plus reimbursement for expenses

ELIGIBILITY / QUALIFICATIONS:

- Parents of children eligible to be enrolled in American Indian education programs;
- American Indian language and culture education teachers and aides;
- American Indian teachers and/or counselors;
- Representatives from American Indian communities or Tribal governments;
- Persons experienced in the training of teachers for American Indian education programs;
- Persons involved in programs for American Indian children in American Indian schools;
- Persons knowledgeable in the field of American Indian education; and
- Students enrolled in post-secondary education programs in American Indian education.

• **All READERS SHOULD HAVE EXPERIENCE IN READING GRANT PROPOSALS** •

DUTIES: Readers will be given 1/2 day of in-service for instructions and orientation. They will have 3 days to read approximately 25-30 proposals, each approximately 20 pages in length. They will evaluate each proposal against State Board of Education adopted Selection Criteria and rate each criterion by assigning points to each proposal.

Professional, Technical & Consulting Contracts

HOW TO APPLY: Send letter stating interest to serve as a reader. Briefly describe your experience reading proposals or grant applications and/or your background in American Indian education programs. Include a current resume. Letter must be received no later than January 28, 1994. Readers will be notified by February 4, 1994. Proposal reading will take place the week of February 22-26, 1994, in St. Paul.

Send Letters to: Indian Education Section
Minnesota Department of Education
727 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Office phone number: (612) 296-6458
FAX number: (612) 297-7895

Professional, Technical & Consulting Contracts

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

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

Department of Administration

MnDOT Minnesota Guidestar - Intelligent Vehicle Highway Systems (IVHS)

Call for Test Participants for the Portable Traffic Management System (PTMS) IVHS Field Operational Test Program

NOTICE IS HEREBY GIVEN that the Minnesota Department of Transportation (Mn/DOT) is seeking test participants to take part in the PTMS project; an operational test of an advanced traveler information service.

PROJECT SCOPE

PTMS is a system proposed for the application of IVHS technologies for management of major event traffic at the National Sports Center. The majority of applications of video monitoring and two-way traffic management communications are fixed in-place systems in recurring congested corridors. The system being considered for this application would be a portable system designed to be easily set up immediately prior to and moved between major special events in the Twin Cities region. The project is being considered in conjunction with holding major concert events at the National Sports Center, however, there are a number of annual events and other recent events held in the Twin Cities region which could or could have benefitted from improved advanced driver information on roadway traffic conditions.

The type of information available to drivers through PTMS includes information on incidents, congestion, weather conditions, road or lane closures, and other special conditions which can affect journey time. All information is provided and updated in real-time, allowing drivers to make informed choices about route and journey time.

Mn/DOT wishes to evaluate the usefulness of this information both directly to the driver, and to the traffic conditions near surrounding roadway system. PTMS system should be portable, including vehicle detection and surveillance. This system consists of three cameras with one being truly portable, three changeable message signs, one highway advisory radio, one portable traffic signal system. All this equipment needs to be integrated to a portable traffic management center through wireless technology.

The operational test is scheduled to commence in May, 1994 and will run for a period of six months. In order to maximize opportunities for this project, Mn/DOT is primarily seeking participants who are willing to contribute at least 45% towards equipment and or system integration. Offers from responders willing to make a contribution will be regarded favorably by Mn/DOT.

EXPRESSION OF INTEREST

Prospective participants are invited to submit an expression of interest in involvement in this project. The following will be considered minimum contents of the partnership proposal:

- a restatement of the objectives demonstrating the responder's view of the nature of the project;
- an outline of the anticipated benefits for the responder, through participation in the operational test;
- identification of the particular areas of the partnership requirements that are being responded to, such as system integration and or hardware.
- an outline of the responder's background and experience with particular emphasis on any local, state and federal government work. Identification of personnel to conduct project work, and details of their work experience;
- detailed description of any equipment proposed including development status, capabilities, unit cost, level of support and features/functions; and
- a detailed cost and workplan for the operational test.

The partnership proposal shall not exceed 15 pages in length, including title, index, tables, appendices, and any other supporting materials. Proposals greater than 15 pages will not be considered. One copy plus an unbound reproducible copy of the proposal shall be submitted. The cover sheet or front page of the proposal should include the name, address, and phone number of an individual to whom correspondence and questions about the proposal may be directed.

Partnership proposals must be received by 3:00 p.m. on January 10, 1994.

For details contact:

Donald H. Olson
Contract Administrator. CPPB
112 State Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Phone: 612-296-3771
Fax: 612-297-3996

EVALUATION AND SELECTION CRITERIA

A formal review process will be undertaken to evaluate responses to this notice. Minnesota Guidestar is responsible for coordinating the formal review and selection. Factors upon which proposals will be judged include the following:

- expressed understanding of project objectives;
- level of proposed contributions, to meet the minimum cost contribution requirements; and the ability to meet minimum functional requirements as stated in this RFP, including products, services, and expertise in the proposed area of participation that uniquely qualify the responder.

The negotiations will result in a partnership agreement that documents roles of participants, and a preliminary schedule for project implementation and evaluation. This request for participation proposal does not obligate the state to complete the project.

Department of Administration

Minnesota Department of Transportation Minnesota Guidestar - Intelligent Vehicle Highway Systems (IVHS)

Call for test participants for the Travlink Operational Test Program—Signpost System

NOTICE IS HEREBY GIVEN that the Minnesota Department of Transportation (Mn/DOT) is seeking test participants for the Signpost System component of Travlink, an operational test of an advanced traveler information service/automatic vehicle location system.

PROJECT SCOPE

An activity of Travlink is the deployment of signpost technology along I-394 as a complement to other project activities. The signpost system will be used as an alternate method of tracking vehicles traveling in the I-394 High Occupancy Vehicle (HOV) lanes.

Professional, Technical & Consulting Contracts

The signpost system will consist of detectors mounted on posts near interchanges along I-394 and infrared emitters installed on 80 MTC buses. The bus emitters will generate a properly coded infrared message that is received by the roadside detectors and converted to an electronic signal for transmission to Mn/DOT's Traffic Management Center. The communications will be real-time via the TMC's existing network of copper and fiber optic lines to a stand alone computer. The signals will be processed into individual vehicle speeds and travel times. The software will provide appropriate summary reports.

For the operational test Mn/DOT will evaluate the accuracy and overall performance of the technology as well as utility of the data. The test is scheduled to begin April, 1994 and continue for approximately 18 months. The signpost system provider will be expected to participate in regular technical committee meetings and cooperate fully with the designated project systems integrator.

Mn/DOT is seeking public-private partnerships for this project. As such Mn/DOT is seeking participants for developing, installing and maintaining the complete signpost system for the duration of the project as well as contributing significantly to the associated costs. Proposers should be willing to contribute at least 50% of the cost of the equipment in the form of cash donations, equipment donations or discounts, and/or donated engineering and technical services.

EVALUATION AND SELECTION CRITERIA

A formal review process will be undertaken to evaluate responses to this notice. Minnesota Guidestar is responsible for coordinating the formal review and selection. Factors upon which proposals will be judged include the following:

- Expressed understanding of project objectives;
- Proposed cost including level of contributions;
- Ability to provide the system as described within the required timeframe;
- Experience and qualifications.

Negotiations will be conducted with all proposers deemed to fall within the competitive range. The negotiations will result in a partnership agreement that documents roles and responsibilities, contributions, and a schedule of activities. This request for proposal does not obligate the State to award any contract or complete the project.

REQUEST FOR PROPOSALS

Prospective participants are invited to submit an expression of interest for providing the Travlink signpost system. The following will be considered the minimum contents of the partnership proposal:

- A restatement of the project requirements demonstrating an understanding of the functionality and system needs;
- An outline of the anticipated benefits for the responder through participation in the operational test;
- Description of the scope of work to be provided including a schedule of activities for the furnishing of all equipment, installation services and all other required engineering, technical and project management services;
- Detailed description of the technology proposed including development status, performance and functional specifications;
- An outline of the responder's background and experience with this technology with particular emphasis on public sector experience and identification of key staff who will work on the project;
- A cost proposal identifying unit costs and quantities, and the proposed contributions for the project including dollar value.

The partnership proposal shall not exceed 15 pages in length including all supporting materials. One copy plus an unbound reproducible copy shall be submitted. A contact person must be included.

Partnership proposals must be received by 3:00 p.m. on January 10, 1994.

For details contact:

Donald H. Olson
Contract Administrator, CPPB
112 State Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Phone: 612-296-3771
Fax: 612-297-3996

Department of Corrections

Juvenile Detention Services Unit Request for Proposals: Correctional Services

NOTICE IS HEREBY GIVEN to request proposals to provide professional correctional services in collaboration with staff from the departments of Human Services, Health and Education to fulfill statutory responsibilities in relation to assisting in the implementation of the Children's Mental Health Integrated Fund legislation passed by the 1993 Legislature. The Department of Corrections' responsibilities are defined in *Minnesota Statutes* 245.4873 and 245.491 to 245.496.

Proposals are to be proposed simply, providing a straight forward, concise description of the vendor's capabilities to satisfy the requirements of this proposal. Your proposal should respond completely to the requirements indicated in this Request for Proposal.

Services contract will be for approximately 17 months, ending June 30, 1995. Proposal budget should not exceed \$37,500.00.

Proposals must be received by 4:30 p.m. Friday, January 14, 1994. For additional information, contact:

David A. Johnson, Director MN Department of Corrections Juvenile Detention Services Unit	or	Richard Quick, Juvenile Release Officer Same Address
300 Bigelow Building 450 N. Syndicate Street St. Paul, Minnesota 55104 Phone: (612) 642-0334		Phone: (612) 642-0274

Department of Health

Notice of Request for Proposals for Contractual Services

The Minnesota Department of Health requests proposals from qualified health economists to provide consulting services to assist in the evaluation of applications seeking antitrust exemption.

Project Scope

The purpose of the proposed consultant services is to obtain advisory services of persons with expertise in health economics and medical markets. The consulting services will be used when additional expertise is needed to review applications seeking approval for an antitrust exemption.

These services will ensure that the Minnesota Department of Health has access to the appropriate knowledge and expertise on an as needed basis when evaluating and analyzing data submitted by parties seeking antitrust exemptions for their proposed anticompetitive arrangements.

Project Costs

The Minnesota Department of Health has estimated that the cost of this project should not exceed \$25,000. The actual cost of the project shall be determined at the time that a contractor is retained for a specific engagement.

Those interested in receiving the Request for Proposals (RFP) should contact:

Jeff Reed, Health Economics Program
Minnesota Department of Health
P.O. Box 64975 St. Paul, MN 55164-0975
Tel: (612) 282-6323

Requests for RFPs will be accepted until 4:30 pm., January 17, 1994.

Professional, Technical & Consulting Contracts

State Board of Investment

Official Notice

The Minnesota State Board of Investment (MSBI) retains private money management firms to manage a portion of the pension assets and other accounts under its control. Firms interested in managing domestic stock, international stock, domestic bond or global bond portfolios for the MSBI are asked to write to the following address for additional information:

External Manager Program
Minnesota State Board of Investment
Suite 105 MEA Building
55 Sherburne Avenue
St. Paul, MN 55155

Please refer to this notice in your written request

Minnesota Racing Commission

The Minnesota Racing Commission is requesting proposals from duly licensed certified public accountants to perform thorough and comprehensive financial analysis and evaluation for applications for a racetrack license and racing license.

The proposal must address performance of analysis, evaluation and opinion as to the applicant's financial ability to successfully own and operate a pari-mutuel horse racing facility including the following:

- A) Ownership and control structure;
- B) Current financial condition of applicant;
- C) Source of equity and debt funds, amounts, terms and conditions and certainty of commitment;
- D) Provision of non-receipt of expected equity or debt funds, failure to achieve projected revenues or other financial adversity;
- E) Feasibility of financial plan;
- F) Any other indices related to financial condition or ability which would be crucial to the Commission's decision-making.

Upon receipt of application(s), the Commission expects that the financial consultant will complete its evaluation and analysis and file a written report within fourteen (14) calendar days of receipt of application(s). Further, the consultant will be requested to make an oral presentation at a meeting of the Commission. All proposals must be signed in ink by an authorized member of the firm submitting the proposal.

The Commission requests that all proposals be submitted by 4:30 PM on Wednesday, February 2, 1994 addressed to Richard G. Krueger, Executive Director, Minnesota Racing Commission, 7825 Washington Avenue South, #800, Bloomington, Minnesota 55439.

Department of Transportation

Research & Strategic Initiatives Division

Notice of Availability of Contract for "Market Research"

The Department of Transportation is requesting proposals for the purpose of conducting market research. The objective of this project is to explore and document road user perceptions of Mn/DOT snow and ice removal activities on a specified portion of Highway 169.

The research will entail conducting six focus groups involving matched samples of eight to ten participants from three road user segments. These participants must have recently used the designated stretch of road.

The entire list of tasks and products required for this study are included in the complete Request for Proposal.

Professional, Technical & Consulting Contracts

It is anticipated that the contract period will begin on January 24, 1994, and end by March 25, 1994.

For further information, or to obtain a copy of the Request for Proposal, contact:

Karla Stacey
Minnesota Department of Transportation
Office of Strategic Initiatives
117 Universtiy Ave., Room 228
St. Paul, MN 55155
(612) 296-9308

Proposals must be received at the above address no later than 4:00 P.M. on January 17, 1994.

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

Department of Transportation

Research and Strategic Initiatives Division

Notice of Availability of Contract for "Research Implementation".

The Department of Transportation is requesting proposals for the purpose of conducting research implementation. The objective of this project is to conduct a research implementation study to bring research findings and current technologies, as applied throughout Minnesota and the rest of the country, to local county and city levels of use.

The study will entail literature searches, lectures, conduct of workshops, report writing, publication preparation, information dissemination, media (slide/tape or video) production, and working closely with state and local officials to coordinate the aforementioned activities.

The entire list of tasks required for this study are included in the complete Request for Proposal.

It is anticipated that the contract period will begin in April 1994 and continue through April 1996.

For further information, or to obtain a copy of the completed Request for Proposal, contact:

Steve Hay
Minnesota Department of Transportation
Office of Research Administration
117 University Ave, Room 208
St. Paul, MN 55155
(612) 282-2270

Proposals must be received at the above address no later than 3:00 P.M. on January 31, 1994.

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

— Volunteer Services of Minnesota Publications —

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Best-selling guide to attracting wildlife with your landscaping plans that are easy and inexpensive. Packed with diagrams and 70 color photos. 144 pp. Paperback. 9-15 SR \$9.95.

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— Gambling in Minnesota —

Lawful Gambling Statutes 1992

Chapter 349. 65 pp. 2-5 SR \$ 6.95

Lawful Gambling Rules 1993

Chapter 7861 thru 7865. 80pp. 3-3 SR \$ 6.95

Gambling Manager's Handbook 1992

Requirements of gambling activities 10-19SR \$16.95

High Stakes: Gambling in Minnesota 1992

Overview to gambling in Minnesota 10-46SR \$ 8.95

Gambling in Minnesota 1993

Supplement to High Stakes Gambling 10-26s1SR \$ 5.95

Gaming News Subscription

Yearly subscription. 90-8SR \$40.00

Gambling Organizations Directory

Lists name and address of licensed gambling organizations in Minnesota 99-2SR \$29.95

Regulatory Accounting Manual

Procedures guide includes tax forms 10-40SR \$14.95

Accounting Manual Worksheets 8-11SR \$ 7.95

View-through Binder 8 1/2 x 11 10-25 SR \$ 5.95

Tab Dividers 10 per package 10-19 SR \$16.95

Available through Minnesota's Bookstore. Use the handy order form on the back of the *State Register* to order.

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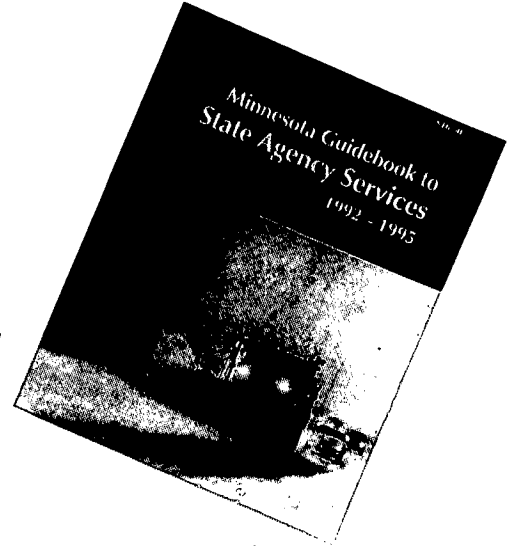
Business & Professional Directories -----

Minnesota Guidebook to State Agency Services 1992-95

An obvious "headliner" on any list for the business reference desk. The perfect "owner's manual" to Minnesota state government is a great reference tool for:

- * applying for grants, bidding on contracts
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- * license requirements and fees
- * gaining access to government services
- * participating in state policy making and service delivery
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A MUST for the Minnesota business person. 710 pp. **Stock No. 1-11 SR** ~~REDUCED PRICE -- \$16.00~~ **NOW \$9.95**



Minnesota Manufacturer's Directory 1993

Lists companies alphabetically, by community, and by type of product manufactured. Includes name, address, phone number, sales volume, market products, area sales, marketing and purchasing. Also FAX numbers, data processing managers and chief engineers, when available. 742 pp. **Stock No. 40-2 SR \$95.00**

Healing Arts (Physician's) Directory 1991

Names and addresses in alphabetical order for licensed physicians, chiropractors, osteopaths, optometrists, podiatrists and registered physical therapists. 426 pp.

Stock No. 1-1 SR \$19.95

State Agency Telephone Directory

Orders are now being taken for the 1994 Directory.

This directory lists all State of Minnesota government agencies. Features a greatly expanded FAX section with over 250 numbers, alphabetical employee listings, a classified section, organized by department, and "yellow pages" listing state offices in Greater Minnesota. 264pp. **Stock No. 1-87 SR \$12.95**

Airport Directory 1993

List of airports throughout the state. Approaches, rivers, all detailed markings, and much more. 178 pp. (pocket-size)

Stock No. 1-8 SR \$5.95

Law Enforcement Directory 1993

Directory of state law enforcement agencies, sheriffs and police departments 51pp. **Stock No. 1-6 SR \$7.00**

Directory of Chemical Dependency Programs '92-93

Comprehensive listing of chemical dependency treatment programs in Minnesota. Information on services provided, funding and staff, and a map are also included. 282 pp.

Stock No. 1-12 SR \$17.00

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Minnesota's Bookstore

117 University, St Paul, Minnesota 55155 (located 1/2 block west of the State Capitol)
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