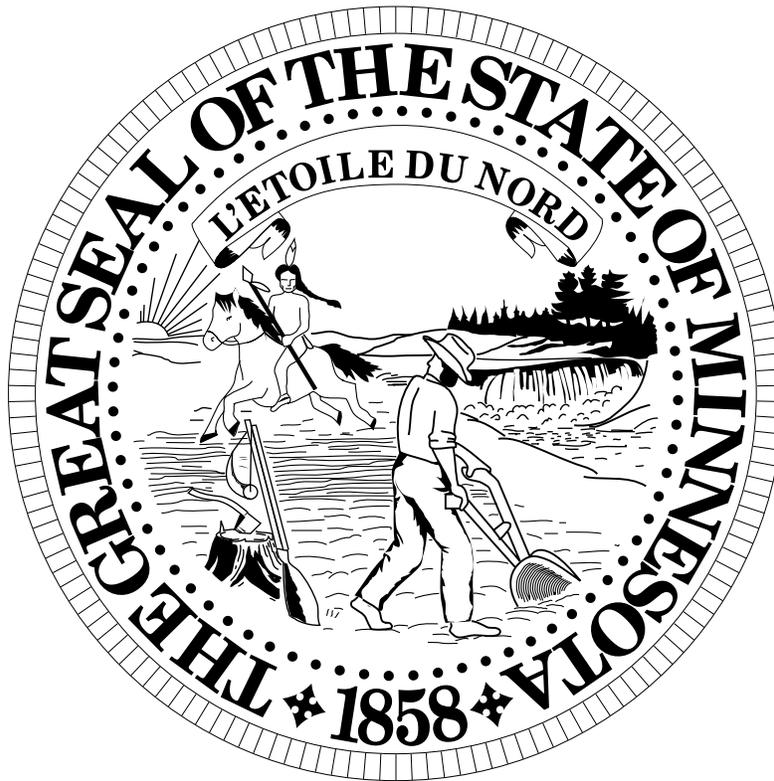


State of Minnesota

State Register

Rules and Official Notices Edition



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

Tuesday 29 May 2001
Volume 25, Number 48
Pages 1855-1888

State Register

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

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

- proposed, adopted, exempt, expedited emergency and withdrawn rules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

Jesse Ventura, Governor (651) 296-3391	Mike Hatch, Attorney General (651) 297-4272	Mary Kiffmeyer, Secretary of State (651) 296-2079
Mae Schunk, Lt. Governor (651) 296-3391	Judi Dutcher, State Auditor (651) 297-3670	Carol Johnson, State Treasurer (651) 296-7091
Department of Administration: David F. Fisher, Commissioner (651) 296-1424 Kent Allin, Asst. Commissioner (651) 297-4261	Communications.Media Division: Mary Mikes, Director (651) 297-3979 Chris Schanus, Manager (651) 282-2974	Robin PanLener, Editor (651) 297-7963 Jane Schmidley, Assistant Editor (651) 296-4273 Jessie Rahmeyer, Subscriptions (651) 297-8774

Printing Schedule and Submission Deadlines

Vol. 25 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
#48	Tuesday 29 May	Noon Wednesday 16 May	Noon Tuesday 22 May
#49	Monday 4 June	Noon Wednesday 23 May	Noon Tuesday 29 May
#50	Monday 11 June	Noon Wednesday 30 May	Noon Tuesday 5 June
#51	Monday 18 June	Noon Wednesday 6 June	Noon Tuesday 12 June

Copyright © 2001 Communications.Media Division, Department of Administration, State of Minnesota.
Publication Number: 326630 (ISSN 0146-7751)

SUBSCRIPTION SERVICES: Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: (651) 297-3000 Toll free (800) 657-3757. TTY relay service phone number: (800) 627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (651) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Solicitation Announcements*. See the *State Register* and the *Solicitation Announcements* on our website: <http://www.comm.media.state.mn.us> Click on "Minnesota's Bookstore."

- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year, hard copy, paper subscription: \$160.00.
- *Solicitation Announcements* (published every Tuesday and Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Solicitation Announcements* \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Solicitation Announcements* \$1.00. Shipping is \$3.00 per order.

PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to (651) 297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$115.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

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

The *State Register* is published by Communications.Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning.

Legislative Information

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

Website: www.senate.leg.state.mn.us/departments/secretary/seninfo.htm

House Information Office (651) 296-2146

State Office Building, Room 175, 100 Constitution Ave., St. Paul, MN 55155

Website: www.house.leg.state.mn.us/hinfo/hinfo.htm

Minnesota State Court System

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

Minnesota Rules: Amendments & Additions		
Volume 25, Issue #40-48	1858	
Proposed Rules		
Minnesota State Retirement System (MSRS)		
Repealing receipt of benefit payments to to acknowledgment requirements.....	1860	
Adopted Rules		
Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design		
Architect Licensing	1862	
Chiropractic Examiners Board		
Prohibited advertising	1862	
Chiropractic Examiners Board		
Examination requirements	1862	
Chiropractic Examiners Board		
Graduate preceptorship	1863	
Chiropractic Examiners Board		
Unapproved continuing education program.....	1863	
Chiropractic Examiners Board		
Definition of direct patient care	1863	
Chiropractic Examiners Board		
Continuing education sponsor eligibility	1863	
Official Notices		
Agriculture Department		
Opinions sought on rule governing Minnesota certified seed potato grades and tolerances	1864	
Higher Education Facilities Authority		
Public hearing on revenue obligations on behalf of Minneapolis College of Art and Design	1864	
Human Services Department		
Comments sought on extension of federal prepaid medical assistance waivers	1865	
Investment Board		
Executive Council, Land Exchange Board and Investment Advisory Council meetings.....	1865	
Labor and Industry Department		
Notice of correction to highway/heavy prevailing wage rates	1865	
Comments sought on planned amendments to rules governing workers' compensation treatment parameters and fees for mechanical traction	1866	
Comments sought on planned amendments to rules governing permanent partial disability	1867	
State Grants and Loans		
Children, Families, and Learning Department		
Proposals sought for english language and civics education grant program.....	1868	
Proposals sought for intensive english as a second language grant program	1869	
Housing Finance Agency		
Proposals sought for consolidated for single family, multifamily, and housing tax credit programs	1869	
Proposals sought for housing tax credit program	1878	
State Contracts		
Administration Department		
Proposals sought for Phase III for the Smart DART paratransit operation.....	1880	
Children, Families and Learning Department		
Proposals sought for special education due process hearing review officers	1880	
Colleges and Universities, Minnesota State Dakota County Technical Colleges		
Bids sought for CNC turning center	1881	
Economic Security Department		
Proposals sought for telephone survey of customers.....	1881	
Employee Relations Department		
Proposals sought for affirmative action plans, rules, statutes, policies, and procedures.....	1881	
Higher Education Services Office		
Proposals sought for graphic designers.....	1882	
Human Services Department		
Proposals sought for technical support services to analyze the business and technical of CSIS into SSIS application toolset.....	1882	
Ah-Gwah-Ching Center seeks proposals for physician services.....	1883	
Ah-Gwah-Ching Center seeks proposals for psychiatrist services.....	1883	
Public Safety Department		
Proposals sought for hazardous materials regional team program.....	1884	
Trade and Economic Development Department		
Proposals sought for evaluation of Minnesota Job Skills Partnership programs	1884	
Corporate sponsorship sought for web-based education program of Minnesota trade mission to China.....	1885	
Transportation Department		
Proposals sought for preliminary and detail design I-694 and I-35E, "Unweave the Weave"	1885	
Non-State Contracts & Grants		
Hennepin County		
Proposals sought by Hennepin and Ramsey county regional railroad authorities for northeast diagonal transitway	1886	
University of Minnesota		
Bid Information Service (BIS) available for all potential vendors.....	1887	

Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 80 state agencies have the authority to issue rules. Each agency is assigned specific **Minnesota Rule** chapter numbers. Every odd-numbered year the **Minnesota Rules** are published. The current 1999 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

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

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

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

Volume 25, Issue #40-48

Office of Administrative Hearings

1400.2000; .2010; .2020; .2030; .2040; .2050; .2060; .2070; .2080; .2085; .2110; .2210 .2220; .2240; .2300; .2310; .2400; .2410; .2450; .2510; .2520; .2530; .2540; .2550; .2570; .5010; .5100; .5300; .5400; .5500; .5550; .5600; .5700; .5800; .5900; .6200; .6400; .6500; .6600; .6700; .6950; .7100; .7400; .7700; .7800; .8401; .8505; .8510; .8530; .8540; .8545; .8550; .8560; .8580; .8590; .8600; .8601; .8603; .8604; .8605; .8606; .8607; .8608; .8609; .8610; .8611; .8612 (proposed)	1743
1400.2010 s.5; .5200; .5600 s.4; .8401 s. 1,2,6; 8510 s.2; 8520 (proposed repealer)	1743

Agriculture Department

1510.0281 s.5: .0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600 (proposed repealer)	1697
1545.0230 (adopted)	1633

Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

1800.1000; .1100; .1200 (adopted)	1862
---	------

State Arts Board

1900.1010; .1510; .1710 (adopted)	1653
---	------

Chiropractic Examiners Board

2500.0100 (adopted)	1717
2500.0100 (adopted)	1863
2500.0400 (adopted)	1862
2500.0700; .0710; .0720; .0750; .1000 (adopted)	1862
2500.0800 (adopted)	1718
2500.1410 (adopted)	1863
2500.1600 (adopted)	1863
2500.2520 (adopted)	1863

Public Safety

3050.0100; .2800; .3200; .3400; .3500; .3600; .3700; .3900 (adopted)	1718
--	------

Trade and Economic Development Department

4355.0500 (adopted)	1609
---------------------------	------

Health Department

4650.0102; .0111; .0112; .0113; .0115; .0117; .0138 (proposed)	1827
4650.0102, s.12c (proposed repealer)	1827
4690.3800 (repealed)	1718

Medical Practice Board

5600.2500 (adopted exempt)	1720
----------------------------------	------

Physical Therapy Board

5601.0100; .0200; .0300; .0700; .0800; .0900; .1400; .1500; .1600; .1700; .1800; .2100; .2200; .2600; .2700; .2800 (adopted exempt)	1725
5601.0300; .0700; .1700; .2900; .3000 (adopted exempt)	1721
5601.0600; .2800; .3105; .3110; .3115; .3120; .3125; .3130; .3135; .3140; .3145; .3150; .3155; .3160; .3165 (adopted exempt)	1722

Natural Resources Department

6232.2700; .2800; .2900; .3055; .3200 (expedited emergency)	1677
6232.2700; .2900 (repealed expedited emergency)	1677
6262.0500; .0550; .0400 (adopted expedited emergency)	1779
6262.0500; s.2,4; 6264.0400 s.4; (repealed expedited emergency)	1779

Public Utilities Commission

7811.0700; .2210; .0700; .2210 (adopted)	1677
--	------

Racing Commission

7873.0185; .0190; 7877.0120; .0170; 7883.0100; .0130; .0140; .0150; 7890.0100 (adopted)	1609
7890.0100 s.12 (repealed)	1609

Minnesota State Retirement System (MSRS)

7900.1600 (proposed repealer)	1860
-------------------------------------	------

Secretary of State

8280.0010; .0015; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0110; .0120; .0130; .0140; .0150; .0160; .0170; .0180; .0190; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0300; .0310; .0320; .0330; .0340; .0350; .0360; .0370; .0380; .0390; .0400; .0410; .0420; .0430; .0440; .0450; .0460; .0470; .0480 (proposed)	1698
--	------

Minnesota Rules: Amendments and Additions

Health Department

9400.0100; .0350; .0400; .0500; .0600; .0700; .0800; .1000; .1200;
 .1500 (adopted) 1633
 9400.1500 s.3 (repealed)..... 1633

Human Services Department

9560.0214; .0216; .0220; .0221; .0222; .0223; .0225; .0226;
 .0230; .0234 (adopted exempt)..... 1772
 9560.0234 s.2 (repealed exempt) 1772

Available at Minnesota Bookstore
 Order form on back page



Minnesota's Bookstore 

Hot! off the Press

Ford Building 117 University Ave. Room 110A St. Paul, MN 55155

New Laws, Rules, Directories & more

Ethics in Government Act - 2000
 MN Statutes 2000 Chapter 10A and 1997 MN Rules Chapter 4501-4525. Looseleaf, 82pp.
Stock Number 3-36 \$11.95

Sales & Use Tax Rules - 1999
 MN Rules Chapter 8130. Looseleaf, 176pp.
Stock Number 3-2 \$8.95

High Pressure Piping - '99 / 2001
 MN Rules 2001 Chapter 5230.0010-.6200 and MN Statutes 1999 Chapter 326.46-.521. Softcover, 143pp. **Stock No. 3-66 \$11.00**

Boiler Inspection - 2000
 MN Rules Chapter 5225, MN Statutes Chapter 183.375-83.62. Softcover, 56pp.
Stock No. 3-19 \$8.00

POST Board Rules - 2001
 State rules governing MN Rules Chapter 6700. Softcover, 48pp. **Stock No. 3-7 \$8.00**

Criminal Code - 2000
 MN Statutes 2000 governing peace officer conduct, sentences, training classes and more. Looseleaf, 748pp. **Stock No. 2-68 \$24.95**

Motor Vehicle Traffic Laws - 2000
 MN 2000 Statutes pertinent to motor carriers, motor vehicle registrations, "no-fault" insurance and miscellaneous acts. Looseleaf, 729pp.
Stock No. 2-85 \$20.95

Minnesota Aeronautical Chart
 This color 31" x 25" map chart designates all airports in the state and notes fuel, water, radio facilities, control tower information, hard surface runways, etc.
Stock Number 1-10 \$3.00

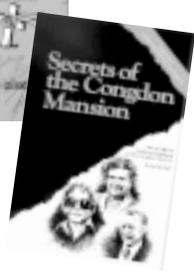
Directory of Building Contractors 2001
7 County Metro Area
 Licensed contractors in Ramsey, Hennepin, Dakota, Anoka, Carver, Scott, and Washington. **Stock Number 99-3 \$27.00**

Greater Minnesota
 Licensed contractors throughout Minnesota with the exception of the metro area.
Stock Number 99-40 \$32.00

Directory of Charitable Gambling Organizations 2001
Stock Number 99-2 \$32.00

Directory of Licensed Beauty Salons 2001
Stock No. 99-45 \$25.00

Great reads...

Things in Ditches
 Minnesota author Jimmy Olsen presents this murder mystery set in a mythical Minnesota small town. This crackerjack thriller follows an overblown county sheriff, a bumbling town cop, hoping to break the hamlet's first-ever murder, and the gentlest killer you'd ever want to meet. This book should prove to hold your attention well, not unlike the movie "Fargo" did a few years ago. Softcover, 312pp.
Stock Number 19-84 \$14.95

Secrets of the Congdon Mansion
 Tour guides at the mansion are instructed not to mention anything about the famous homicides documented in this book. Which bedroom did Miss Congdon use? Where did the murderer break into the mansion? How did he escape? One of the state's most noted murder cases. Softcover, 64pp.
Stock Number 19-103 \$5.95

Proposed Rules

Comments on Planned Rules or Rule Amendments

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

Rules to be Adopted After a Hearing

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

Rules to be Adopted Without a Hearing

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

Minnesota State Retirement System

Proposed Permanent Rules Relating to the Minnesota State Retirement System; Repealing Receipt of Benefit Payments Acknowledgment Requirements

NOTICE OF INTENT TO REPEAL A RULE WITHOUT A PUBLIC HEARING

Introduction. The Minnesota State Retirement System (MSRS) intends to repeal a permanent rule without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes* 2000, sections 14.22 to 14.28, and the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. You have 30 days to submit written comments on the proposed repeal and may also submit a written request that a hearing be held on the rule.

Agency Contact Person. Comments or questions on the repeal and written requests for a public hearing on the rule must be submitted to: Paige Purcell, Minnesota State Retirement System, Affinity Plus Building, Suite 300, 175 West Lafayette Frontage Road, St. Paul, Minnesota 55107, or **phone:** (651) 284-3219.

Subject of Rule and Statutory Authority. The proposed rule repeal relates to acknowledging receipt of benefit payments by way of written acknowledgement. The rule instructs MSRS to send out a post card to anyone who receives a monthly benefit and requires them to sign it and send it back in a timely fashion. The purpose of the card is to verify that the benefit recipient is alive and eligible for their monthly benefit. Our intent is to replace the post card with a more efficient less intrusive method that has a number of cross-referencing features built into the process. Our annuitant list will be checked against a national database that records the deaths reported to Social Security, state departments of vital statistics, as well as, a number of other public sources. The new process will save MSRS over \$5,000 per year. The new process will also eliminate the "stop payments" that occur when an annuitant loses, forgets or is just unable to sign and return his/her card before the deadline expires.

Minnesota Statutes, section 352.03, subdivisions 4 and 6 authorizes MSRS to adopt rules to administer chapters 352, 3A, 352B, 352C, 352D, and 490 and transact the business of the system, subject to the limitations of law. A copy of the proposed repealer is published in the *State Register* and attached to this notice.

Comments. You have until 4:00 p.m. on June 29, 2001, to submit written comment in support of or in opposition to the proposed rule and any part or subpart of the rule. Your comment must be in writing and received by the MSRS contact person by the due date. Comment is encouraged. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed repeal must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the repeal. Your request for a public hearing must be in writing and must be received by the MSRS contact person by 4:00 p.m. on June 29, 2001. Your written request for a public hearing must include your name and address. You must identify why you object to the repeal. Any request that does not comply with these requirements is not valid and cannot be counted by MSRS for determining whether a public hearing must be held. You are also encouraged to state the reason for the request.

Withdrawal of Requests. 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. If enough requests for hearing are withdrawn to reduce the number below 25, MSRS must give written notice of this to all persons who requested a hearing, explain the actions MSRS took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, MSRS will follow the procedures in Minnesota Statutes, sections 14.131 to 14.20.

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

Modifications. The proposed repeal may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the agency, and the adopted rules may not be substantially different than the proposed changes to the rule. If the proposed rule repeal affects you in any way, you are encouraged to participate in the rulemaking process.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the MSRS contact person. This statement contains a summary of the justification for the proposed repeal, including a description of who will be affected by the proposed repeal. There is no cost affiliated with the repeal of this rule.

Repeal of the Rule. If no hearing is required, MSRS may repeal the rule after the end of the comment period. The repealer and supporting documents will then be submitted to the Office of Administrative Hearings for review of legality. You may ask to be notified of the date the repealer is submitted to the office. If you want to be so notified, or want to receive a copy of the repealer, or want to register with MSRS to receive notice of future rule proceedings, submit your request to the MSRS contact person listed above.

Dated: 16 May 2001

David Bergstrom, Executive Director

REPEALER. Minnesota Rules, part 7900.1600, is repealed.

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

Adopted Rules

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

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

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

Exempt Rules

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

Emergency Expedited Rules

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

Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design

Adopted Permanent Rules Relating to Architect Licensing

The rules proposed and published at *State Register*, Volume 25, Number 34, pages 1399-1401, February 20, 2001 (25 SR 1399), are adopted as proposed.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Prohibited Advertising

The rules proposed and published at *State Register*, Volume 25, Number 27, pages 1228-1229, January 2, 2001 (25 SR 1228), are adopted as proposed.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Examination Requirements

The rules proposed and published at *State Register*, Volume 25, Number 29, pages 1283-1285, January 16, 2001 (25 SR 1283), are adopted with the following modifications:

2500.0710 CONTINUING EDUCATION HOURS FOR EXAMINERS.

Minnesota licensed chiropractors ~~may will~~ receive up to six hours of credit for continuing education for participation in the development of an examination, the administration of an examination, or the postexamination audit. ~~No chiropractor may receive more than 18 hours per biennium. Hours awarded under this part must be, when the hours are verified in writing by the chief examiner or other designee of the board. Hours shall be calculated in accordance with the provisions established in part 2500.0100, subpart 4a. No chiropractor may receive more than 18 hours per biennium.~~

2500.0720 APPLICATION AND LICENSURE PREREQUISITES.

A. Subject to parts 2500.0700 to 2500.1000 and *Minnesota Statutes*, section 148.06, evidence of qualification for licensure, which ~~may must~~ include passing the National Board of Chiropractic Examiners' tests: Part I, Part II, the Written Clinical Competency Examination, and the Physiotherapy Examination, or other approved licensing examination, must be received by the board before an applicant may sit for the examination. With the exception of those examinations, an applicant may not take examinations approved by the board more than six months before the applicant's expected date of graduation from an approved college of chiropractic.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Graduate Preceptorship

The rules proposed and published at *State Register*, Volume 25, Number 29, pages 1291-1292, January 16, 2001 (25 SR 1291), are adopted as proposed.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Unapproved Continuing Education Programs

The rules proposed and published at *State Register*, Volume 25, Number 27, pages 1230-1231, January 2, 2001 (25 SR 1230), are adopted as proposed.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Definition of Direct Patient Care

The rules proposed and published at *State Register*, Volume 25, Number 27, pages 1227-1228, January 2, 2001 (25 SR 1227), are adopted as proposed.

Board of Chiropractic Examiners

Adopted Permanent Rules Relating to Continuing Education Sponsor Eligibility

The rules proposed and published at *State Register*, Volume 25, Number 29, pages 1289-1290, January 16, 2001 (25 SR 1289), are adopted with the following modifications:

2500.1410 SPONSORSHIP OF EDUCATION PROGRAMS.

The board shall register and approve organizations or individuals who wish to offer continuing education programs to individuals licensed to practice chiropractic in this state as described in items A to C.

[For text of items A and B, see M.R.]

C. The sponsor must sign a statement agreeing to allow any representative of the board to attend all or part of any program that the sponsor is offering. If the representative of the board is a chiropractor licensed in Minnesota, that person must pay the full registration fee in order to be awarded continuing education units for attending the program.

The board ~~may~~ must consider, when granting approval to individual sponsors or instructors providing continuing education programs for credit, whether the providers or instructors are qualified by training, experience, or licensure to provide such education. The board ~~may~~ must also deny approval to individual sponsors or instructors who ~~may be~~ are the subject of current discipline by their licensing boards, or whose licensing boards have issued any notice of contested case hearing in which the allegations, if proven, ~~may~~ would directly reflect on the provider's qualifications to provide such programs.

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

Official Notices

Pursuant to Minnesota Statutes §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking. The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and matters of public interest.

Department of Agriculture

Request for Comments on Planned Amendment to Rule Governing Minnesota Certified Seed Potato Grades and Tolerances, *Minnesota Rules* 1555.6950

Subject of Rule. The Department of Agriculture requests comments on its planned amendment to the rule governing Minnesota Certified Seed Potato Grades and Tolerances. The department is considering rule amendments that would remove the zero tolerance for powdery scab and make all scab like symptoms fall under the same tolerance.

Persons Affected. The amendment to the rule would likely affect seed potato growers. The department does not contemplate appointing an advisory committee to comment on the planned rule.

Statutory Authority. *Minnesota Statutes*, section 21.118, requires the commissioner to adopt rules to carry out the purposes and enforce the provisions of *Minnesota Statutes*, secs. 21.111 to 21.122 governing seed potatoes.

Public Comment. Interested persons or groups may submit comments or information on this planned rule in writing or orally until 4:30 p.m. on July 30, 2001. The department has not yet prepared a draft of the planned rule amendment. Written or oral comments, questions, requests to receive a draft of the rule, when it has been prepared, and requests for more information on this planned rule should be addressed to: Willem Schrage, Minnesota Department Of Agriculture, 312, 4th Av. NE, East Grand Forks, MN 56721. **Phone:** (218) 773-3346, **email:** wschrage@corpcomm.net. **Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.**

Dated: 14 May 2001

Sharon Clark
Deputy Commissioner

Minnesota Higher Education Facilities Authority

Public Hearing on Revenue Obligations

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the "Authority") with respect to a proposal to issue revenue bonds or other obligations on behalf of Minneapolis College of Art and Design, a Minnesota nonprofit corporation and owner and operator of an institution of higher education (the "College"), at the Authority's offices at Suite 450 Galtier Plaza, 175 Fifth Street East, St. Paul, Minnesota on June 20, 2001 at 2:00 p.m. Under the proposal, the Authority would issue its revenue bonds or other obligations in an original aggregate principal amount of up to approximately \$5,000,000 to finance a project generally described as (a) the acquisition, refurbishing and equipping of two apartment buildings and related real estate, landscaping and parking located at 2540 Third Avenue South and 2550 Third Avenue South, respectively, in Minneapolis, Minnesota, (b) the acquisition, refurbishing and equipping of two residences located on Stevens Avenue South between 25th Street East and 26th Street East in Minneapolis, Minnesota for use by the College, (c) the renovation, refurbishing, improvement and equipping of the Julia Morrison Memorial Building and the Library, owned and operated by the College and located on its campus at 2501 Stevens Avenue South in Minneapolis, Minnesota (the "Campus"), and (d) the demolition of an existing residence located on the College's Campus and the construction, installation and landscaping of a parking lot to replace the residence (collectively, the "Project").

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: 16 May 2001

By Order Of The Minnesota Higher
Education Facilities Authority
Marianne Remedios
Executive Director

Department of Human Services

Health Care Administration

Medical Assistance Program

Request for Comments on Extension of Federal Prepaid Medical Assistance Waivers

For more than fifteen years, Minnesota's Medicaid Program (Medical Assistance or MA) has administered a § 1115 waiver, allowing for the purchase of coverage from health plans on a prepaid capitated basis. Authority for this purchasing project, known as the Prepaid Medical Assistance Program (PMAP), will expire July 1, 2002. The State is requesting an extension of the waiver from the federal Health Care Financing Administration (HCFA). As part of the extension process, the Minnesota Department of Human Services (DHS) will hold a public meeting to obtain input from all interested parties regarding continuation of the State's demonstration project.

The public meeting will be held Friday, June 29, 2001 from 1 to 4 p.m., in room 1A/B at the Minnesota Department of Human Services, 444 Lafayette Road, St. Paul, Minnesota. Please notify Kathleen Vanderwall, of DHS, if you intend to testify. Written comments will also be accepted through Friday, June 29, and may be submitted to Kathleen Vanderwall at the address below.

Kathleen Vanderwall
Department of Human Services
444 Lafayette Road
St. Paul, Minnesota 55155-3852
Phone: (651) 282-3720
Fax: (651) 215-9453
Email: kathleen.vanderwall@state.mn.us

State Board of Investment

Executive Council Land Exchange Board

Investment Advisory Council

Notice of Meetings

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, June 6, 2001 at 9:00 a.m., in Room 125, State Capitol, St. Paul, MN.

The Investment Advisory Council will meet on Tuesday, June 5, 2001 at 2:00 p.m., in the SBI Conference Room, Capitol Professional Office Building, Suite 10 (Main Floor), 590 Park Street, St. Paul, MN.

Department of Labor and Industry

Labor Standards Unit

Notice of Correction to Highway/Heavy Prevailing Wage Rates

A **correction** has been made to the Highway/Heavy Prevailing Wage Rates certified 10/23/00, for **Group 4 in Region 3**, Aitkin, Cass, Crow Wing, Kanabec, Mille Lacs, Morrison, Todd, and Wadena Counties.

Copies of the certified wage rates for these Counties may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, **phone:** (651) 296-6452. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Gretchen B. Maglich
Commissioner

Department of Labor and Industry

Workers' Compensation Division

Request for Comments on Planned Amendments to Rules Governing Workers' Compensation Treatment Parameters, *Minnesota Rules*, Parts 5221.6020 to 5221.6600 and Rules Governing Fees for Mechanical Traction, *Minnesota Rules*, Parts 5221.4050 and 5221.4060

Subject of Rules. The Minnesota Department of Labor and Industry requests comments on its planned amendment to rules governing workers' compensation treatment parameters and maximum fees for mechanical traction. The amendments being considered address:

- diagnostic testing and imaging, passive therapy, diagnostic and therapeutic injections, and inpatient hospitalization for low back pain, thoracic back pain, and neck pain;
- lumbar arthrodesis for low back pain;
- passive therapy and therapeutic and diagnostic injections for upper extremity disorders;
- coverage for reflex sympathetic dystrophy to include complex regional pain syndrome;
- diagnostic testing and imaging, initial nonsurgical treatment, surgery and chronic management for thoracic outlet syndrome;
- diagnostic testing and imaging, initial nonsurgical treatment, surgery and chronic management for lower extremity disorders;
- chronic use of narcotic medication for all conditions.

The amendments being considered also:

- describe more specifically electrical muscle stimulation and manual therapy modalities consistent with the descriptions in the medical fee schedule;
- define "mechanical traction" and specify that the term includes "intersegmental motorized mobilization, vertebral axial decompression, autotraction (active), and 90/90" in the treatment parameters for low back, thoracic back and neck conditions, and in *Minnesota Rules* parts 5221.4050 and 4060 governing maximum fees for chiropractic and physical medicine services;
- provide that intradiscal injections and intradiscal electrotherapy ("IDET") are not indicated for low back conditions;
- add a definition of "chronic pain medicine specialist."

Persons Affected. The planned rule amendments would likely affect health care providers and hospitals that treat patients with work injuries, injured workers, employers, insurers, third party administrators, certified managed care plans, and others involved in the workers' compensation system.

Statutory Authority. Treatment Parameters: *Minnesota Statutes*, section 176.83, subd. 5, requires the commissioner to adopt rules establishing standards and procedures for health care provider treatment, including criteria for diagnosis and treatment of the most common work-related injuries, surgical procedures, appliances and equipment, diagnostic imaging procedures, inpatient hospitalization and chronic pain. Other statutory provisions that authorize rules on standards and procedures for treatment are *Minnesota Statutes* sections 176.103, subd. 2 and 176.83, subs. 3 and 4. **Medical Fees:** *Minnesota Statutes*, section 176.136, subdivisions 1, 1a, and 1b, and *Minnesota Statutes* section 176.83, subd. 4 authorize the commissioner to adopt rules establishing procedures or standards for determining whether a charge for a health service is excessive and authorize the adoption of the workers' compensation medical fee schedule. *Minnesota Statutes*, section 176.83, subd. 1 authorizes the commissioner to adopt rules to implement the workers' compensation law. *Minnesota Statutes*, section 176.83, subd. 15 authorizes the commissioner to prescribe forms and other reporting procedures to be used by a medical provider.

Public Comment. Interested persons or groups may submit comments or information on these planned rule amendments in writing or orally until further notice is published in the *State Register*. The department has consulted with health care providers and the workers' compensation Medical Services Review Board about the planned amendments, and does not contemplate appointing a separate advisory committee to comment on the planned rule amendments.

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

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

Kelly Taylor, Medical Policy Analyst
Rehabilitation and Medical Affairs Unit
Minnesota Department of Labor and Industry
443 Lafayette Road
St. Paul, MN 55155
Email: *kelly.taylor@state.mn.us*
Phone: (651) 297-5213
Fax: (651) 282-5448
TTY: (651) 297-4198.

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

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

Dated: 16 May 2001

Gretchen B. Maglich, Commissioner
Department of Labor and Industry

Department of Labor and Industry

Workers' Compensation Division

Request for Comments on Planned Amendment to Rules Governing Permanent Partial Disability, *Minnesota Rules*, Chapter 5223

Subject of Rules. The Minnesota Department of Labor and Industry requests comments on its planned amendment to the Workers' Compensation Permanent Partial Disability Schedule. The department is considering rule amendments that make technical and housekeeping changes, correct oversights, omissions and technical errors, and clarify permanent partial disability rating procedures and the medical conditions subject to rating.

Persons Affected. The planned rule amendments would likely affect injured workers, employers, insurers, third party administrators, certified managed care organizations, health care providers and others involved in the workers' compensation system.

Statutory Authority. *Minnesota Statutes*, section 176.105 requires the commissioner of the Department of Labor and Industry to establish by rule a schedule of degrees of disability resulting from different kinds of injuries based on objective medical evidence.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until further notice is published in the *State Register*. The department does not contemplate appointing an advisory committee to comment on the planned rule amendments.

Rules Drafts. The department expects to have a draft of the planned rule amendments available mid-June.

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

Kathy Hagen
Legal Services Unit
Department of Labor and Industry
443 Lafayette Road
St. Paul, MN 55155
Phone: (651) 282-5294
Fax: (651) 296-8899
TTY: (651) 297-4198

Official Notices

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

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

Dated: 16 May 2001

Gretchen B. Maglich, Commissioner
Department of Labor and Industry

State Grants & Loans

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

Department of Children, Families and Learning

Office of Teaching and Learning

Request for Proposal for a Grant Contract - English Language and Civics Education Grant Program

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide English Language and Civics Education (EL/Civics) instruction for adults. Civics is defined by the Federal Register as content relating to the rights and responsibilities of citizenship, naturalization, civic participation, and U.S. history and government. Proposals must simultaneously address English literacy and civics education. Eligible applicants include adult basic education programs, school districts, community action agencies, libraries and nonprofit or community based organizations. Applicants must have documented experience in providing literacy and/or civics programs designed for immigrant and refugee populations. Preference will be given to EL/Civics programs funded during FY 2001, but due to an increase in available funds, funding is available for new programs. Application deadline is June 25, 2001.

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

Laurie Rheault, Grant Specialist
Minnesota Department of Children, Families and Learning
Adult Basic Education Unit
1500 Highway 36 W.
Roseville, MN 55113
Phone: (651) 582-8432
Email: laurie.rheault@state.mn.us

Department of Children, Families and Learning
Office of Teaching and Learning

**Request for Proposal for a Grant Contract - Intensive English as a Second Language (ESL)
Grant Program**

The Minnesota Department of Children, Families and Learning is seeking proposals from eligible applicants to provide English as a Second Language (ESL) intensive services for Temporary Assistance to needy Families (TANF) eligible adults who are participating in the Minnesota Family Investment Program (MFIP). Intensive ESL programming must be focused on participant literacy skills necessary to achieve self-sufficiency through employment. Eligible applicants include adult basic education programs, school districts, post-secondary institutions, and nonprofit or community based organizations. Applicants must have experience in providing English instruction to non-English speaking immigrants and refugees.

Applicants must document experience in literacy programming, describe fiscal and accounting systems and reporting capacity, and ensure that administrative expenses do not exceed five percent of the grant funds. Grant funds will be paid to programs on a reimbursement basis. Preference will be given to Intensive ESL programs funded during FY 2001, but funding is available for new programs. Funding is expected to be available through June 30, 2003. Application deadline is June 25, 2001. For further information or to request a copy of the Request for Proposal, please contact:

Laurie Rheault, Grant Specialist
Minnesota Department of Children, Families and Learning
Adult Basic Education Unit
1500 Highway 36 W.
Roseville, MN 55113
Phone: (651) 582-8432
Email: laurie.rheault@state.mn.us

Minnesota Housing Finance Agency

**Consolidated Request for Proposals • Single Family RFP • Multifamily RFP • Housing
Tax Credit Program**

The Minnesota Housing Finance Agency (MHFA), the Greater Minnesota Housing Fund, the Metropolitan Council, the Family Housing Fund, Minnesota Department of Corrections, the Saint Paul Public Housing Authority, and the Minneapolis Public Housing Authority announce the availability of funds through a Consolidated Request for Proposals (RFP). Funds are available to assist in the development, construction, acquisition, or rehabilitation of affordable homeownership, home improvement, or rental housing activities for low and moderate-income residents of Minnesota. Single Family RFP activities also include funds for demolition, homebuyer/homeowner education, counseling and training, foreclosure prevention assistance, and support for demonstration initiatives to assist individuals currently in subsidized housing to purchase a home.

The Consolidated RFP represents an effort to coordinate the resources available within the agency, and to address communities' comprehensive housing efforts.

Eligible applicants are invited to submit proposal(s) for the Single Family RFP, the Multifamily RFP and the Housing Tax Credit Program. Separate Single Family and Multifamily applications are required but due dates are a week apart.

In the event that a comprehensive housing proposal is submitted that consists of both single family and multifamily units within the same geographical area, you must complete both a single family and multifamily application. Both applications can be submitted together and MHFA staff will review and process those funding applications simultaneously. (See Application Process - Important Dates for application deadlines.)

Amount of Funds Available:

Fund availability is listed individually under each specific RFP section below.

Eligible Locations:

MHFA funds are generally available statewide; while respective RFP partners' funds are available only in the Twin Cities Metropolitan area or Greater Minnesota depending upon the specific funding partner.

State Grants & Loans

Eligible Applicants:

In general, eligible applicants for the majority of resources include Minnesota Cities, Minnesota units of government, Community Housing Development Organizations (CHDOs), community based organizations, housing and redevelopment authorities, economic development authorities, community action agencies, limited profit, for profit, and nonprofit entities, private individuals and tribal organizations.

In addition to the above, eligible applicants for multifamily and tax credit proposals also include corporations and partnerships.

Approved lenders are also eligible applicants for some single family resources.

*Habitat for Humanity organizations are **not eligible** to apply for funding from the Community Revitalization Fund as the primary applicant under the "traditional Habitat model", but are eligible to be secondary partners with those applicants previously mentioned.*

THRESHOLD REQUIREMENTS / SELECTION PRIORITIES

The MHFA has developed the following threshold requirements/selection priorities to increase the extent to which housing resources are strategically targeted. These threshold requirements/selection priorities will be used to evaluate, score and rank proposals submitted in response to the Multifamily RFP and the Limited Fund Programs offered through the Single Family RFP.

All proposals eligible for financing must address housing needs created by current local Economic Vitality Housing Initiatives (EVHI), Continuum of Care Plans, or Metropolitan Housing Implementation Group (MHIG) Project Selection Criteria.

Threshold Requirements:

- **Project Overall Feasibility:** "Project Overall Feasibility" refers to the likelihood that the proposed project may be completed within the timeline proposed and within reasonable parameters of risk. Among the factors to be considered in determining project feasibility are:
 - site control and/or the nature of the proposed site,
 - whether the housing proposed is needed in the market to be served based upon population and job growth, and very low housing vacancy rates,
 - financial feasibility of the project (i.e., costs are reasonable and the development is economically viable, etc.),
 - the impact of the project on the geographic area to be served,
 - project meets the mission of the proposed funders.
- **Organizational Capacity:** "Organizational Capacity" refers to the likelihood of the organization being able to complete the proposed project. Among the factors to be considered are whether the:
 - purpose of the organization is housing related,
 - applying organization has related housing experience,
 - organization has sufficient, qualified staff for the proposed project,
 - organization has successfully completed similar projects,
 - organization has strong current and expected ongoing capacity to complete the proposal as well as other proposals being developed by the organization, and
 - organization has strong current and expected ongoing capacity to maintain the rental housing for the long term.

MHFA Strategic Selection Priorities:

- **Cooperatively Developed Plan:** The extent to which the proposal contains clearly identified goals relating to the housing element of a "Cooperatively Developed Plan" consistent with the mission of the MHFA. A Cooperatively Developed Plan is a plan which encompasses multiple affordable housing and related service initiatives in a geographically defined area that is developed through the cooperation and input of two or more of the following entities:
 - city or county (or instrumentality thereof),
 - a regional unit of government,
 - neighborhood and/or community group,
 - housing providers, and funders.
- **Smart Growth:** The extent to which the proposal is consistent with "smart growth" principles. For the purpose of the MHFA's investment in affordable housing, smart growth principles are as follows:
 - **Linkage.** Housing development should be part of comprehensive community development efforts that link housing, jobs, transportation, recreation, retail services, schools, and social and other services.

- **Jobs.** Housing is part of the infrastructure necessary to sustain economic vitality. New housing should be located near jobs and in areas of job growth and should address housing needs of the local work force. Preference will be given to proposals that provide housing in communities with job and population growth.
- **Land Use.** Housing must be developed to maximize the adaptive reuse of existing buildings and the use of existing infrastructure, where financially feasible. In cases of new development, we must maximize the efficient use of land and infrastructure and minimize the loss of agricultural land and green space.
- **Transportation.** Housing must be developed near regional and interregional transportation corridors and transit ways.
- **Underserved Populations:** The extent to which the proposal addresses the housing needs of “underserved populations.” Underserved populations are identified as individuals and/or households of color, single female heads of households with minor children, and disabled individuals.
- **Local Investment and Leverage:** The extent to which the proposal demonstrates related local investment pursuant to a housing plan, local government participation that results in reduced costs (regulatory incentives), the involvement of local partnerships, and the extent to which private investment is leveraged, including contributions from local employers.

NEW MULTIFAMILY RESOURCES:

Minnesota Families Affordable Rental Investment Fund Program (MARIF): The 2000 session of the Minnesota Legislature appropriated funds and authorized the MHFA to develop an affordable housing program for current and recent participants in the Minnesota Family Investment Program (MFIP)*. The MARIF Program was developed in response to this legislation. The purpose of the program is to provide modest, decent and safe affordable housing with rents affordable for current recent MFIP participants.

Eligible Applicants / Ownership Requirements: Individuals, non-profit entities, for-profit entities, Minnesota Cities, Minnesota Housing and Redevelopment Authorities, a cooperative housing corporation, or a joint powers board established by two or more cities.

The MARIF program requires ownership by a single-asset entity.

Eligible Properties: MARIF funding may be used for new construction or acquisition and/or rehabilitation, of permanent rental and permanent supportive housing with a minimum of four units.

Occupancy Requirements: Family households who, at the time of initial occupancy, are current or recent Minnesota Family Investment Program (MFIP)* participants must occupy units assisted with MARIF funds. “Recent MFIP participants” means a family who left MFIP due to increased income from employment or due to the collection of child or spousal support under Part D of Title IV of the Social Security Act no more than twenty-four (24) months prior to the family’s application for tenancy in an MFIP unit, and whose income at the time of application is equal to or less than 160% of the federal poverty level for the family’s size.

**2001
160% of Poverty Guidelines**

Family Size	Poverty Guideline	
	(Annual)	(Monthly)
1	\$13,744	\$1,145.33
2	\$18,576	\$1,548.00
3	\$23,408	\$1,950.66
4	\$28,240	\$2,353.33
5	\$33,072	\$22,756.00

MARIF Rents:

- 2 Bedroom \$400.00
- 3 Bedroom \$450.00
- 4 Bedroom \$475.00

State Grants & Loans

Interest Rate and Term:

First mortgage or subordinated loan with an annual interest rate not to exceed 1% with principle due and payable at the end of the 30 year term. The loan will be considered non-recourse debt.

Funds may also be awarded in the form of a subsidy repayment agreement. To ensure the long-term affordability of projects funded under the program, the subsidy repayment agreement will require repayment to the Agency unless the developer complies with rent and other program restrictions for the thirty (30) year MFIP affordability period.

Level of Funding:

It is allowable for MARIF units to receive 100% of their total development costs (TDC) from the MARIF funds. However, priority will be given to developments that leverage MARIF funds with other public, private or area employer contributions.

Funds **may not** be used for services.

Operating Subsidy:

If it is determined by MFHA, the development may be allowed up to six months of capitalized operating subsidy. This will be funded up front with the development.

Can you use Section 8 or RAFS?

Yes, MARIF basic rents will be set at Fair Market Rents (FMR). Section 8 vouchers will be accepted for the FMR. Applicants/Residents without vouchers will pay the greater of 30% of income or \$400.00 per month (For a two bedroom unit). As resident's incomes increase and they move toward stabilization, their rent will be adjusted annually. As incomes increase, rents will increase to the equivalent of 30% of their income, up to the FMR.

*MFIP (Minnesota Family Investment Program) is Minnesota's welfare reform Initiative. MFIP is a federal and state-funded program that provides a monthly cash and food benefit to eligible families. MFIP focuses on helping participants work their way out of poverty. Families exit MFIP at approximately 120% of the federal poverty level.

SINGLE FAMILY RFP

Limited Fund Program Information

The Limited Fund programs are highly competitive. The funding partners anticipate having approximately \$8 million available this round. Limited Fund proposals will be presented to a Selection Committee for evaluation, scoring and funding consideration. The Selection Committee is comprised of MHFA staff, representatives from the various funding partners and staff from the Minnesota Department of Trade and Economic Development (DTED).

I. Programs Available:

- Building Better Neighborhoods (BBN) - formally known as the Home At Last Program (HAL). Greater Minnesota Housing Fund, Department of Trade and Economic Development and MHFA provide funds for this program.
- Community Revitalization Fund (CRV). The Family Housing Fund, Metropolitan Council, GMHF and MHFA provide funds for this program. Additional resources provided through the CRV fund are from the Employer Matching Grant program. If a CRV Proposal submitted includes a multifamily component, you must also submit a Multifamily RFP application. To obtain Multifamily application materials, refer to the Application Process section of this notice.
- Local Housing Incentive Account (LHIA). The Metropolitan Council provides funds for this program.
- Homeownership Education, Counseling and Training Fund. MHFA and the Greater Minnesota Housing Fund provides funds for this program.
- Homesteps: MHFA provides funds for this program.
- Minnesota Urban and Rural Homesteading Program. MHFA provides funds for this program.

II. Types of Funds Available:

The type, terms and conditions of assistance provided will vary depending upon the needs outlined in each application and the availability of funding resources. Generally, if an activity may be addressed through a loan rather than a grant, a loan will be provided.

The contributing partners strongly encourage communities to leverage funds with the resources available through this RFP to address the local housing need(s) identified in their comprehensive housing plan.

After each of the proposals are reviewed and scored, the funding partners will determine how funds will be awarded. Funds will be provided in one, or a combination, of the following forms of assistance listed.

Community Revitalization Funds (CRV) consists of:

- Below market interest rate construction financing provides either interest free or low interest loans to entities to assist in acquiring, demolishing, rehabilitating and/or constructing homes. The interest rates on these loans vary from 0% to 2%. Interest free loans are provided to those who use innovative construction or rehabilitation methods (including innovative materials, financing methods, etc.) to address housing needs in a specific community. Construction loans must be repaid to the funder when the home is completed and sold.
- Deferred loans are interest free loans that require repayment after a specified period of time and/or if specific program requirements are not met. A proposal may utilize deferred loans to help bridge gaps not covered by a first mortgage and/or other funding resources.
- Grants do not require repayment. Grants can be used for a variety of purposes (i.e., gap financing, construction, demolition, and rehabilitation.)

NOTE: Gap financing is defined as one of the following:

- Value gap: Financing required to cover the gap between rehab/new construction costs and the appraised property value, or;
- Affordability gap: Financing required to cover the gap between a home's purchase price and what the prospective buyer can afford.

Homeownership Education, Counseling and Training (HECAT) consists of:

- Administrative grants and loan allocations provide homeowner/homebuyer education, counseling, training and foreclosure prevention services to a specific geographical area. Loans are limited to foreclosure prevention assistance and provided to borrowers under the program.

Minnesota Urban and Rural Homesteading Program funds consist of:

- Funds provide eligible organizations with resources to acquire single family homes that are vacant, condemned, abandoned or blighted, rehabilitate them and sell them by way of interest free contract for deeds to first time homebuyers who are "at risk".

Homesteps Demonstration Program funds consist of:

- Administrative grants for two Greater Minnesota demonstration sites to provide comprehensive homebuyer training and rehabilitation advisory services to persons currently living in subsidized housing. Interest free deferred second mortgages for entry-cost and rehabilitation assistance are available to eligible participants successfully completing the requirements of the Homesteps Demonstration Program.

III. Program Income Limits/Guidelines:

Please refer to each of the program concepts for specific income limits/guidelines.

Greater Minnesota Housing Fund only serves households with incomes equal to or less than 80% of the statewide median income adjusted by household size.

Family Housing Fund only serves households with incomes that do not exceed 80% of the Twin Cities metropolitan area median income.

Metropolitan Council only serves households with incomes that do not exceed 80% of the Twin Cities metropolitan area median income. For home rehab programs in fully developed suburbs and growth centers, Metropolitan Council will serve households up to 115% of median.

The Minnesota Department of Corrections - Institution Community Work Crew Affordable House Building Program only serves households with incomes at or below 80% of greater of state or area median income and the homes must be priced so as not to compete with the private residential construction industry.

Ongoing Program Information

Your agency may apply for any of these programs at any time during the year. Please contact the Program Manager listed below to obtain a program application. Ongoing applications are not included in this RFP.

- Community Activity Set Aside Program (CASA)

State Grants & Loans

Provides lenders, local governments and/or nonprofit housing providers with set-asides of MHFA mortgage revenue bond funds enabling them to meet the homeownership objectives/needs of their communities by providing end loans to consumers. The applicant must be an MMP participating lender or lender consortia.

Program Manager: **Kim Stuart** (651) 296-9959
Toll Free: (800) 710-8871
Email: *kim.stuart@state.mn.us*
Fax: (651) 296-8292

- Community Fix-up Fund (CFUF)

Encourages partnership efforts between local lenders, nonprofit organizations, local governments, and community organizations by providing funds to assist a designated community in addressing its specific home improvement needs or objectives. Applications must be submitted by participating MHFA Fix-up Fund lenders (or participating lender consortia), in partnership with a nonprofit organization delivering housing programs, or a city.

Program Manager: **Judd Schultz** (651) 297-3124
Toll free: (800) 710-8871
Email: *judd.schultz@state.mn.us*
Fax: (651) 296-8292

- Entry Cost Homeownership Opportunity Program (ECHO)

Support community lending programs by private and public sector mortgage lenders by providing entry cost assistance (i.e., down payment and closing costs) for low to moderate income homebuyers. Lenders (including lender consortia) may apply for this program in partnership with a nonprofit organization or city, and do not need to be an MHFA participating lender.

Program Manager: **Denise Gathman** (651) 297-5146
Toll free: (800) 710-8871
Email: *denise.gathman@state.mn.us*
Fax: (651) 296-8292

- Urban Indian Housing Program - Special (UIHP)

Supports innovative methods of providing affordable housing for urban American Indians, (in the 7 county metro area and cities of Duluth and Bemidji) including, but not limited to, the construction, purchase or rehabilitation of residential housing.

Programs Manager: **Edward Niewinski** (651) 297-3130,
Toll free: (800) 710-8871
Email: *edward.niewinski@state.mn.us*
Fax: (651) 296-8292

- Institution Community Work Crew (ICWC) Affordable House Building Program

The Minnesota Department of Corrections (MNDOC) may provide assistance through the Institution Community Work Crew (ICWC) Affordable House Building Program. ICWC Affordable House Building Program can provide interest-free interim construction financing, but only to non-profit entities. A letter from the MNDOC must be attached to your proposal indicating if an ICWC program is or will be available in the area you have identified. Contact the Program Manager for future availability of funds.

Program Manager: **Ron Solheid** at MNDOC
Phone: (651) 603-0010,
Fax: (651) 642-0457
Email: *rsolheid@co.doc.state.mn.us*

MULTIFAMILY RFP

Amount of Funds Available

Approximately \$16 million.

In addition, the Agency has up to \$26 million available in the new Minnesota Families Affordable Rental Investment Fund Program mentioned in the "New Multifamily Resources" section.

Types of Funding Available, Multifamily RFP

- **Deferred loan funds** are generally in the form of a zero percent (0%), 20-30 year deferred or subordinate loan or grant. Actual interest rate, term and type of loan or grant will vary depending upon recommended funding source(s) and will be discussed in detail with sponsors upon selection for funding. The Agency will allow non-recourse debt to single-asset entities.

For developments using the **Federal Housing Tax Credit Program**, loans may be structured with an interest rate to be eligible for inclusion in qualified basis. More information on the Housing Tax Credit Program follows this section.

- **Long term fixed rate mortgages** for acquisition, refinance, or new construction of multifamily housing for developments that may generate adequate income to service debt are also available. These mortgages are offered through the Low and Moderate Income Rental Program (LMIR). Separate application materials are not required for the first mortgage programs.

First mortgage programs may be provided for new construction of housing tax credit developments. In addition, MHFA is interested in providing financing for developments with 20% project-based rental assistance and 80% market rate units, where the objective would be cost containment and creation of developments of scale (50 to 100 units). The Agency will allow non-recourse debt to single-asset entities.

- **Project-Based Rental Assistance** is available through several entities via the Multifamily RFP:
 - **Metropolitan Council HRA** for eligible projects located in the counties of Anoka, Carver, Hennepin (excluding the cities of Bloomington, Minneapolis, Plymouth, Richfield and St. Louis Park), and Ramsey (excluding the city of St. Paul); and
 - **St. Paul Public Housing Authority** for eligible projects in the City of St. Paul.

Project based rental assistance is a housing subsidy program that permits a local housing agency to attach Section 8 vouchers to newly constructed, rehabilitated or existing units. The rental units are made available to low-income families at or below 50% of the metro median family income at rents within the Section 8 payment standard for that jurisdiction or HUD-approved exception rent limits. Eligible families receive rent assistance so long as they reside in the project-based dwelling unit. Upon one-year tenancy, eligible families may receive a tenant-based subsidy to use upon vacating the unit.

Project based assistance is administered by designated housing agencies that administer the federal Section 8 voucher rent assistance programs. Tenant rent is determined based as a percentage of household income. The rent assistance is provided in the form of a per-unit-month subsidy that is paid to the owner of a project by the housing agency on behalf of an eligible tenant while they reside in the project.

Eligible Projects

Funds may be used for a variety of rental housing types including permanent housing, preservation of federally assisted housing, temporary or transitional housing, emergency shelters, supportive housing and HIV/AIDS housing/services.

Permanent rental housing must be “residential housing” or be “generally available to low and moderate income people.” Developments in which the owner of permanent supportive housing is also the service provider are considered a low priority.

- “Residential housing” is housing where the individual units have bathrooms and kitchen facilities.
- Housing that is “generally available to low and moderate income people” is housing for which occupancy is either unrestricted or restricted only on the basis of income.

Developments in which economic integration is provided or maintained are encouraged.

Developments with age restrictions of 55 and older, are ineligible under most funding sources.

Income Limits

The overall goal of the Multifamily RFP is to serve lower income households. Funding sources generally allow incomes up to 60% of median income in the seven-county metropolitan area, and up to 80% of statewide median income in Greater Minnesota (adjusted for family size). Funding sources with an objective of addressing needs identified in a continuum of care plan require lower income limits, generally at or below 30% of the seven-county metro area median income.*

Gross Rent Limits

For permanent rental housing proposals, maximum gross rents shall generally not exceed 30% of 50% of area median income, depending upon the underlying funding sources. The relationship between proposed rent levels and Fair Market Rents is an important factor because it is crucial that Section 8 voucher holders be able to rent units in MHFA-financed developments.

For transitional housing or permanent supportive housing proposals, maximum gross rents shall generally be equal to or less than 30% of the seven-county metro area median income.

**NOTE: Priority will generally be given to those developments serving the lowest income households.*

State Grants & Loans

HOUSING TAX CREDIT PROGRAM

The Minnesota Housing Finance Agency (MHFA) is pleased to announce that it is accepting 2002 Round 1 competition applications for reservation and allocation of Housing Tax Credits, authorized by the Federal Tax Reform Act of 1986, as revised.

Housing Tax Credits offer a ten-year reduction in tax liability to owners and investors in eligible low -income rental housing developments involving new construction, rehabilitation or existing rental housing with rehabilitation. General information on tax credit availability is posted on MHFA's internet **web site:** www.mhfa.state.mn.us

Total estimated 2002 tax credits available for the State of Minnesota is \$8.6 million. MHFA has estimated the housing credit ceiling for Minnesota for calendar year 2002 based upon the amounts of the housing credit ceiling for calendar year 2001. The actual housing credit ceiling for the year 2002 will not be known by MHFA until some time in February or March of 2002. In early 2002 the IRS will make a final determination of Minnesota's population component used in determining Minnesota's final year 2002 housing credit ceiling. The IRS will publish this population component some time in February or March of 2002.

As in past competition years, 2002 Round 1 will be the primary tax credit selection / allocation round. It is anticipated that most of the 2002 tax credits will be forward selected during this round for the 2002 tax credit year. Any credits remaining following the conclusion of the 2002 Round 1 will be made available for 2002 Round 2.

The Minnesota Housing Finance Agency's 2002 Housing Tax Credit Program, Qualified Allocation Plan and related manual contents have been revised in several key respects as listed below. Additional detail regarding these changes can be found on MHFA's internet web site.

PROGRAM CHANGES: Modification to Non-Profit Points (elimination) and Non-Profit Set Aside (increase), Non Profit Set Aside Limitation for Project in Suballocator's Jurisdiction, Material and Design Standards (revised), Increased Development Cap (to \$350,000), Project Location (criteria redefinition).

SCORING: [Selection Priorities] — Large Family Housing (redefine, new construction only), Single Room Occupancy housing (eligible units/affordable rents, redefinition/clarification), Rehabilitation and Family Rehabilitation (combination of priorities), Special Populations (service plan requirement), Economic integration (points revision), Strategically Target Resources (scoring definitions and pointing structure revision), Government Participation/Rent Reduction (clarifications), Underserved Cities (renamed Project Location, prioritized toward job and household growth), High Cost Areas (reclassify as selection priority), Development Cost Reduction (clarifications), Qualified Non-Profit (priority removed). [Preference Priorities] — Serves Lowest Income Tenants/Rent Reduction (clarifications), QCT and Community Revitalization. (new preference priority, Section 42)

Credit Formula

The Minnesota Legislature designated the MHFA as the primary apportionment agency for housing tax credits for the state and also authorized eligible cities and counties to administer the tax credits in their respective jurisdictions based on the *Minnesota Statutes* Section 462A.222, Subd. 1(a)(2).

Local Administration of Tax Credit

The following eligible cities and counties have the authority to administer the tax credits locally:

(S) Suballocator	(JPS) Joint Powers Suballocator
(S) St. Paul (651) 266-6616	(JPS) Duluth (218) 723-3357
(S) Dakota County (651) 423-8104	(JPS) St. Cloud (320) 252-0880
(S) Washington County (651) 458-6556	(JPS) Rochester (507) 285-8224
(S) Minneapolis (612) 673-5128	

Applicants with eligible buildings located within the jurisdiction of the above local governments must apply to the local administrators (suballocators) for allocation of the housing tax credit. Nonprofit applicants may apply both to the MHFA and the suballocator for an allocation. Typically, the MHFA will not make an allocation for projects located within the jurisdiction of the cities or counties that have elected to administer the credits until the amounts reserved have been allocated or returned to the MHFA for allocation.

For 2002, a suballocator was again able to elect to enter into a one year joint powers program with the MHFA (via Joint Powers Agreement) in which the participating suballocator (referenced as Joint Powers Suballocator above) could prioritize the developments within their jurisdiction and then turn the application over to the MHFA to perform certain allocation and compliance func-

tions. If applicable to your proposal, contact the suballocator for your location to determine if they have elected to participate in this joint powers program.

MHFA Administration Tax Credits

In all tax credit rounds, applicants with eligible buildings in the balance of the state, not within the jurisdiction of a suballocator, may apply to the MHFA for an allocation of housing tax credits.

Each year, 10 percent of the state ceiling is set aside by MHFA for qualified 501(c)(3) and 501(c)(4) nonprofits as required by Section 42 of the Internal Revenue Code of 1986. MHFA and suballocators may reserve an additional 5 percent for a total annual nonprofit set aside of 15 percent. Qualified nonprofits can apply to MHFA for these credits, regardless of the geographic location of the proposed low income housing development, as specified in the allocation plan.

APPLICATION PROCESS

Application materials can be accessed as follows:

- **Single Family:** The Single Family application packet will be available on our **website:** www.mhfa.state.mn.us in a pdf format on approximately June 1, 2001. If you are unable to access our website, **phone:** (651) 297-3118, or **toll free:** (800) 710-8871 to obtain a hard copy.
- **Multifamily RFP and Housing Tax Credits (2002 Round 1):** The Multifamily and Housing Tax Credit application packet is available in hard copy or disc. We hope to also have the application materials on our **website:** www.mhfa.state.mn.us by mid-June. Please check the website for availability. To obtain a disk or hard copy, **phone:** (651) 297-3294 or **toll free:** (651) 657-3701.

Electronic Discs - Multifamily RFP and Housing Tax Credits only

The Multifamily RFP and Housing Tax Credit application form has been revised and updated since the last round of the RFP. Do not use the outdated versions of the electronic disc for making current applications to this round. **Use only the disc application form version labeled Fall 2001 Multifamily RFP / Housing Tax Credits (2002 Round1).** If you have any question as to the version of the disc you are using please contact Tamara Wilson, **phone:** (651) 296-4451 or Patty Kroona, **phone:** (651) 215-6238 at MHFA for assistance in clarifying this information.

MULTIFAMILY AND SINGLE FAMILY RFP INFORMATION AND TECHNICAL ASSISTANCE SESSIONS:

The MHFA will be providing RFP Information and Technical Assistance at various locations around the state. Please check the MHFA **website:** www.mhfa.state.mn.us on approximately June 1st for information regarding dates, times and locations of the sessions.

Housing Tax Credit Training:

The MHFA, in cooperation with other Housing Tax Credit professionals, will be holding a Housing Tax Credit Developer Training Seminar on Thursday, June 7, at Radisson South in Bloomington. Please check the MHFA **website:** www.mhfa.state.mn.us for updated information regarding this training opportunity.

IMPORTANT DATES:

Proposal(s) Due: (Faxed or emailed applications will **not** be accepted.)

- **Single Family:** Submit the original application and all attachments plus two (2) copies of the application and all attachments to MHFA by **5:00 p.m. on or before July 13th, 2001.**
- **Single/Multifamily Comprehensive Proposals:** Submit the original and all attachments of both the Single Family and Multifamily applications plus the specified number of copies of the application and all attachments for both applications by **5:00 p.m. on or before July 19th, 2001.**
- **Multifamily and Housing Tax Credit (2002 Round 1):** Submit the original application and all attachments plus three (3) copies of the application and all attachments to MHFA by **5:00 p.m. on or before July 19th, 2001.**

MHFA Board Approval:

- Recommendations for Single Family Applications will be made on September 27, 2001.
- Recommendations for Multifamily, Housing Tax Credits, and Single Family/Multifamily Comprehensive Proposals will be made on October 25, 2001.

State Grants & Loans

Fund Notification:

- Notification of Single Family approved selected Applications will be posted on the MHFA's **website:** www.mhfa.state.mn.us after the Board meeting noted above and Loan/Grant Agreements will be mailed within 20 working days of the approval.
- Notification of Multifamily and Housing Tax Credit selected proposals will be posted on the MHFA's website (www.mhfa.state.mn.us) after the Board meeting noted above. Selection letters will be mailed within 20 days of the approval.

This request for proposals is subject to all applicable federal, state, and municipal laws, rules, and regulations. MHFA reserves the right to modify or withdraw this RFP at any time and is not able to reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

Minnesota Housing Finance Agency Request For Proposals Housing Tax Credit Program

Introduction

The Minnesota Housing Finance Agency (MHFA) is pleased to announce it is accepting 2002 Round 1 competition applications for Housing Tax Credits, authorized by the Federal Tax Reform Act of 1986, as revised. 2002 tax credits available for the State of Minnesota are estimated at \$8.6 million. Round 1 will be the primary tax credit selection / allocation round. It is anticipated that most of the 2002 tax credits will be forward selected during this round. Credits remaining following the conclusion of Round 1 will be made available for Round 2.

Credit Formula

The Minnesota Legislature designated the MHFA as the primary allocating agency for housing tax credits for the state and also authorized certain cities and counties to administer the tax credits in their respective jurisdictions based on the *Minnesota Statutes* Section 462A.222, Subd. 1(a)(2). The MHFA has been designated as the credit agency to provide housing credits for projects involving qualified 501(c)(3) and 501(c)(4) nonprofit organizations statewide.

Local Administration of Tax Credit

The following cities and counties have authority to administer tax credits locally:

(S) Suballocator		(JPS) Joint Powers Suballocator	
(S) St. Paul	(651) 266-6616	(JPS) Duluth	(218) 723-3357
(S) Dakota County	(651) 423-8104	(JPS) St. Cloud	(320) 252-0880
(S) Washington County	(651) 458-6556	(JPS) Rochester	(507) 285-8224
(S) Minneapolis	(612) 673-5128		

Applicants with eligible buildings located within the jurisdiction of the above local governments must apply to the local administrators (suballocators) for allocation of the housing tax credit. Nonprofit applicants may apply both to the MHFA and the suballocator for an allocation.

For 2002, a suballocator was again able to elect to enter into a one year joint powers program with the MHFA (via Joint Powers Agreement) in which the participating suballocator (referenced as Joint Powers Suballocator above) could prioritize the developments within their jurisdiction and then turn the application over to the MHFA to perform certain allocation and compliance functions. If applicable to your proposal, contact the suballocator for your location to determine if they have elected to participate in this joint powers program.

MHFA Administration Tax Credits

In all tax credit rounds, applicants with eligible buildings in the balance of the state, not within the jurisdiction of a suballocator, may apply to the MHFA for an allocation of housing tax credits.

The Minnesota Housing Finance Agency's 2002 Housing Tax Credit Program, Qualified Allocation Plan and related manual contents have been revised in several key respects as listed below. Additional detail regarding these changes can be found on MHFA's internet **website:** www.mhfa.state.mn.us

PROGRAM CHANGES: Modification to Non-Profit Points (elimination) and Non-Profit Set Aside (increase), Non Profit Set Aside Limitation for Project in Suballocator's Jurisdiction, Material and Design Standards (revised), Increased Development Cap (to \$350,000), Project Location (criteria redefinition). **SCORING:** [**Selection Priorities**] — Large Family Housing (redefine, new construction only), Single Room Occupancy housing (eligible units/affordable rents, redefinition/clarification), Rehabilitation and Family Rehabilitation (combination of priorities), Special Populations (service plan requirement), Economic integration (points revision), Strategically Target Resources (scoring definitions and pointing structure revision), Government Participation/Rent Reduction (clarifications), Underserved Cities (renamed Project Location, prioritized toward job and household growth), High Cost Areas (reclassify as selection priority), Development Cost Reduction (clarifications), Qualified Non-Profit (priority removed). [**Preference Priorities**] — Serves Lowest Income Tenants/Rent Reduction (clarifications), QCT and Community Revitalization. (new preference priority, Section 42)

For additional information, or to request an HTC application packet for buildings located in the MHFA jurisdiction, please write to MHFA at the following address or call (651) 297-3294. Additional information is available on MHFA's **website:** www.mhfa.state.mn.us and also in the *State Register* (May 2001).

Minnesota Housing Finance Agency
Multifamily Development
Housing Tax Credit Program
400 Sibley Street, Suite 300
St. Paul, MN 55101-1998

Application Submission Deadlines:

2002 Round 1 — Thursday, July 19, 2001, by 5:00 p.m. at the MHFA office.

2002 Round 2 — Thursday, February 7, 2002, by 5:00 p.m. at the MHFA office.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

State 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 \$25,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: agency name and address, name of agency contact person, description of project and tasks, cost estimate and final submission date and time of completed proposal. Certain quasi-state agencies and MnSCU institutions are exempted from these provisions. In accordance with *Minnesota Rules* 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. Certified Economically Disadvantaged Businesses and individuals shall receive the equivalent of a 4% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 282-5799.]

Department of Administration

Proposals Sought for Phase III of the Smart DART Paratransit Operation

Request for Proposal (RFP) to establish a contract for Phase II of the Smart DARTS paratransit operation which will add automatic vehicle location (AVL) and mobile data terminals (MDTs).

There will not be pre-proposal vendor conference.

Questions concerning the RFP terms and conditions or technical requirements must be sent to the Acquisition Management Specialist listed in the RFP by June 1, 2001.

Proposals will be due on **June 21, 2001, at 3:00 p.m. CDT**

Contact the Materials Management Division

50 Sherburne Ave.
St. Paul, MN 55155
Phone: (651) 296-2600
Fax: (651) 297-3996

to request a copy of the complete Request for Proposal.

Department of Children, Families and Learning

Notice of Request for Proposals for Special Education Due Process Hearing Review Officers

The Department of Children, Families and Learning reserves the right to award multiple contracts and/or contract for work as the need for hearing review officers requires. The Department reserves the right to award contracts to additional vendors who meet the criteria of the Request for Proposals at any time during the contract period. It is anticipated two contracts will be awarded at the start of the contract period.

The Department of Children, Families and Learning is soliciting proposals from qualified individuals to act on the Agency's behalf in reviewing special education due process hearing decisions. The contractor will conduct an impartial review of cases so assigned. In conducting the review the contractor must: examine the entire record of the local proceeding; ensure that the procedures at the local proceeding were consistent with relevant state and federal law; seek additional evidence, if necessary, through an evidentiary hearing; afford the parties an opportunity for oral or written argument, or both, at the discretion of the contractor; upon completion of the review make an independent decision based upon state interpretation of state and federal special education law; and give a written copy of the findings of fact and decision to the parties within 30 days of the date the review was requested.

The Department will pay \$90.00 per hour, up to \$9,000.00 per each hearing review and \$45.00 per hour for training time. It is anticipated the total cost will not exceed \$100,000.00 per contract for each contract period: July 2001 to June 30, 2003 and July 1, 2003 to June 30, 2005.

The Department cannot predetermine services needed and actual expenditures, therefore, no commitment is made to spending any given funds. All expenditures are contingent upon continued program requirements and state and federal funding.

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

Jim Mortenson
Division of Monitoring and Compliance
1500 Highway 36 West
Roseville, Minnesota 55113-4567
Phone: (651) 582-8604
Fax: (651) 634-2277

Proposals are due no later than **3:00 p.m., June 11, 2001**. Late proposals will not be considered.

Minnesota State Colleges and Universities

Dakota County Technical College

Bids Sought for CNC Turning Center

NOTICE IS HEREBY GIVEN that Dakota County Technical College will receive bids for a CNC Turning Center. Bid specifications will be available on May 29, 2001 from the Dakota County Technical College Purchasing Department, 1300 145th St. East, Rosemount, MN 55068, **phone:** (651) 423-8236.

Sealed bids must be received by Pat Adams at Dakota County Technical College, 1300 145th St. East, Rosemount, MN 55068 by **2:00 p.m., Monday, June 11, 2001.**

Dakota County Technical College reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in bids received.

Department of Economic Security

Request for Proposals for Telephone Survey of Customers

The Minnesota Department of Economic Security is soliciting proposals for the administration of a telephone survey on a monthly basis over a 15-month period to measure customer satisfaction of participants served by the Minnesota WorkForce Center System. Included in this survey will be customers served in the following programs: WIA Title IB (serving adults, dislocated workers and youth), WIA Title III (Job Service including Veterans), WIA Title IV (Rehabilitation Services' Vocational Rehabilitation Program and State Services for the Blind's Workforce Development Program), the Minnesota Youth Program, the State Dislocated Worker Program, the Minnesota Family Investment Program (MFIP), and the Food Stamp Employment and Training Program (FSET).

The survey will be divided into three sub-surveys, each covering different groups. The Department will supply the survey instruments and monthly samples of registered customers. The contractor will produce approximately 6550 completed customer surveys over 15 months. Results will be reported for the WorkForce Center System as a whole, for each program at the state-wide level, and for each of 16 Workforce Service Areas in the state inclusive of all programs in the Service Area.

To receive the complete Request for Proposal, please contact Robyn Frank at **phone:** (651) 296-5632 or **email:** Robyn.Frank@state.mn.us.

Prospective responders who have any questions regarding this RFP may call or write:

Susan Lindoo, RFP Coordinator
Minnesota Department of Economic Security
390 N. Robert St.
St. Paul, MN 55101
Phone: (651) 297-8054
Email: Susan.Lindoo@state.mn.us

All proposals must be received at the above address no later than **2:00 p.m. Wednesday, June 20**, in the manner specified in the RFP document.

Department of Employee Relations

Office of Diversity and Equal Opportunity Affirmative Action Systems Review

Proposals Sought for Affirmative Action Plans, Rules, Statutes, Policies and Procedures

The State of Minnesota, Department of Employee Relations (DOER) is seeking proposals from qualified human resources, affirmative action practitioners (diversity, equal opportunity, affirmative action) consultants or other professionals to provide system-wide recommendations for revamping the State of Minnesota's affirmative action plans, rules, statutes, policies and procedures. DOER's goal is to develop a state of the art, forward-thinking, results-oriented system that incorporates the latest, best practices in

State Contracts

the field. These services must comply with all applicable laws and administrative rules governing the operation of affirmative action, equal opportunity and diversity programs and must meet all specifications provided in the RFP.

For a copy of the complete RFP, please contact:

Mr. Michael Watts
Director, Office of Diversity and Equal Opportunity
Minnesota Department of Employee Relations
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155-1603
Email: *michael.watts@state.mn.us*
Phone: (651) 296-8272
Fax: (651) 297-8848
TTY: (651) 297-2003

PROPOSALS ARE DUE NO LATER THAN 4:00 P.M., ON JUNE 22, 2001. LATE PROPOSALS WILL NOT BE CONSIDERED.

Minnesota Higher Education Services Office

Request for Proposals for Graphic Designers

The Higher Education Services Office is requesting proposals from qualified professionals to provide graphic design services for Fiscal Years 2002 and 2003. Proposals must be submitted no later than **June 25, 2001**.

The Request for Proposals (RFP) does not obligate the Higher Education Services Office to complete this project, and the Higher Education Services Office reserves the right to cancel the solicitation if it is considered to be in its best interest.

The total cost of this proposal is not to exceed \$121,200 in total for Fiscal Years 2002 and 2003.

Copies of the RFP are available from:

Communications
Minnesota Higher Education Services Office
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
Phone: (651) 642-0554

Department of Human Services

Request for Proposals for Technical Support Services to Analyze the Business and Technical Requirements and Make Recommendations for Incorporating Community Services Information System Functionality Into the Social Services Information System Application

The State of Minnesota, Department of Human Services (DHS) is seeking proposals from vendors to analyze the business and technical requirements for incorporating functionality of the Community Services Information System (CSIS) into the Social Services Information System (SSIS) application toolset. This project is contingent on available State and Federal funding.

This Request for Proposals (RFP) seeks proposals from qualified firms to perform computer programming services to analyze the business and technical requirements and make recommendations for incorporating the functionality associated with Social Service Reporting System (SSRS), Social Services Claiming System (SSCS), Social Services Payment System (SSPS), Financial, and Interface components of CSIS into SSIS to ensure continued compliance with state and federal record keeping and reporting requirements. The project is expected to take four months.

Respondents must show successful experience in business, technical, and systems analysis with particular experience with accounting systems. Respondent staff must have knowledge of administrative and fiscal practices and procedures.

A copy of the complete RFP may be obtained by contacting Joan Monahan, **phone:** (651) 772-3768.

Responses to this RFP must be submitted no later than **3:00 p.m. on June 25, 2001**. Ten copies of the Vendor's proposal and all correspondence related to this RFP, must be delivered to:

Information Desk
Joan Monahan
Minnesota Department of Human Services
SSIS Division
444 Lafayette Road North
St. Paul, MN 55155-3862

Late proposals will not be considered.

Department of Human Services

Ah-Gwah-Ching Center

Notice of Request for Proposals for Services: Physician Services

Ah-Gwah-Ching Center, a long-term care facility serving geri-psychiatric residents is seeking proposals for the following service:

1. **Physician Services:** Contractor will provide a clinic liaison and staff physician services to the residents of Ah-Gwah-Ching. (Cost estimate: \$37,000 per year).

A Standard state professional/technical contract will be utilized for these services.

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

Term of Contract: July 1, 2001 through June 30, 2003.

Responses must be received by **11:00 a.m., on June 18, 2001**.

Direct inquiries to:

Gary Binsfeld
Brainerd Regional Human Services Center
1777 Highway 18 East
Brainerd, Mn 56401
Phone: (218) 828-6161

Department of Human Services

Northern Region, State Operated Services

Notice of Request for Proposals for Services: Psychiatrist Services

The Northern Region of State Operated Services (SOS), provider of residential and outpatient services to persons with varying disabilities (Mental Health, Geriatric, Developmental Disabilities, Traumatic Brain Injury, Chemical Dependency, etc.) is seeking proposals for the following service:

1. **Psychiatric Services:** Contractor will provide a consultation services in psychiatry to (SOS) clients/patients in the Northern Region of Minnesota. (Cost estimate: \$367,300 per year).

A Standard state professional/technical contract will be utilized for these services.

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

State Contracts

Term of Contract: July 1, 2001 through June 30, 2003.

Responses must be received by **11:00 a.m., on June 18, 2001.**

Direct inquiries to:

Gary Binsfeld
Brainerd Regional Human Services Center
1777 Highway 18 East
Brainerd, Mn 56401
Phone: (218) 828-6161

Department of Public Safety

Notice of Intent to Issue a Request for Proposals to Provide Emergency Service as a Hazardous Materials Emergency Response Team and/or a Hazardous Materials Chemical Assessment Team

The Minnesota Department of Public Safety is developing a Request for Proposals for the department's Hazardous Materials Regional Response Team Program which will be issued within the next nine (9) months.

Department of Trade and Economic Development

Notice of Availability of Contract for Evaluation of Minnesota Job Skills Partnership Program

The Minnesota Department of Trade and Economic Development is requesting proposals for the purpose of evaluating the performance of the Minnesota Job Skills Training Program and the Minnesota Pathways Program.

Work is proposed to start after July 1, 2001.

A complete Request for Proposals will be available by mail from this office through June 4, 2001. **A written request (by direct mail or fax) is required to receive the Request for Proposal.** After June 4, 2001, the Request for Proposal must be picked up in person.

The complete Request for Proposal can be obtained from:

Rick Caligiuri
Minnesota Job Skills Partnership
500 Metro Square Bldg.
121 7th Place East
St. Paul, MN 55151
Fax: (651) 215-3842

Proposals submitted in response to the Request for Proposals in this advertisement must be received at the address above no later than **June 18, 2001. Late proposals will not be considered.** No time extensions will be granted.

This request does not obligate the State to complete the work contemplated in this notice.

The State reserves the right to cancel this solicitation. all expenses incurred in responding to this notice are solely the responsibility of the responder.

Department of Trade and Economic Development

Corporate Sponsorship Sought for Web-based Education Program of Minnesota Trade Mission to China

This is a public notice to all Minnesota companies interested in sponsoring the development of a state-wide, web-based educational program to highlight Governor Ventura's upcoming trade mission to China (November, 2001). The program will include sending at least one Minnesota high school student to China with the governor, a web site and lesson activities that follow the student's experience, and email and video exchanges between Minnesota and Chinese schools. This educational program is a project of the Department of Trade and Economic Development, the Department of Children, Families, and Learning, and the State of Minnesota Office of Technology.

Corporate sponsorship will include: company recognition on the educational web site along with the above-named agencies; company recognition on promotional materials related to the education program for the China trade mission, including a poster to be distributed to all Minnesota schools; authorization for corporate sponsors to advertise the education program and its sponsorship; participation in a send-off reception/press conference for the Minnesota student(s).

Sponsorships are limited and all promotional opportunities will be shared.

Selection of sponsors will be based on the following criteria:

- Commitment of financial support
- Ability to participate in planning meetings as necessary
- This opportunity is open to companies that are based or doing business in Minnesota, but preference will be given to companies participating in the Governor's business development mission
- Responses must be limited to one page or less; applicant should explain 1) why the China trade mission education program is an appropriate fit for their company, 2) identify the company's representative that can participate in the mission and 3) the company's specific financial commitment. All contributions will be considered "gifts" to the state of Minnesota and are not refundable

Deadline for application is **July 15, 2001**. All applicants will be notified of selected sponsors by August 1, 2001.

For more information, contact:

Cathy de Moll
Educational Initiatives
Office of Technology
Phone: (651) 215-3872
Email: cathy.de.moll@state.mn.us

Department of Transportation

Program Support Group

Office of Consultant Services

Request for Proposals for Preliminary and Detail Design I-694 & I-35E, "Unweave the Weave"

This document is available in alternative formats for person with disabilities by calling Linda Moline, Senior Agreement Administrator, **phone:** (651) 296-9741, **TTY:** (800) 627-3529.

Responses to this request become public information under the Minnesota Government Practices Act.

The Minnesota Department of Transportation (Mn/DOT) is soliciting proposals for preliminary and detail design services for the reconstruction of the I-35E and I-694 interchange area. This project will include plans for grading, surfacing, utility relocation, drainage systems, storm water pond areas, retaining walls, noise walls, path construction, bridge construction, bypass construction, and embankment construction.

State Contracts

For a complete Request for Proposal (RFP), please submit a written request with your name, address, phone and fax number to:

Linda Moline, Senior Agreement Administrator
Transportation Building, Consultant Services, Mail Stop 680
395 John Ireland Boulevard
St. Paul, MN 55155
Fax: (651) 282-5127

Requests for RFP must be received by June 11, 2001. RFP requested after this date must be picked up. Proposals are due at **2:00 p.m., CDT on June 18, 2001**. Late Proposals will not be considered.

There will be an information meeting prior to proposal due date. Details are in the full RFP.

All costs incurred in responding to this request for proposals shall be borne by the responder.

This request for proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Non-State Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *State Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector. It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Hennepin County

Hennepin and Ramsey County Regional Railroad Authorities Notice of Request for Proposal for the Northeast Diagonal Transitway

Land Use/Transit Scenario Study

NOTICE IS HEREBY GIVEN that the Hennepin and Ramsey County Regional Railroad Authorities are soliciting proposals from professional consultants to conduct a land use/transit scenario study for the Northeast Diagonal Transitway study area. The anticipated budget for the contracting of professional services is not-to-exceed \$100,000 and the projected study completion date is 12 months from the contract award date. This proposal does not obligate the Hennepin or Ramsey County Regional Railroad Authority to award a contract.

The tentative schedule for this process is:

<i>Proposed RFP Issue</i>	<i>Date</i> May 29, 2001
<i>Questions Due</i>	<i>June 6, 2001</i>
<i>Proposals Due</i>	<i>June 15, 2001</i>

Firms interested in receiving this proposal should contact:

Katie Walker
Hennepin County
417 North 5th Street
Minneapolis, MN 55401
Phone: (612) 348-2190
Email: katie.walker@co.hennepin.mn.us

University of Minnesota

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

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

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

Available at Minnesota Bookstore
Order form on back page

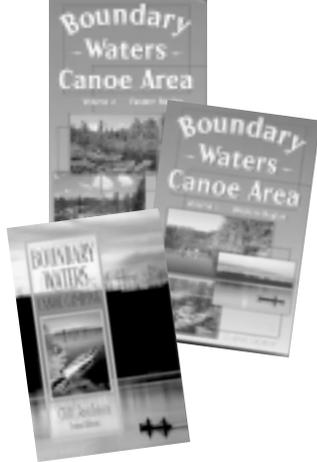


Planning your BWCA Trip

Our Wounded Wilderness:
The Great Boundary Waters Canoe Area Wilderness Storm
Through news articles, 250 maps and photos and eye-witness accounts of storm survivors and the storm clean-up crews, author Jim Cordes provides a record of the July 4, 1999 wind and rain storm in the Boundary Waters Canoe Area. Incredible stories recount the evacuation, search and rescue efforts, damage to the landscape and habitat, fears of potential fires, the role of the Forest Service, DNR, and other government officials. Soft-cover, 181pp.
Stock No. 19-83 \$29.95



BWCA: Two Volume Set
Discover over a million pristine acres of lakes, rivers and forests in the BWCA. Two routes from each entry point (a shorter route and a longer one) are described as well as a day by day review of the entire trip. Includes length of time needed to complete each trip, total distance, portages, difficulty and maps. Great appendix indexes area lakes with information about size and depth of lakes and fish species to be found.
Vol. 1 - Western Region
Learn about 27 entry points in the western part of the BWCA wilderness-- those accessible from the Sawbill Trail and the Gunflint Trail. Softcover, 295pp. **Stock Number 9-80 \$14.95**
Vol. 2 - Eastern Region
Learn about 28 entry points in the eastern part of the BWCA wilderness-- those accessible from the Echo Trail, from Fernberg Road and from State Highway 1. Softcover, 270pp.
Stock Number 9-79 \$14.95



Boundary Waters Canoe Camping
Canoeing authority Cliff Jacobson explains the best and safest ways of planning and enjoying a BWCA journey. Learn about obtaining permits, packing the right supplies, and practicing low-impact camping techniques to polishing your paddling skills, traveling with children, and knowing how to deal with hazards when you are deep in the wilderness. Softcover, 171pp. **Stock No. 9-12 \$14.95**

Prices & availability subject to change without notice.

Minnesota's Bookstore

Please submit order using address or phone/fax numbers listed below.

117 University Avenue Room 110A St. Paul, MN 55155	Phone: Metro area: 651.297.3000 Nationwide: 800.657.3757 TTY: 651.282.5077 or 800.657.3706 Fax: 651.215.5733 www.minnesotasbookstore.com
--	---

PREPAYMENT REQUIRED.
Fax and phone orders: Credit card purchases ONLY. (Allow 1-2 weeks for delivery). American Express/Discover/VISA/MasterCard
Mail orders: Complete order blank and send to address above. Enclose check* or include credit card information. (Allow 4-6 weeks for delivery).
Make checks payable to "Minnesota's Bookstore". *a \$20 fee will be charged for returned checks.

Stock No.	Title	Quantity	Unit Price	TOTAL

Send my order to:

Company _____

Name _____

Street Address (Not deliverable to P.O. boxes) _____

City _____ State _____ Zip _____

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

Credit card number: _____

Expiration date: _____ Signature: _____

Shipping Charges

If Subtotal is ---	Please Add:
Up to \$25	\$3.00
\$25.01-\$50	\$5.00
\$50.01-\$100	\$7.00
\$100.01-\$1,000	\$10.00

Subtotal

Applicable sales tax
(6.5% MN residents
7% St. Paul residents)

Shipping
(based on Subtotal)

TOTAL

Source Code: SR001

Printed on recycled paper with 20% post-consumer waste.

