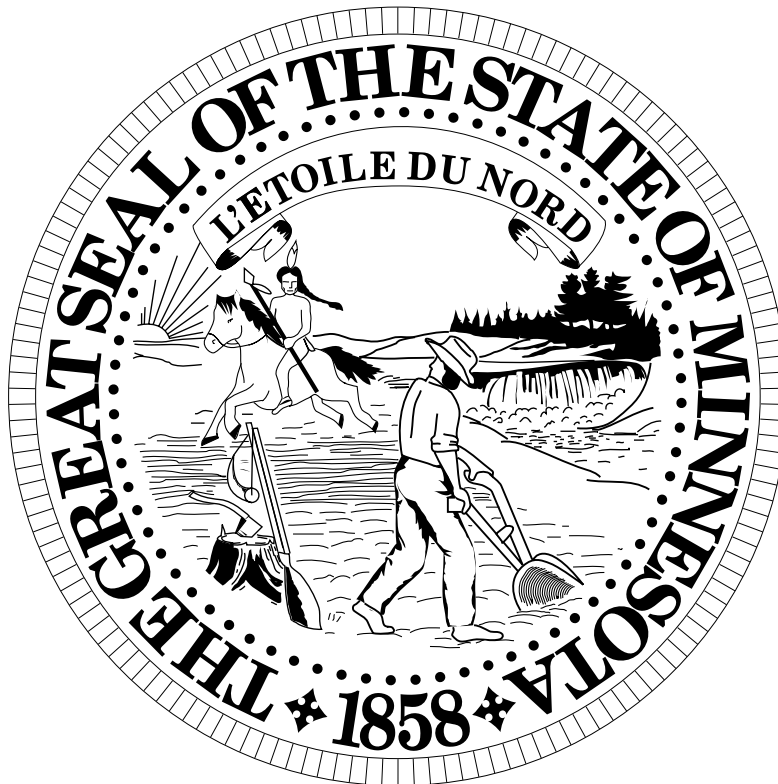


State of Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
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State Register

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

The *State Register* is the official publication of the State of Minnesota, 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- proposed, adopted, exempt, expedited emergency and withdrawn rules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
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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
#17	Monday 15 October	Noon Wednesday 3 October	Noon Tuesday 9 October
#18	Monday 22 October	Noon Wednesday 10 October	Noon Tuesday 16 October
#19	Monday 29 October	Noon Wednesday 17 October	Noon Tuesday 23 October
#20	Monday 5 November	Noon Wednesday 24 October	Noon Tuesday 30 October

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Minnesota Rules: Amendments and Additions

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

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

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

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

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

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Revenue Notices

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* § 270.0604.

Department of Revenue

Revenue Notice #01-04: Special Fur Clothing Tax

Background

Minnesota Statutes, section 295.60 imposes a tax on furriers equal to 6.5% on the gross revenues from retail sales in Minnesota of clothing made from fur. This gross revenues tax is effective for sales and purchases made after December 31, 2001, and is only imposed if the fur clothing is not subject to sales tax under *Minnesota Statutes*, chapter 297A.

“Clothing made of fur” is defined in the law as articles of clothing made of fur on the hide or pelt, and clothing where fur is the component of main value (that is, the value of the fur is more than three times the value of the next most valuable component).

A “retail sale” is defined in *Minnesota Statutes*, section 297A.61, subdivision 4 as any sale, lease, or rental for any purpose other than resale sublease, or subrent.

Department’s Position

Fur. The term “fur” means any animal skin or part of an animal skin with hair, fleece or fur fibers attached to it. It does not include leather, suede or any other animal skins where the hair, fleece, or fur fiber is completely removed.

Clothing. Clothing means all human wearing apparel suitable for general use. The term “fur clothing” or “clothing made of fur” includes, but is not limited to, coats, jackets, capes, vests, hoods, zip out linings, hats, head bands, mittens, ear muffs, scarves, shoes, and slippers.

Repair. Payments for the storage, repair, cleaning, oil treatment, remodeling, and restyling of furs are subject to sales tax; they are not subject to the gross revenues tax.

Trade-Ins. Gross revenues from the retail sale of fur clothing do not include the trade-in allowance for fur clothing taken in trade for resale.

Gross Revenues Tax. The tax is imposed on the total receipts received for the sale of fur clothing, including the amount of the tax. The total receipts received for the sale of fur clothing includes shipping charges, transportation, and finance charges.

Sales in Minnesota. “Sales in Minnesota” means any sale where the transfer of title or possession, or both, of fur clothing occurs in Minnesota.

Jennifer L. Engh
Assistant Commissioner for Tax Policy

Department of Revenue

Revenue Notice # 01-05: Mortgage Registry Tax - Exemption for Mortgages that Secure Loans Made Under Qualifying Government Affordable Housing Programs

Introduction

This Revenue Notice addresses the mortgage registry tax exemption enacted by the 2001 Legislature for mortgages that secure loans made under qualifying affordable housing government programs. The exemption is set forth in *Minnesota Statutes* section 287.04, clause (f), as follows:

“The principle amount of a mortgage loan made under a low and moderate income or other affordable housing program, if the mortgagee is a federal, state, or local government agency.”

There are two primary requirements for this exemption. First, the loan must be authorized under a low and moderate income or other affordable housing program; and, second, the mortgagee must be a governmental entity. Both of these criteria are to be evaluated as of the date that the mortgage is submitted for recording or registration.

Both requirements must be satisfied. For example, under *United States Code*, title 12, section 1701q, the secretary of the United States Department of Housing and Urban Development may advance funds to a private non-profit organization to finance the construction of supportive-housing for very low income elderly persons. If the non-profit organization uses the funds to make a construction loan that is secured by a mortgage, that mortgage would not be exempt under clause (f) even though the construction loan is being made under, and is being used for the purposes of, the cited federal statute. The construction-loan mortgage in this example would not qualify for the exemption in clause (f) because the mortgagee is not a government agency.

Department Positions

1. Generally

In general, any mortgage loan given by the government for income-restricted housing will qualify for this exemption. The borrower might be the current owner of the property, a prospective buyer or, a person who intends to develop the property. Generally, income-restrictions are imposed with respect to the intended occupant(s) of the property. However, some affordable housing programs do not have income restrictions. Instead, the assistance provided by the program may only be used for housing that does not exceed the program's valuation limits. Mortgages that secure loan given out under these types of programs will qualify for this exemption if the other requirements are satisfied.

2. Low and Moderate Income and Other Affordable Housing Programs

For purposes of this exemption from the Minnesota mortgage registry tax, the phrase "mortgage loan made under a low and moderate income and other affordable housing program" includes, but is not limited to, loans made under any of the following programs, to the extent that repayment of the loan is secured by a mortgage on real estate that is located within Minnesota:

- a capital advance made under *United States Code*, title 12, section 1701q (HUD program; supportive housing for the elderly);
- a loan made under *United States Code*, title 12, section 1715z-1(s) (HUD program; rehabilitation of multifamily projects);
- a loan made under *United States Code*, title 42, section 1472 (HUD program; housing and buildings on adequate farms);
- a loan made under *United States Code*, title 42, section 1485 (HUD program; housing and related facilities for elderly persons and families or other persons and families of low income);
- a capital advance made under *United States Code*, title 42, section 1490b (HUD program; housing for rural trainees);
- a loan made under *United States Code*, title 42, section 1490d (HUD program; loans to nonprofit organizations to provide building sites for eligible families);
- a loan made under *United States Code*, title 42, section 1490f (HUD program; loans for condominium housing in rural areas);
- a loan made under *Minnesota Statutes* section 462A.05, subdivision 14 (MHFA program; rehabilitation loans);
- a loan made under *Minnesota Statutes* section 462A.05, subdivision 14a (MHFA program; rehabilitation loans);
- a loan made under *Minnesota Statutes* section 462A.05, subdivision 14d (MHFA program; accessibility loans);
- a loan made under *Minnesota Statutes* section 462A.05, subdivision 18a (MHFA program; innovative housing loans);
- a loan made under *Minnesota Statutes* section 462A.05, subdivision 36 (MHFA program; lease-purchase housing);
- a loan made under *Minnesota Statutes* section 462A.05, subdivision 39 (MHFA program; equity take-out loans);
- a loan made under *Minnesota Statutes* section 462A.07, subdivision 15 (MHFA program; urban Indian housing program);
- a loan made under *Minnesota Statutes* section 462A.201 (MHFA program; housing trust fund loans for the development, construction, acquisition, preservation, and rehabilitation of low-income rental and limited equity cooperative housing units);
- a loan made under *Minnesota Statutes* section 462A.203 (MHFA program; housing preservation program);
- a loan made under *Minnesota Statutes* section 462A.204 (MHFA program; family homeless prevention and assistance program);
- a loan made under *Minnesota Statutes* section 462A.206 (MHFA program; community rehabilitation);

Revenue Notices

- a loan made under *Minnesota Statutes* section 462A.207 (MHFA program; mortgage foreclosure prevention and emergency rental assistance);
- a loan made under *Minnesota Statutes* section 462A.209 (MHFA program; home ownership assistance);
- a loan made under *Minnesota Statutes* section 462A.2093 (MHFA program; innovative and inclusionary housing program);
- a loan made under *Minnesota Statutes* section 462A.21, subdivision 7 (MHFA program; energy efficiency loans);
- a loan made under *Minnesota Statutes* section 462A.21, subdivision 8 (MHFA program; home ownership assistance fund);
- a loan made under *Minnesota Statutes* section 462A.21, subdivision 8b (MHFA program; family rental housing);
- a loan made under *Minnesota Statutes* section 462A.33 (MHFA program; economic development and housing challenge program);
- a loan made under *Minnesota Statutes* section 469.016 (regional, county or municipal housing and redevelopment authority program; low rent housing);
- a loan made under *Minnesota Statutes* section 469.017 (regional, county or municipal housing and redevelopment authority program; housing development projects); or,
- a loan made to meet the affordable housing goals negotiated under *Minnesota Statutes* section 473.254 (metropolitan council program; local housing incentives).

3. Federal, State or Local Government Agency

- (a) For purposes of this exemption from the Minnesota mortgage registry tax, federal agencies include, but are not limited to the following.
- Arrowhead Economic Opportunity Agency
 - Farm Credit Banks
 - Farmers Home Administration
 - Farm Housing Assistance
 - Federal Credit Unions
 - Federal Deposit Insurance Corporation
 - Federal Financing Bank
 - Federal Home Loan Bank
 - Federal Home Loan Mortgage Corporation (“Freddie Mac”)
 - Federal Land Bank Associations
 - Federal National Mortgage Association (“Fannie Mae”)
 - Federal Reserve Banks
 - Government National Mortgage Association (“Ginnie Mae”)
 - National Consumer Cooperative Bank
 - Resolution Trust Corporation
 - Rural Housing Service
 - Small Business Administration
 - U.S. Department of Housing and Urban Development
 - U.S. Rural Utilities Service (RUS)
- (b) For purposes of this exemption from the Minnesota mortgage registry tax, state agencies include, but are not limited to the following.
- Minnesota Agricultural Economic Development Board
 - Minnesota Department of Trade and Economic Development
 - Minnesota Housing Finance Agency

- Minnesota Rural Finance Authority
- Minnesota Valley Action Council
- Iron Range Resources and Rehabilitation Board
- Greater Minnesota Housing Fund

(c) For purposes of this exemption from the Minnesota mortgage registry tax, local government agencies include, but are not limited to the following.

- all 87 county governments
- all 854 city governments
- all 1,811 township governments
- city housing and redevelopment authorities
- county housing and redevelopment authorities
- multi-county housing authorities
- Mpls/St. Paul Family Housing Fund
- Ramsey Action Programs, Inc.
- Northside or Southside Neighborhood Housing Service
- Northeast Minnesota Housing Consortium
- Intercounty Community Council
- Community Neighborhood Housing Services
- Riverview Economic Development Association
- Northeast Neighborhoods Development

4. Required Documentation

Documentation which identifies the specific housing program, and the specific government agency must be submitted with the mortgage. This documentation may either be a statement incorporated into the body of the mortgage document, or a separate statement that is signed by an officer or delegate of the mortgagee governmental agency and attached to and recorded as a part of the mortgage.

5. Effective date

The exemption is effective for mortgages that are both acknowledged and recorded on or after August 1, 2001. "Acknowledged" means that the mortgagor has signed a notarized statement appearing within the document stating that they caused the document to be prepared, and have signed it, for the purposes stated therein.

Jennifer L. Engh
Assistant Commissioner for Tax Policy

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 Administration

Governor's Council on Developmental Disabilities

Notice of Meeting Schedule for Federal Fiscal Year 2002

The Minnesota Governor's Council on Developmental Disabilities (DD Council) meets the first Wednesday of the even numbered months at Earle Brown Center, University of Minnesota, St. Paul Campus, 1890 Buford Avenue, St. Paul, Minnesota 55108. Meetings begin at 9:30 a.m., and end at 2:30 p.m. The meeting schedule for Federal Fiscal Year 2002 is as follows:

- December 5, 2001; February 6, 2002; April 3, 2002; June 5, 2002; and August 7, 2002.

Under provisions of P.L. 106-402, the results of the DD Council's work are intended to achieve greater independence, productivity, self determination, integration and inclusion of people with developmental disabilities and their families in the community.

For further information, contact the DD Council at **phone:** (651) 296-4018; **TTY:** (651) 296-9962, **toll free:** 1-877-348-0505, **email:** admin.dd@state.mn.us, **website:** www.mnddc.org OR www.mncdd.org

Department of Administration

Office of Technology

Notice of the Technology Enterprise Board Meeting

NOTICE IS HEREBY GIVEN that the Minnesota Department of Administration and the Office of Technology are holding a Technology Enterprise Board meeting. The Board will be informed at the meeting of the states prior work regarding State Telecommunication/Networks and the responsibilities of the Board.

The meeting date/time and location are:

October 22, 2001
1:30 p.m., to 4:30 p.m.
World Trade Center
Presentation Room
Suite 400
30 East 7th Street
St. Paul MN

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C

NOTICE IS HEREBY GIVEN that a public hearing will be held on October 31, 2001, at 9:00 a.m., in room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 240 acres of bare farmland; located 7-1/2 miles southeast of Preston, MN on Highway 14, Section 15, Carimona Township, Fillmore County, Minnesota on behalf of Matthew A. Hellickson, (the Borrower/s). The maximum aggregate face amount of the proposed bond issue is \$250,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State

of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the authority will enter into an agreement with the Borrower whereby the Borrower will be obligated to make payments at least sufficient at all times to pay the principal of an interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 3 October 2001

Jim Boerboom
RFA Director

Department of Agriculture

Minnesota Rural Finance Authority

Notice of Public Hearing on the Issuance of an Agricultural Development Revenue Bond Under *Minnesota Statutes*, Chapter 41C

NOTICE IS HEREBY GIVEN that a public hearing will be held on October 31, 2001, at 9:00 a.m., in Room 145 Department of Agriculture Building, 90 West Plato Boulevard, St. Paul, Minnesota, on a proposal that the Minnesota Rural Finance Authority (the Authority) issue its revenue bond under *Minnesota Statutes*, Chapter 41C, in order to finance the purchase of approximately 160 acres of bare farmland; located 3 miles north of Wells, MN on county road 29, then west 1 mile on 210th St.; SE 1/4 Section 19, T 104 N, R 24 W, Faribault County, Minnesota on behalf of Christopher M. Lutteke, (the borrower/s). The maximum aggregate face amount of the proposed bond issue is \$250,000.00. The revenue bond will be a limited obligation of the Authority, payable solely from the revenue pledged to the payment thereof. No holder of such revenue bond will ever have the right to compel any exercise of the taxing power of the State of Minnesota to pay the bond or the interest thereon, nor to enforce payment against any property of the Authority or the State of Minnesota, except the revenues specifically pledged to the payment thereof. Before issuing the revenue bond, the Authority will enter into an agreement with the borrower whereby the borrower will be obligated to make payments at least sufficient at all times to pay the principal of and interest on such revenue bond when due. All persons interested may appear and be heard at the time and place set forth above, or may file written comments with the Executive Director of the Authority prior to the date of the hearing set forth above.

Dated: 3 October 2001

Jim Boerboom
RFA Director

Department of Corrections

Notice of Invitation for Bids (IFB) to provide bus service to Minnesota Correctional Facilities

The Minnesota Department of Corrections (DOC) is requesting bids for transportation services for families of adult offenders incarcerated in Minnesota Correctional Facilities.

All firms interested in submitting bids for this service and desiring to receive an IFB package are invited to make a written request either by **email**, **fax**, or **U.S. mail** to:

Lauri Ryan - lryan@co.doc.state.mn.us, **phone:** (651) 917-4763, **fax:** (651) 603-0150 - 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219

Kent Grandlienard - kgrandlienard@co.doc.state.mn.us, **phone:** (651) 642-0319, **fax:** (651) 603-0150 - 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219

Bids must be received no later than **4:00 p.m., Thursday, November 1, 2001.**

Questions may be directed to the above individuals.

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 Health/Department of Children, Families and Learning Health Care and Long-Term Care Career Promotion Grant Program

Notice of Grant Opportunity

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

\$147,000 is available in 2002, with maximum grant awards to be no more than \$20,000, and a maximum \$30,000 allocation within the two-year funding cycle. Applications will be accepted at the address listed below through 4:00 p.m., November 30, 2001. Grant awards will be announced **no later than January 10, 2002**. Prospective applicants who have questions, and/or would like a copy of the application form may contact:

Karen Welle, Assistant Director
Office of Rural Health and Primary Care
Minnesota Department of Health
Phone: (651) 282-6336
Toll Free: 1-800-366-5424

or

Mike Mitchell, Health Occupations Program Specialist
Division of Lifework Development
Department of Children, Families and Learning
Phone: (651) 582-8513

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

Submit applications **no later than November 30 at 4:00 p.m.**, to:

Karen Welle
Office of Rural Health and Primary Care
Minnesota Department of Health
By mail: P.O.Box 64975
St. Paul, MN 55164-0975
By courier: 121 E. 7th Place, Suite 460
St. Paul, MN 55101

Department of Human Services

Request for Proposals (RFP) for Population-Specific Alcohol, Tobacco, and other Drug (ATOD) Abuse Prevention, Treatment Support, and Recovery Maintenance Services

The Chemical Health Division (CHD) of the Department of Human Services is requesting proposals for the delivery of chemical health services specific to populations and communities affected by disproportionately high incidences of alcohol, tobacco, and other drug (ATOD) abuse and for whom mainstream interventions have not proven effective.

These services will be designed for racial-ethnic groups; persons with disabilities; persons who are gay, lesbian, bisexual, transgender (GLBT); or the deaf and hard of hearing. Services funded under this RFP shall be primary prevention, treatment support, or recovery maintenance services. These services must be culturally or population specific, gender-sensitive, and age-appropriate.

According to a draft copy of *NIH Strategic Research Plan to Reduce and Ultimately Eliminate Health Disparities*, dated 10/6/2000, disparities in health status and access to health care among racial-ethnic populations and other special populations are a continuing public health concern. While the overall health of the nation has improved over the last two decades, there continues to be striking disparities in the burden of illness and pre-mature death experienced by African Americans, Chicano-Latinos, Native Americans, Alaska Natives, Asians and Pacific Islanders. For example, we know that deaths due to alcohol-related cirrhosis are highest among African Americans. Fetal Alcohol Syndrome (FAS), a preventable condition, is six times more prevalent among African Americans than whites. In certain Native American Indian tribes, the incidence of FAS is 33 times the incidence among whites. Disparities are also apparent in access to chemical abuse treatment. Additional research indicates that people of color have a higher abstinence rate if treated in a culturally-specific treatment program rather than a general population program.

Goals in issuing this RFP are:

Primary Prevention Services:

- Develop innovative evidence-based prevention models to reach populations disproportionately harmed by alcohol, tobacco, and other drug (ATOD) dependency.
- Delay the onset of alcohol, tobacco and other drugs (ATOD) use, abuse and dependency.
- Deter individuals from harmful and risky behavior.
- Develop and make accessible more effective, coordinated intervention services for people who demonstrate high-risk behavior.
- Initiate new local prevention efforts to reduce underage alcohol, tobacco, and other drug (ATOD).

Treatment Support and/or Recovery Maintenance Services:

- Reduce barriers to CD treatment, increase treatment completion, and improve treatment outcomes.
- Enhance individual and family stability.
- Promote local and regional service delivery networks.

A total of **\$2,680,000** is available from the state and federal block grant. Of this total, the State must spend at minimum **\$366,400** in treatment support and recovery maintenance services for pregnant women and women with children and **\$1,007,000** in primary prevention. The balance of **\$1,306,600** are undesignated dollars that may be used for prevention, treatment support or recovery maintenance services. Contracts funded will begin on or around July 1, 2002 and continue for thirty-six (36) months or three (3) years. The funded entities may re-apply to continue beyond this initial award period, based on satisfactory performance and the availability of funds.

Interested applicants are requested to submit a letter of intent by December 3, 2001 to assist the Department in planning for proposal reviews and to create an applicant's mailing. Letters of intent should be mailed or faxed to the Division Secretary at the address below. Letters of Intent should be **faxed** to: (651) 582-1865.

Applicants must submit one (1) original and seven (7) hard copies of their proposal including two (2) copies of the appendices. You may obtain an electronic version of the grant application form by contacting Division Secretary at (651) 582-1832. Proposals must be received by CHD no later than:

4:30 p.m., January 15, 2002, if delivered by courier or postmarked no later than January 10, 2002 if mailed.

All applications should be submitted to:

Department of Human Services
Chemical Health Division
444 Lafayette Road North
St. Paul, MN 55155-3823
Attention: Joan Kaluza

If you have any questions regarding this Request for Proposal or to obtain an application, please call Division Secretary, Chemical Health Division, (651) 582-1832. The Division Secretary will collect your questions, which will be answered by periodic memos.

Upon request, this information will be made available in an alternative format, such as Braille, large print or audiotape.

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.]

Attorney General's Office

Request for Proposal (RFP) for Litigation Support Services

The purpose of this Request for Proposal (RFP) is to evaluate and select one or more vendors to provide litigation support services, including document coding and imaging services, on a variety of projects for the Office of the Minnesota Attorney General (AGO) from November 2, 2001 through June 30, 2003.

The AGO is a public law office with a total of 500 persons, many of whom engage in litigation activities. The AGO represents all of the Minnesota state government agencies and is occasionally asked to represent local government units.

As the information management needs of the AGO litigation staff have grown, AGO has determined that the office needs the ability to access litigation data in an efficient and standardized manner in order to improve its effectiveness and productivity. To meet this goal, AGO intends to acquire litigation support services with legislatively appropriated funds.

For the purposes of this RFP, litigation support services shall generally be construed to include the ability to plan and coordinate technical projects in conjunction with AGO representatives, capture images of and data regarding documents in populations of varying sizes (less than 10,000 pages to more than 1,000,000 pages), preparation of sample data sets to demonstrate the ability to gather data which meet project specifications, creation of coding and imaging data in accordance with project specifications, and preparation of periodic status reports.

Response to the RFP are due to the AGO contact **no later than 2:00p.m., November 2, 2001**. At that time, sealed responses will be opened and the names of the responders will be read. All questions with respect to this request for proposal should be submitted in writing to Julie Hoff, external consultant for the Office of the Minnesota Attorney General (OAG), before October 26, 2001. Answers to any questions submitted will be circulated to all firms requesting proposals.

If you are interest in receiving a copy of the full RFP, please request one in person, by phone, by fax or by email from the AGO Contact (see below). Provide the full name, address, phone number, and fax number for your company as well as for a specific contact individual.

AGO Contact:

Susan Jaeger, Contract Administrator
Office of the Attorney General
Suite102
State Capitol Building
St. Paul, MN 55155
Phone: (651) 215-6233
Fax: (651) 282-9898
Email: susan.jaeger@state.mn.us

Legislative Commission on Minnesota Resources (LCMR)

Request for Proposals for Facilitation Services

NOTICE IS HEREBY GIVEN to contract for facilitation services. The LCMR will contract with a facilitator to produce the conclusions and report that is required by *Minnesota Laws 2001* Chapter 161, Sec 55 (Task Force). The task force will consist of the Executive Committee of the LCMR plus six members of the Citizen's Advisory Committee. The charge is to "...explore options to better integrate the citizen advisory committee in the process of making expenditures from the environment and natural resources trust fund." The task force will report to the LCMR chair by January 15, 2002. The LCMR Executive Committee will select the facilitator. The contract may begin as early as October 2001 and may conclude by December 2001 or early January 2002.

Interested parties may submit a proposal for facilitation services by October 19, 2001. LCMR members might interview candidates. There is no specified budget amount for this contract. It will exceed \$5,000, and perhaps reach around \$20,000, as an uninformal estimate. See information including the request for proposals at: www.commissions.leg.state.mn.us/lcmr/lcmr.htm

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.

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

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