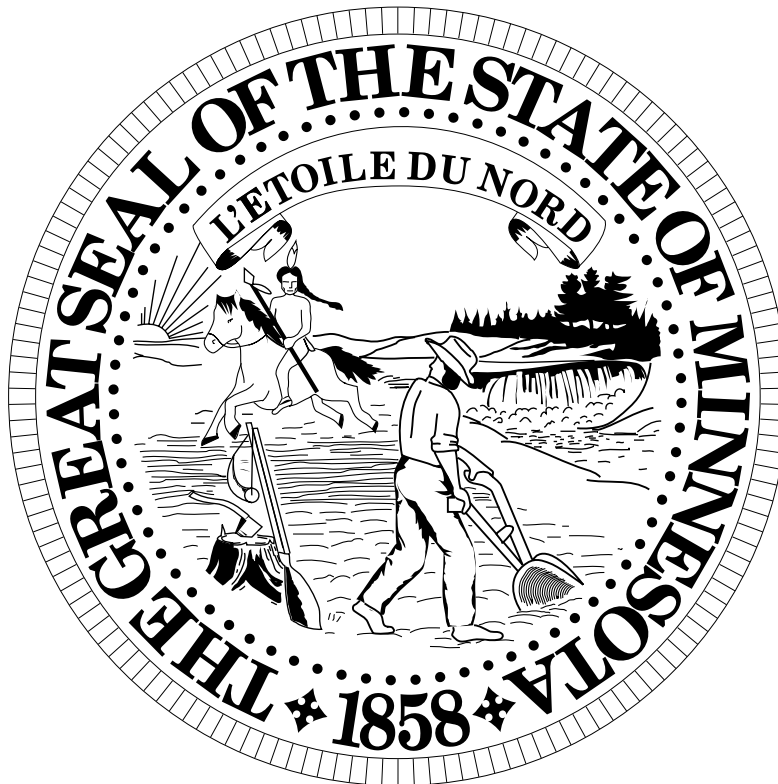


State of Minnesota

State Register

Rules and Official Notices Edition



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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:

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- appointments
- proclamations and commendations
- commissioners' orders
- revenue notices
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Vol. 26 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
#49	TUESDAY 28 MAY	Noon Wednesday 15 May	Noon Tuesday 21 May
#50	Monday 3 June	Noon Wednesday 22 May	Noon Tuesday 28 May
#51	Monday 10 June	Noon Wednesday 29 May	Noon Tuesday 4 June
#52	Monday 17 June	Noon Wednesday 5 June	Noon Tuesday 11 June

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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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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*.

Bureau of Mediation Services

Proposed Permanent Rules Relating to Mediation Services; Arbitration Roster

NOTICE OF INTENT TO ADOPT RULES WITHOUT A PUBLIC HEARING for Proposed Amendment to Rules Governing Mediation Services; Arbitration Roster, *Minnesota Rules*, 5530.0600

Introduction. The Bureau of Mediation Services intends to adopt rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310. You may submit written comments on the proposed rules and may also submit a written request that a hearing be held on the rules until 4:30 p.m. on Friday, June 28, 2002.

Agency Contact Person. Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to the agency contact person. The agency contact person is: Carol S. Clifford at the Bureau of Mediation Services, 1380 Energy Lane, Suite Two, St. Paul, Minnesota, 55108, **phone:** (651) 649-5423, **fax:** (651) 643-3013 or **email:** carol.clifford@state.mn.us. **TTY** users may call through the Minnesota Relay Service (MRS) at 1-800-627-3529.

Subject of Rules and Statutory Authority. The proposed rules are about the residency requirement for persons listed on the Bureau' Arbitration Roster. The statutory authority to adopt the rules is *Minnesota Statutes*, section 179A.04, subd. 3 (6). A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on Friday, June 28, 2002, to submit written comment in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules 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 rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on Friday, June 28, 2002. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the agency when determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a valid written request for a hearing, 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, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format. Upon request, this 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 rules 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 these proposed rules. If the proposed rules affect 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 agency contact person. This statement contains a summary of the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. Copies of the statement may be obtained at the cost of reproduction from the agency.

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

5530.0600 ARBITRATOR QUALIFICATIONS.

[For text of subs 1 to 4, see M.R.]

Subp. 5. **Domicile.** To be eligible for appointment or continuation on the roster, individuals must maintain a principal place of residence in Minnesota or one of its contiguous states. The maintenance of a mail box or mail delivery point is not sufficient to satisfy the requirement of this subpart. The residency requirement may be waived on an appointment-by-appointment basis by the commissioner for individuals who have served at least three years on the current or immediately preceding bureau roster.

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

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 meeting date/ time and location are:

June 4, 2002 1:00 p.m. to 4:00 p.m.
Minnesota Office of Technology
First National Bank Building
332 Minnesota Street, Suite E1100
St. Paul, MN

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.

Minnesota Department of Commerce Minnesota Joint Underwriting Association

Notice of Activation to Insure Specified Classes of Business and Public Hearing - Property Insurance for the State of Minnesota

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes*, section 62I.21, the Minnesota Joint Underwriting Association (MJUA) and the Market Assistance Plan (MAP) are activated to provide assistance to the following classes of business unable to obtain insurance from private insurers:

property insurance for the State of Minnesota

The MJUA and MAP are activated to provide assistance to the above classes of business for a period of 180 days following publication of this notice. A public hearing will be held, for the purpose of determining whether activation should continue beyond 180 days, at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota, 55401-2138, on Friday, July 12, 2002, at 9:30 a.m. and continuing until all interested persons and groups have had an opportunity to be heard. The hearing shall be governed by *Minnesota Statute* Sections 14.57-14.69 and by *Minnesota Rules* Parts 1400.1500-1400.8400, (1985). Questions regarding the procedure may be directed to Administrative Law Judge Bruce H. Johnson, Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, MN 55401-2138, **phone:** (612) 341-7607. The authority for this proceeding is found in Chapter 62I of *Minnesota Statutes*, specifically sections 62I.21 and 62I.22.

Prior to the hearing a pre-hearing conference will be held at 1:30 p.m. on Wednesday, June 26, 2002, at the Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138.

Minnesota Statutes, Chapter 62I, which governs the Minnesota Joint Underwriting Association provides for temporary activation for 180 days by the Commissioner of Commerce. To extend the Minnesota Joint Underwriting Association's authority beyond the 180 day period a hearing must be held. Those classes of business for which the Minnesota Joint Underwriting Association was temporarily activated, by this notice and by previously published notices, must prove, at the hearing, that they meet the statutory requirements for coverage by the Minnesota Joint Underwriting Association.

Among those requirements are:

- (1) That members of those classes are unable to obtain insurance through ordinary means;
- (2) That the insurance being sought is required by statute, ordinance, or otherwise required by law, or is necessary to earn a livelihood or conduct a business; and
- (3) That the classes of business serve a public purpose.

The classes of business specified in this notice and previously published notices must be shown to meet the statutory requirements of the Minnesota Joint Underwriting Association's authority to provide coverage to them will end after 180 days from the date the notice of activation was published in the *State Register*.

Activation of a class of business does not guarantee coverage to any class member. Coverage of individual class members is determined by the Minnesota Joint Underwriting Association on a case by case basis once the class has been activated. The MJUA's address is: Pioneer Post Office Box 1760, St. Paul, Minnesota 55101. Their phone number is (651) 222-0484.

The Department strongly suggests that any persons affected by this hearing or otherwise interested in the proceedings familiarize themselves with the requirements of Chapter 62I and the contested case procedures prior to the hearing, that they take such other steps as are appropriate to protect their interest and that any questions they may have as to how to proceed or how to participate at the hearing be directed to the Administrative Law Judge prior to the hearing.

All interested or affected persons will have an opportunity to participate at the hearing. Questioning of agency representatives or witnesses, and of interested persons making oral statements will be allowed in the manner set forth in the Rules pertaining to contested cases (*Minnesota Rules* parts 1400.1500-1400.8400).

Anyone wishing to oppose activation beyond the 180 days for any particular class, must file a petition to intervene with the administrative law judge at least 10 days before the hearing date. If no notice to intervene is filed for a class, then the class is activated beyond the 180 day period without further action.

Minnesota Statutes chapter 10A requires each lobbyist to register with the State of Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in *Minnesota Statute* Section 10A.01, subdivision 11 as an individual:

- (a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or
- (b) Who spends more than \$250, not including travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 625 North Robert Street, St. Paul, Minnesota 55101, phone (612) 296-5148.

Dated: 17 May 2002

Minnesota Comprehensive Health Association

Notice of Meeting of the Contracts and Forms Committee

NOTICE IS HEREBY GIVEN that a meeting of the Minnesota Comprehensive Health Association's (MCHA), Contracts and Forms Committee will be held at 9:30 a.m., on Friday, May 31, 2002. The meeting will take place at the MCHA executive office located at 5775 Wayzata Blvd., Suite 910, St. Louis Park, MN.

For additional information, please call Lynn Gruber at (952) 593-9609.

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

Official Notice of Meetings of the Executive Council, State Board of Investment, Land Exchange Board and the Investment Advisory Council

The Executive Council, State Board of Investment and the Land Exchange Board will meet on Wednesday, June 5, 2002 at 9:00 a.m., in Room 107, State Capitol, St. Paul, MN.

The Investment Advisory Council will meet on Tuesday, June 4, 2002 at 2:00 p.m., in the Board Room (Main Floor), 60 Empire Drive, St. Paul, MN.

Department of Human Services State Operated Services Division

Public Notices of the Disproportionate Population Adjustment for State Regional Treatment Centers and the Payment Rates for the State Regional Treatment Centers

NOTICE IS HEREBY GIVEN to recipients, providers of services under the Medical Assistance (MA) Program, and to the public, of changes concerning the disproportionate population adjustment (DPA) and the payment rates for Regional Treatment Centers under the MA Program. This notice is published pursuant to 42 *United States Code* §1396a(a)(13)(A) (§1902(a)(13)(A) of

Official Notices

the Social Security Act), which requires the Department to publish proposed payment rates for institutional providers, the methodologies underlying the establishment of such rates, and the justification of such rates.

In conjunction with the current state fiscal year's budget for Regional Treatment Centers, as appropriated by the legislature, payment rates are determined in accordance with *Minnesota Statutes*, §246.50, subdivision 5.

The following DPA factors will be effective for admissions occurring during State Fiscal Year 2003 (July 1, 2002 through June 30, 2003). The inpatient payment rate of each Regional Treatment Center will be increased by the indicated percentage.

DPA Adjustment

Facility	Percentage	SFY 2003
Anoka-Metro	24.3100%	24.6146
Brainerd	18.2500%	20.0827
Eveleth	28.6000%	26.4480
Fergus Falls	13.5000%	12.5507
St. Peter	26.8100%	25.5638
Willmar	23.4500%	19.1635

The following proposed payment rates will be effective during State Fiscal Year 2003.

Proposed Payment Rates

Facility	Adult Mental Illness	Mental Retardation	Psychopathic Personality	Nursing Facility
Anoka	\$401			
Brainerd	\$518			\$399
Fergus Falls	\$634			
Eveleth	\$431			
MSH	\$458			
Southern Region ¹	\$539			
Minnesota Extended Treatment Options		\$799		
Minnesota Sex Offender Program ²			\$310	
Ah Gwah Ching				\$303

¹ Willmar facility and the 50-bed satellite program on the St. Peter facility campus

² Moose Lake facility and the 50-bed satellite program on the St. Peter facility campus

Questions and comments may be directed to:

Lynn Glancey
 Department of Human Services
 State Operated Services Division
 444 Lafayette Road North
 St. Paul, MN 55155-3826
Phone: (651) 582-1875
Email: *Lynn.Glancey@state.mn.us*

Department of Labor and Industry
Labor Standards Unit

Notice of Correction to Commercial Prevailing Wage Rates

A **correction** has been made to the Commercial Prevailing Wage Rates certified 12/17/01, for **Labor Code 435, Asbestos Abatement Worker**, in **Cottonwood County**.

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, or by calling (651) 284-5091. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase
Commissioner

Department of Labor and Industry
Labor Standards

Notice of Correction to Highway/Heavy Prevailing Wage Rates

A correction has been made to the Highway/Heavy Prevailing Wage Rates certified 10/01/01, for **Region 05, Group 3, Trucks**.

A copy of the certification with the correction, may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road North, St. Paul, Minnesota 55155-4306, by calling (651) 284-5091, or accessing our website at: www.doli.state.mn.us. Charges for the cost of copying and mailing are \$.65 per page. Make check or money order payable to the State of Minnesota.

Shirley I. Chase
Commissioner

Teachers Retirement Association

Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Wednesday, June 5, 2002 at 9:30 a.m. in Suite 400, 60 Empire Drive, St. Paul, MN to consider matters which may properly come before the Board.

State Grants & Loans

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

Minnesota Department of Agriculture Agricultural Finance Division

Notice of Availability of Grant Funds for Dairy Profitability Enhancement Teams

Grants to Dairy Profitability and Enhancement Teams are available from the Minnesota Department of Agriculture, as authorized by the *Laws of Minnesota Special Session*, Chapter 2 Section 11, for regional or statewide organizations to administer one-on-one educational delivery teams to provide appropriate new technologies, including rotational grazing and other sustainable agriculture methods, applicable to small and medium sized dairy farms to enhance the financial success and long-term sustainability of dairy farms in the state. Dairy development and profitability enhancement teams are encouraged to engage in activities including, but not limited to, comprehensive financial analysis, risk management education, enhanced milk marketing tools and technologies, five-year business plans, and design and engineering costs. Activities must be spread throughout the dairy producing regions of the state. Applicants are strongly encouraged to coordinate risk management education and use of milk marketing tools and technologies through Minnesota Department of Agriculture's risk management program and certified risk management instructors.

These teams must consist of farm business management instructors, dairy extension specialists, and dairy industry partners to deliver the informational and technological services. These teams must report semiannually to the program director on the aggregate changes in producer financial stability, productivity, product quality, animal health, environmental protection, and other performance measures attributable to the program. Information reported must be sufficient to establish regional and statewide performance benchmarks for the dairy industry a format that maintains the confidentiality of business information related to any single dairy producer. Grants to individual producers must not be used for capital improvements or for the start up of a new dairy enterprise.

Grants will be awarded August 1, 2002 to June 30, 2003.

Interested parties wishing to apply for grant funds must submit an application to:

David Weinand
Minnesota Department of Agriculture
90 West Plato Boulevard
St. Paul, MN 55107-2094
Phone: (651) 215-3946

Two copies of the application must be received by 4:00 p.m., C. D. T. on June 28, 2002. At the Department's discretion, applicants may be asked to meet with the Department or submit clarification. Questions concerning the grant application should be directed to David Weinand.

Grant funds will be withheld from grantees that fail to submit reports. Applicants must include participants from the areas of extension and farm business management on the diagnostic teams. Preference will be given to those applicants whose proposals are aimed at small and medium sized farms, show low administrative cost versus services delivered to dairy producers and also for innovative ideas for delivering information and technology to dairy producers.

Department of Health Health Economics Program

Request for Proposals for Clinical Dental Education Innovations Grants

The Minnesota Department of Health (MDH) is soliciting proposals for grants to sponsoring institutions and clinical dental training sites for projects that increase dental access for underserved populations and promote innovative clinical training of dental professionals. MDH has \$1,319,240 available for grants. For one-year awards, funds must be spent by **June 30, 2003**. Multiple-year proposals will be considered subject to availability of funds. Eligible applicants include institutions that sponsor accredited clinical dental education programs (sponsoring institutions), clinical training sites that host dental professionals and are currently

enrolled as active Medicaid providers (training sites), or consortia consisting of members of one or both groups. Potential uses of grant funds include funding or expansion of existing programs that have demonstrated success in providing dental services to underserved populations and development or implementation of new programs designed to improve access for underserved populations in Minnesota through the use of dental residents or students in dental professional training programs.

To be considered for funding, proposals must be received by **4:30 p.m., Monday, July 8, 2002** at the Minnesota Department of Health, 121 East Seventh Place, Suite 400, St. Paul, MN 55101, attention Diane Rydrych. Emailed or faxed proposals will not be accepted. **Late proposals will not be considered.**

A copy of the full Request for Proposals may be obtained at <http://www.health.state.mn.us/> Scroll to "Announcements" and then to "RFPs/Rule Proposals" and click on "Request for Proposals: Clinical Dental Education Innovations Grants."

A copy of the full RFP can also be obtained by contacting:

Diane Rydrych
Health Economics Program
Minnesota Department of Health
121 East 7th Place
Suite 400
St. Paul, MN 55101
Phone: (651) 282-6349
Fax: (651) 282-5628
Email: diane.rydrych@state.mn.us

Minnesota Housing Finance Agency

Consolidated Request for Proposals: Single Family RFP, MultiFamily RFP, and Housing Tax Credit Program

The Minnesota Housing Finance Agency (MHFA), the Greater Minnesota Housing Fund, the Metropolitan Council, the Family Housing Fund, and the Minnesota Department of Corrections announce the availability of funds through a Consolidated Request for Proposals (RFP). Funds are available to assist in the development, construction, acquisition, demolition, or rehabilitation of affordable homeownership, home improvement, including manufactured homes or rental housing activities for low and moderate-income residents of Minnesota.

Single Family RFP activities also include a very limited amount of funding for exterior home improvement or lead hazard reduction.

Multifamily RFP activities also include a limited amount of funding for operating subsidies for new construction of supportive housing developments.

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 proposals are required and due dates are a few weeks 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.

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, limited dividend entities, for profit organizations, a nonprofit organization, a private developer, a natural person, an Indian tribe or tribal housing corporation, a public housing agency, a joint powers board established by two or more cities, and a cooperative housing corporation.

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

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

SINGLE FAMILY RFP

Limited Fund Program Information

The Limited Fund programs are highly competitive. The funding partners anticipate having approximately \$11 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)** - For qualified projects, Greater Minnesota Housing Fund provides gap financing (0% interest, deferred loans) for homebuyers and/or below market interim construction financing for the developer - available for land, infrastructure or construction. Employer - matching funds are also available.
- **Community Revitalization Fund (CRV)**. The Family Housing Fund, Metropolitan Council, GMHF and MHFA provide funds for this program. The CRV is the umbrella name for a variety of limited funding resources that are provided under one fund. Funding resources include the Economic Development and Housing Challenge Program (Challenge Program) and internal interim construction financing programs. CRV also includes resources to fund two exterior home improvement or lead hazard reduction projects, plus funds to address the need for manufactured home park redevelopment. Funds are provided in the form of a loan, deferred loan or grant. If a CRV Proposal submitted includes a multifamily component, you must also submit a Multifamily RFP proposal. 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. Funds from this account are awarded as grants that must be matched on a dollar-for-dollar basis by the municipality receiving the funds. These grant funds may be used for costs associated with projects that help municipalities meet their negotiated housing goals, including, but not limited to acquisition, rehabilitation and construction of permanent affordable and life-cycle housing.
- **Minnesota Urban and Rural Homesteading (MURL)**. The Minnesota Housing Finance Agency provides funds for this program to arrest or prevent the spread of blight and preserve the existing housing. Funds will be made available in participating communities to eligible organizations to acquire single-family homes that are vacant, condemned, blighted and to rehabilitate those properties and sell them by way of a zero percent contract for deed to first time homebuyers who are “at-risk” as defined by the MHFA and the eligible organizations. Priority will be given to Community Housing Development Organizations (CHDOs) who have been certified by MHFA, with 50% of the funds available for this activity being awarded to CHDO’s.

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.

III. Funding Partners 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 that do not exceed 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.

Minnesota Housing Finance Agency only serves households with incomes that are at or below 115% of the greater of state or area median income.

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)**

The CASA program supports and encourages partnerships between lenders, local governments and/or nonprofit housing organizations. The program provides access to pools of MHFA mortgage revenue bond funds set-aside to support those partnerships in meeting the homeownership objectives and housing credit needs of their communities by providing end loans with a subsidized interest rate to first-time homebuyers. Specifically, the program supports initiatives that target funds toward underserved populations, increase the stock of affordable housing or address a community specific community housing credit need. Partnerships apply for CASA funds. Partnerships consist of a MHFA contract lender or lender consortia and a community partner. The application materials are on the MHFA **website** at: www.mhfa.state.mn.us

Program Manager:
Kim Stuart (651) 296-9959
Email: kim.stuart@state.mn.us
Toll Free: 1-800-710-8871
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
Email: judd.schultz@state.mn.us
Toll free: 1-800-710-8871
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
Email: denise.gathman@state.mn.us
Toll free: 1-800-710-8871
Fax: (651) 296-8292

State Grants & Loans

- **Homesteps Program - Subsidized Housing to Homeownership**

Provides administrative funds for selected Minnesota sites to promote self-sufficiency by providing comprehensive homebuyer training 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 Program.

Program Manager:
Amy Melmer (651) 296-7975
Email: *amy.melmer@state.mn.us*
Toll free: 1-800-710-8871
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 (651) 603-0010
Email: *rsolheid@co.doc.state.mn.us*
Fax: (651) 642-0457

- **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 and rental housing.

Programs Manager:
Edward Niewinski (651) 297-3130
Email: *Edward.niewinski@state.mn.us*
Toll free: 1-800-710-8871
Fax: (651) 296-8292

MULTIFAMILY RFP

Funding Availability

Estimated total funding available for Multifamily developments is \$17.3 million.

MHFA Programs

Economic Development and Housing Challenge Program (Challenge) - \$4.9 million

Affordable Rental Investment Fund Program (ARIF) - \$260,000

Minnesota Families ARIF (MARIF) - \$4 million

Preservation ARIF (PARIF) - \$2.5 million

Housing Trust Fund - capital (HTF) - \$1 million

Housing Trust Fund - Operating Subsidy - \$500,000 (3-4 developments)

Housing Opportunities for Persons with AIDS (HOPWA) - \$227,929 Greater MN and \$797,361 Metro

Funding Partner Programs:

Family Housing Fund (FHF) - estimate \$1 million

Metropolitan Council - Local Housing Incentive Account (LHIA) \$650,000

Greater Minnesota Housing Fund (GMHF) - estimate \$1.5 million

No Rental Assistance available this round of the Multifamily RFP process.

Types of Funding Available, Multifamily Programs

- **Deferred loan funds** are generally in the form of a zero percent (0%), 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.

- **Operating Subsidies:** A limited amount of funding is available for operating subsidies through the HTF Program and through the MARIF Program. HTF operating subsidies are available on a demonstration basis for new supportive housing developments. The HTF operating subsidy is awarded in the form of a grant and may be provided for up to 10 years. MARIF funded developments may be allowed to include up to a six month capitalized operating subsidy as part of the total development cost.

Eligible Projects

In general, the RFP funding sources can be used for a variety of activities and housing types. Eligible activities include new construction, acquisition of land or existing structures, rehabilitation of housing, refinancing of existing loans, conversion to housing from another use, demolition, construction financing, permanent financing. Eligible housing types include permanent housing, preservation of federally assisted housing, temporary or transitional housing, emergency shelters, supportive housing and HIV/AIDS housing/services.

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

Eligible projects must contain a minimum of four units. Scattered site developments, must be located in the same city or county and also contain a minimum of four units.

Developments with age restrictions of 55 and older are ineligible under most funding sources. State licensed nursing homes, board and care facilities and supervised living facilities are not eligible for funding. Any development providing nursing care services is not eligible for funding.

Income Limits

The overall goal of the Multifamily RFP is to serve lower income households.

Funding sources with an objective of addressing needs identified in a continuum of care plan generally allow incomes up to 60% of the metropolitan area median income. However, there is a priority for, and 75% of the funding for this purpose, must serve households with incomes at or below 30% of the median income in the metropolitan area. Incomes can be adjusted for family size for families with five or more people. A household with a Section 8 housing assistance voucher is deemed to meet these income requirements.

Funding sources with an objective of addressing housing needs of the local workforce generally allow incomes up to 80% of the greater of statewide or area median income.

Gross Rent Limits

For housing proposals addressing the needs identified in a continuum of care plan (i.e., shelters, transitional housing or permanent supportive housing for homeless populations) maximum gross rents shall generally be equal to or less than 30% of the seven-county metro area median income.

For permanent rental housing proposals, or proposals addressing the needs of the local workforce, maximum gross rents shall be affordable based on the wage levels of the jobs being created / retained. Rents generally shall 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.

State Grants & Loans

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

HOUSING TAX CREDIT PROGRAM

The Minnesota Housing Finance Agency (MHFA) is pleased to announce that it is accepting 2003 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 **website:** (www.mhfa.state.mn.us).

Total estimated 2003 tax credits available for the State of Minnesota is \$8.7 million. MHFA has estimated the housing credit ceiling for Minnesota for calendar year 2003 based upon the amounts of the housing credit ceiling for calendar year 2002. The actual housing credit ceiling for the year 2003 will not be known by MHFA until some time in February or March of 2003. In early 2003 the IRS will make a final determination of Minnesota's population component used in determining Minnesota's final year 2003 housing credit ceiling. The IRS will publish this population component some time in February or March of 2003.

As in past competition years, 2003 Round 1 will be the primary tax credit selection / allocation round. It is anticipated that most of the 2003 tax credits will be forward selected during this round for the 2003 tax credit year. Any credits remaining following the conclusion of the 2003 Round 1 will be made available for 2003 Round 2.

The Minnesota Housing Finance Agency's 2003 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: Revision to Application Fee Structure (revised to flat fee), Revision to Reservation and Allocation Fee Structures (increased), Modification to MHOP/Hollman unit elements of program (elimination), Modification to QAP Threshold Requirements for Tax Credit proposals financed with tax exempt bonds (points threshold increased), Clarification to Suballocator responsibilities relating to Subsidy Layer review.

SCORING: [Selection Priorities] - Leverage (points increase to certain proposals minimizing use of MHFA [and funding partner] deferred funds), Cost Avoidance/Cost Reduction (redefine, balance points), Local Contributions (redefine, balance points), Large Family Housing (eliminate 3BR requirement, point combinations clarifications), Rental Assistance (MHOP removal, clarifications to operating funds included/excluded, add points for longer term contracts), Eventual Tenant Ownership (clarify requirement for ownership of 100% HTC units), Underserved Populations (clarifications), Single Room Occupancy (point combinations clarifications), Special Populations (point combination clarifications), Cooperatively Developed Plan (clarifications), Readiness to Proceed (clarifications, redefine documentation), [Preference Priorities] Preservation of Federally Assisted Housing (redefine points and maximum credit availabilities for Tax Exempt and Non-Tax Exempt proposals).

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) 266-6581	(JPS) Duluth	(218) 723-3357
(S) Dakota County	(651) 423-8104	(JPS) St. Cloud	(320) 252-0880
(S) Minneapolis	(612) 673-5263	(JPS) Rochester	(507) 285-8224
		(JPS) Washington Cty.	(651) 458-6556

Applicants with eligible buildings located within the jurisdiction of the above Suballocators (S) must apply to the local administrators (suballocators) for allocation of the housing tax credit. Applicants with eligible buildings located within the jurisdiction of the above Joint Powers Suballocators (JPS) must apply to both the local administrators (joint powers suballocators) and to the MHFA. 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 2003, 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.

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 annually agree to reserve an additional 5 percent for a total annual nonprofit set aside of 15 percent. For the 2003 Tax Credit Program the Non-profit Set Aside will be established at the 10 percent level. 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 is available on the MHFA **website** at: www.mhfa.state.mn.us in a pdf format. If you are unable to access our website call (651) 297-3118, or Toll Free: 1-800-710-8871 to obtain a hard copy.
- **Multifamily RFP and Housing Tax Credits (2003 Round 1):** The Multifamily and Housing Tax Credit application materials are available on the MHFA **website** at: www.mhfa.state.mn.us. The Multifamily Application Form will be provided in a Web-Application format around July 9, 2002. The previously used excel application format will also be available on the website for use as a tool to collect data and for running various application scenarios. The excel application format, however, is not intended for use as an application form submittal. All other application materials (including instructions, narrative requirements, submittals, MHFA forms and references) are on the website and available for download and/or completion. Please refer to the Multifamily Website for more detailed Application Instructions.

If you are unable to access the web, contact the Multifamily Division at (651) 297-3294 or Toll Free: 1-800-657-3701.

RFP INFORMATION AND TECHNICAL ASSISTANCE SESSIONS:

The MHFA Single Family Division will be offering two training sessions in June. The Multifamily Division will be providing a combined Multifamily Program and Housing Tax Credit session in early June. Please check the MHFA **website** at: www.mhfa.state.mn.us for information regarding dates, times and locations, and registration information.

IMPORTANT DATES:

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

- **Single Family:** The original application and all attachments plus two (2) copies of the application and all attachments must be *received by* the MHFA by 5:00 p.m. on or before Thursday, July 11, 2002.
- **Multifamily and Housing Tax Credit (2003 Round 1):** The following application materials must be *received by* the MHFA by 5:00 p.m. on or before Thursday, August 1, 2002:
 - The Web-based application electronically submitted,
 - A Web-based application report format with original signature plus 3 copies, and
 - All required attachments plus three (3) copies of all attachments.

State Grants & Loans

MHFA Board Approval:

- Single Family funding recommendations will be made at the September 26, 2002 MHFA Board meeting.
- Multifamily and Housing Tax Credit funding recommendations will be made at the October 24, 2002 MHFA Board meeting.

Fund Notification:

- Notification of Single Family approved selected proposals 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 Programs 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 proposals.

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 Department of Human Services

Health Care Administration

Notice of Request for Proposal for Minnesota Senior Health Options

The Department of Human Services is seeking proposals from eligible health plan contractors with the mission, capacity and expertise to provide primary, acute, home and community-based, and long-term care services, including nursing facility room and board care services to the aged Medicaid/Medicare population in Mille Lacs, Sherburne and Wright counties. The Minnesota Senior Health Options (MSHO) project is currently serving this population in the Twin Cities Metro area through contracts with three health maintenance organizations, one of which also serves this population in the Mille Lacs, Sherburne and Wright County area. The Department seeks proposals from other current MSHO contractors interested in serving enrollees in Mille Lacs, Sherburne and Wright Counties. Prepaid Health Plans responding to this Request for Proposals must be current MSHO health plan contractors and be able to provide all services covered by Medicare, Medical Assistance (MA) and the Elderly Waiver. They must be able to accept financial risk for the delivery of these services.

In September 2000, the Department of Human Services issued a Request for Proposals for this same service area. One MSHO health plan contractor responded and is currently under contract with the department in these expansion counties pursuant to that Request. The purpose of this Request is to reissue an updated Request for Proposal in order to solicit additional MSHO health plan contractors who may be interested in serving in the additional counties. MSHO health plan contractors who responded in full to the September 2000 Request need not resubmit a proposal.

Health plans chosen to contract with the Department for this demonstration are required to be current MSHO contractors and participate in the Prepaid Medical Assistance Program (PMAP). Enrollment in MSHO will be on a voluntary basis.

Contracts for MSHO will be awarded based upon: (1) capacity and geographic accessibility of service delivery sites; (2) ability to comply with service delivery standards appropriate to the demographic characteristics of the population to be enrolled; (3) financial and risk capability; and (4) ability to meet quality assurance, complaint, appeal and reporting requirements. Proposals and network capacity will be reviewed and approved by Centers for Medicare and Medicaid Services (CMS) and the State. The commissioner reserves the right to reject any proposal.

The enrollment process for MSHO in the additional counties is projected to begin on September 1, 2002, with an effective date of initial coverage of October 1, 2002. The contract amendment period is from the first date of effective enrollment through December 31, 2002. Contracts with qualified health plans may be renewed for subsequent contract periods.

Copies of the MSHO Request for Proposals which contains detailed specifications will be available on Wednesday, May 29, 2002 and may be obtained by contacting: Sue Kvendru at (651) 215-1828. Eligible bidders may also receive a copy of the RFP on a 3.5 inch diskette in WordPerfect for Windows format to aid in the preparation of the RFP process.

Proposals must be mailed or delivered in person by **12:00 noon on Monday, July 15, 2002** to:

Sue Kvendru
Minnesota Senior Health Options
Minnesota Department of Human Services
444 Lafayette Road
St Paul, Minnesota 55155-3854
Phone: (651) 215-1828
Email: sue.kvendru@state.mn.us

No responses via fax will be accepted.

Ms. Kvendru is the only DHS staff person authorized to answer questions regarding the RFP. Questions may be sent to her in writing by email or regular mail or fax at (651) 297-3230. All questions and answers will be distributed to all persons who receive a copy of the RFP.

State Contracts

Informal Solicitations: Effective March 1, 2002, informal solicitations for all contracting opportunities for professional/technical (consultant) contracts with values estimated to be over \$5,000 and under \$50,000 must be posted on the Department of Administration, Materials Management Division web page (www.mmd.admin.state.mn.us) and access P/T Contracts.

Formal Requests for Proposals: Department of Administration procedures require that formal notice of any professional/technical (consultant service) contract which has an estimated value over \$50,000 must be printed in the *State Register*. Certain quasi-state agencies and Minnesota State Colleges and Universities institutions are by law exempt from these requirements.

Department of Administration

Division of State Building Construction

Notice of Availability of Request for Qualifications (RFQ) and Fee Schedule for Professional Services of Minnesota Registered Architects, Engineers, Land Surveyors, Landscape Architects, and Geoscientists

The State of Minnesota through its Department of Administration, Division of State Building Construction ("State") is soliciting qualifications and fee schedules for the services of Minnesota registered architects, engineers, land surveyors, landscape architects, and geoscientists ("Consultant") to assist the State in providing studies, predesign, design documents, construction documents, construction administration, land surveys, geoscientist and project-related professional services. These projects will be varied in nature and scope and will involve new construction and remodeling, which includes but is not limited to buildings, commissioning, bridges, roadways, and land development.

State agency construction projects requiring a primary designer will have an estimated cost of construction of no greater than \$750,000.00. A study, report or predesign for a state agency planning project will have a Consultant estimated fee no greater than \$60,000.00. Higher education construction projects requiring a primary designer will have an estimated cost of construction of no greater than \$2,000,000.00; and a study, report or predesign for a planning project will have a Consultant estimated fee no greater than \$200,000.00. Projects requiring a primary designer in excess of the above-stated amounts will be selected by the State Designer Selection Board in accordance with *Minnesota Statutes* §16B.33.

All qualified firms will be placed on a Master Roster for use by the State over a five-year period ending June 30, 2007. All qualified firms submitting a fee schedule will be also be offered a Master Contract that will be effective for five years. At the State's option, it may use either the Master Roster or a Master Contract to obtain services identified in this RFQ. The State reserves the right to not use the Master Roster or Master Contracts if it is considered in its best interest.

State Contracts

The full Request for Qualifications and Fee Schedule is available at <http://www.dsbca.admin.state.mn.us>, click on "Solicitation Announcements". All responses and fee schedules must be received no later than **3:00 p.m., Central Daylight Time, on Monday, June 17, 2002. Late responses will not be considered.**

Questions may be **faxed** to attention of Sharon Schmidt, Contracts Officer, at (651) 296-7650 or **emailed** to: sharon.schmidt@state.mn.us. Questions must be received no later than **4:00 p.m. on Monday June 10, 2002**. RFQ clarifications or changes and a response to questions will be available by Wednesday, June 12, 2002, on **Website**: <http://www.dsbca.admin.state.mn.us>, click on "Solicitation Announcements". This is the only person authorized to respond to questions.

Department of Children, Families and Learning

Office of Community Services

Notice of Request for Proposal to Provide Outcome and Indicator Data Collection and Evaluation on Early Childhood and Family Support Grantees

The Department of Children, Families and Learning (CFL) is soliciting proposals from qualified parties to conduct an outcomes evaluation of Early Childhood and Family Support Grantees.

The Department of Children, Families and Learning has received federal funding for this purpose. The Department will award one contract to an organization or collaboration representing several organizations with expertise in providing outcome and indicator data collection and evaluation. Based on continued funding and the State's satisfaction with the work of the vendor, separate subsequent contracts may be awarded for up to a maximum of five years for conducting this project.

The goal of this project, during the first contract period, is to conduct an outcomes evaluation of the Child Care Development grant programs including data collection, analysis, and reporting of results. This also includes providing consultation to CFL and grantees on outcome evaluation. The selected vendor will work with both short-term (one-time) grantees and long-term grantees (grantees receiving on-going funding). Future contract periods could expand this work to include other Early Childhood and Family Support grant programs.

The Department of Children, Families and Learning has estimated that the costs of this project should not exceed \$500,000 over the five-year project period. The cost of the first contract period shall not exceed \$200,000. Subsequent contracts will be negotiated based on the scope of the work.

The first contract period is anticipated to be September 1, 2002 through August 31, 2004 with continuation based upon continued funding and the state's satisfaction with the vendor's performance. The state reserves the right to issue a separate, subsequent, two-year contract and one one-year contract for up to a maximum of five years for conducting this project. Each separate subsequent contract shall be negotiated between the state and the vendor.

For a complete copy of the Request for Proposal, please contact Julie Nash, Department of Children, Families and Learning, 1500 Highway 36 West, Roseville, Minnesota 55113, **phone**: (651) 582-8562, **fax**: (651) 582-8496, **email**: child.care@state.mn.us

Completed proposals are due by 3:00 p.m. on June 25, 2002. Late proposals will not be considered.

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.

Colleges and Universities, Minnesota State (MnSCU)

MnSCU - Metropolitan State University in conjunction with Minneapolis Community Technical College

Request for Proposal for Installation of IP Voice and Unified Messaging Systems to Serve Main and Remote Campus Locations

Metropolitan State University in conjunction with Minneapolis Community Technical College is seeking to contract for professional services to install IP voice and unified messaging systems to serve their main and remote campus locations. Both institutions

currently use Centrex services provided by Qwest and contracted through the InterTechnologies Group within the Department of Administration of the State of Minnesota.

MSU and MCTC have conducted an analysis of their needs, and investigated potential systems that could meet their needs. MSU and MCTC project team members, with assistance from their consultant, have decided to invite vendors to propose a solution using equipment provided by **Avaya, Cisco, or NEC**.

To assist vendors in responding to the RFP, a diagram of existing local area network infrastructure is included with the RFP. The intended installation timelines are scheduled for December 2002 (MSU) through May 2003 (MCTC).

A complete copy of the RFP may be obtained from:

Natalie Ennis c/o Purchasing
Metropolitan State University
700 E. 7th Street
St. Paul, MN 55106
Email: *RFP@po.metrostate.edu*
Fax: (651) 772-7520

Email or fax requests preferred. In your request, include your complete street mailing address, Email address, phone number, and fax number.

The following project dates have been established:

Optional Pre-Bid Meeting and Site Surveys: **June 10, 2002** at Metropolitan State University and its Remote Sites
June 11, 2002 at Minneapolis Community Technical College and its Remote Sites

Question and Answer Meeting for both sites: **June 12, 2002** - Metropolitan State University - St. Paul Campus

All questions on this RFP should be emailed by **Tuesday, June 11, 2002 at 4:00 p.m.** to:

RFP-Questions@po.metrostate.edu

RFP Response Due: **June 24, 2002 by 3:00 PM**

All responses to the RFP are due **no later than 3:00 p.m., on June 24, 2002** in the manner specified in the RFP document. **Late responses will not be considered.**

Colleges and Universities, Minnesota State (MnSCU)

REVISED: Request for Proposals for the Minnesota State Colleges and Universities (MnSCU) Instructional Management Systems Help Desk Support

The Minnesota State Colleges and Universities (MnSCU) is requesting proposals for instructional management systems (IMS) help desk support for faculty and students using the MnSCU-supported IMS products, Anlon, Blackboard, and WebCT. The help desk support services are to be provided via telephone and web access, 24 hours a day and 365 days a year. Services to faculty will consist of technical and pedagogy support. Services to students will provide technical support.

Responses to this RFP are due no later than June 14, 2002, when sealed responses will be opened and the names of responders read. The IMS help desk support RFP website, from which vendors may download a copy of the RFP, will provide vendors with current information. Vendors are expected to check this site on a daily basis to be aware of any changes, addenda, or additional information. If problems accessing site are experienced, vendors should immediately contact Betsy Draper (contact information given below). Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposals submission deadline. All queries related to this RFP should be made in writing via email, and both questions and answers will be posted on the web site.

Copies of the RFP can be downloaded at the IMS help desk support RFP site: <http://www.oit.mnscu.edu/mitss/helpdeskrfp.html>

REVISED Opening Date and Time: 2:00 p.m., Central Standard Time, June 14, 2002. Proposals received after 2:00 p.m., will be returned unopened.

MnSCU RFP Contact: Betsy Draper, Project Director, MnSCU Instructional Technology Support Services (MITSS), IL 151, Southwest State University, 1501 State Street, Marshall, MN 56258. **Email:** *Betsy.Draper@so.mnscu.edu*. **Phone:** (507) 537-6866.

State Contracts

Department of Health

Family Health/Maternal and Child Health

Request for Proposals for an Integrated Marketing, Communications and Media Campaign – Up to \$500,000

The Minnesota Department Health (MDH) is looking for an advertising agency to continue a public awareness campaign for the Minnesota Education Now and Babies Later (MN ENABL) program. MN ENABL is a statewide program with the goal to reduce adolescent pregnancy by reducing the number of adolescents who engage in sexual intercourse. The goals of the public awareness campaign are to educate 12-14 year olds about the importance of postponing sexual involvement; and to encourage parents/primary caregivers to talk to their children about postponing sexual involvement.

MDH is seeking proposals for the period starting on or after August 1, 2002 and ending June 30, 2003. The responder will need to demonstrate its capacity to handle all aspects of a communications campaign itself, or specify how the responder will partner with other firms to accomplish the goals of the campaign.

Proposals must be received **no later than Monday, July 8, 2002. Late proposals will not be considered.** The address is: Minnesota Department Health, P.O. Box 64882, St. Paul, MN 55164-0882.

Please direct all questions and requests for copies of the full Request for Proposals to:

Emari D. Lavine
Minnesota Department Health
Family Health Division
Maternal and Child Health Section
Phone: (651) 281-9955
Fax: (651) 215-8953
Email: emari.lavine@health.state.mn.us

Other personnel are NOT allowed to discuss the Request for Proposals with anyone, including responders, before the proposal submission deadline.

Minnesota Historical Society

Request for Proposals for Professional Services to Develop Design and Construction Documents and Perform Construction Administration/Observation Services for Exterior Restoration at the Alexander Ramsey House St. Paul, Minnesota May 28, 2002

The Minnesota Historical Society seeks to contract for professional services to develop design and construction documents, and to perform bid administration and construction administration/observation services, for the restoration/reconstruction of porches, windows, wood trim, roofs, masonry, gutters and downspouts at the Alexander Ramsey House.

The Alexander Ramsey House is a National Historic Landmark. All design work, specifications and construction drawings, will take into consideration the National Park Service Preservation Briefs and the Secretary of the Interior's Standards.

A mandatory pre-proposal meeting will be held at 10:30pm Wednesday, June 11, 2002, at the Alexander Ramsey House.

To obtain a copy of the full Request for Proposals, contact:

Mary Green-Toussaint, Contracting and Procurement Technician
Minnesota Historical Society
345 Kellogg Boulevard West
St. Paul, MN 55102
Phone: (651) 297-7007
Email: mary.green-toussaint@mnhs.org

The deadline for receipt of proposals is 2:00 p.m., local time, Tuesday June 25th, 2002. Late proposals will not be considered.

Department of Transportation

Program Support Group

Notice Concerning Professional/Technical Contract Opportunities

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

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

Non-State Contracts & Grants

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

Searching for some waterfront or forested property?



Plat Map Books

Minnesota's Bookstore offers the most comprehensive selection of Minnesota plat map books currently available. From Rockford Publishing and Cloud Cartographics, these county plat map books are great for the hunter/adventurer or the prospective land owner seeking property sites. Includes key county government offices as well as an alphabetized business directory, city maps and an index to owners.

Aitkin County ('99)	Stock No. 12-66	\$35.00	Lake County (2001)	Stock No. 12-28	\$30.00
Becker County ('95)	Stock No. 12-79	\$30.00	Meeker County (2001)	Stock No. 12-29	\$30.00
Beltrami County ('97)	Stock No. 12-67	\$30.00	Mille Lacs County (2001)	Stock No. 12-30	\$30.00
Blue Earth County ('96)	Stock No. 12-20	\$25.00	Morrison County ('99)	Stock No. 12-31	\$30.00
Carlton County ('97)	Stock No. 12-68	\$30.00	Olmsted ('95)	Stock No. 12-84	\$25.00
Carver County (2001)	Stock No. 12-21	\$30.00	Otter Tail County (2000)	Stock No. 12-33	\$30.00
Cass County ('99)	Stock No. 12-22	\$30.00	Pine County (2000)	Stock No. 12-73	\$40.00
Chisago County ('99)	Stock No. 12-23	\$30.00	St. Louis Co. (North)(2002)	Stock No. 12-74	\$30.00
Cook County ('96)	Stock No. 12-24	\$25.00	St. Louis Co. (South)(2002)	Stock No. 12-75	\$35.00
Crow Wing County (2001)	Stock No. 12-70	\$40.00	Scott County ('95)	Stock No. 12-40	\$25.00
Dakota County (2000)	Stock No. 12-80	\$35.00	Sherburne County (2000)	Stock No. 12-41	\$30.00
Douglas County ('93)	Stock No. 12-81	\$30.00	Stearns County ('96)	Stock No. 12-42	\$25.00
Fillmore County ('98)	Stock No. 12-25	\$30.00	Steele County ('96)	Stock No. 12-43	\$25.00
Freeborn County ('87)	Stock No. 12-78	\$25.00	Todd County ('99)	Stock No. 12-44	\$30.00
Goodhue County ('99)	Stock No. 12-86	\$30.00	Wabasha County ('99)	Stock No. 12-82	\$40.00
Hubbard County ('97)	Stock No. 12-71	\$30.00	Wadena County ('99)	Stock No. 12-46	\$30.00
Isanti County ('99)	Stock No. 12-26	\$30.00	Washington County ('97)	Stock No. 12-85	\$25.00
Itasca County ('98)	Stock No. 12-76	\$35.00	Winona County ('96)	Stock No. 12-77	\$30.00
Kanabec County ('99)	Stock No. 12-27	\$30.00	Wright County (2001)	Stock No. 12-83	\$30.00
Koochiching County (2000)	Stock No. 12-72	\$35.00			



Source Code:
SR001

Please reference this source code when placing your order. Thank you.

651.297.3000
800.657.3757

