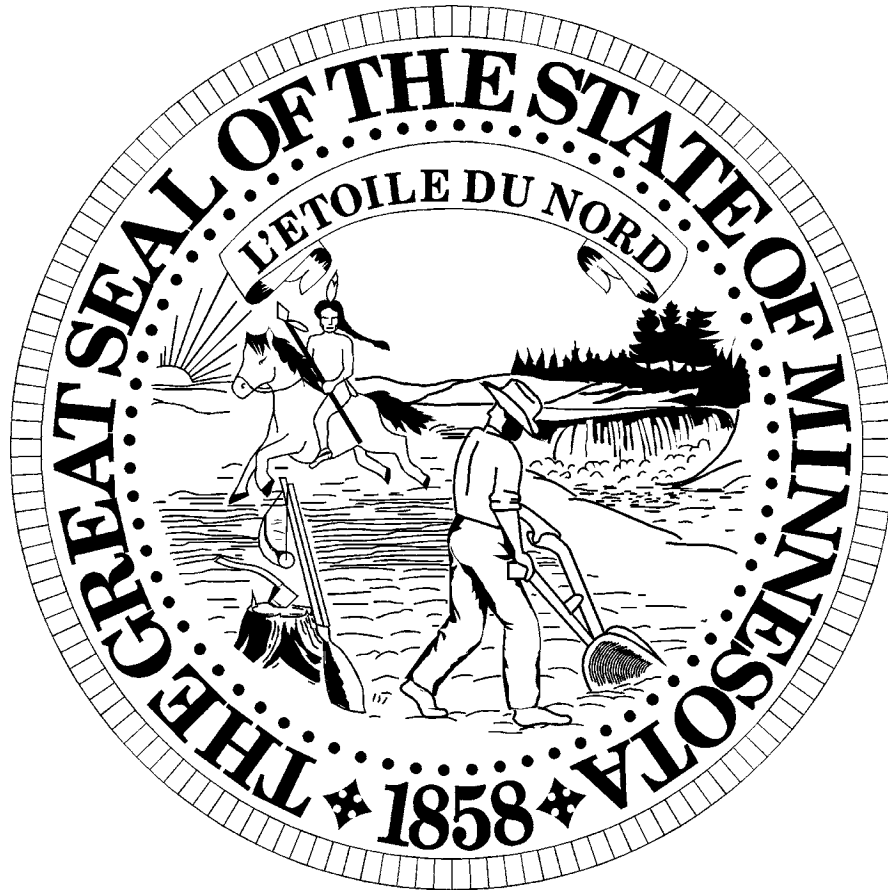


Minnesota State Register

Published every Monday (Tuesday when Monday is a holiday)



**Proposed, Adopted, Emergency, Expedited, Withdrawn, Vetoed Rules;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

**Monday 10 September 2018
Volume 43, Number 11
Pages 311 - 342**

Minnesota State Register

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

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

- Proposed Rules
- Adopted Rules
- Exempt Rules
- Expedited Rules
- Withdrawn Rules
- Executive Orders of the Governor
- Appointments
- Proclamations
- Vetoed Rules
- Commissioners' Orders
- Revenue Notices
- Official Notices
- State Grants and Loans
- Contracts for Professional, Technical and Consulting Services
- Non-State Public Bids, Contracts and Grants

Printing Schedule and Submission Deadlines

Vol. 43 Issue Number	PUBLISH DATE (BOLDFACE shows altered publish date)	Deadline for: all Short Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical- Consulting Contracts, Non-State Bids and Public Contracts	Deadline for LONG, Complicated Rules (contact the editor to negotiate a deadline)
# 12	Monday 17 September	Noon Tuesday 11 September	Noon Thursday 6 September
# 13	Monday 24 September	Noon Tuesday 18 September	Noon Thursday 13 September
# 14	Monday 1 October	Noon Tuesday 25 September	Noon Thursday 20 September
# 15	Monday 8 October	Noon Tuesday 2 October	Noon Thursday 27 September

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Minnesota Rules: Amendments and Additions

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

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

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

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

The State Register features partial and cumulative listings of rules in this section on the following schedule: issues #1-13 inclusive; issues #14-25 inclusive (issue #26 cumulative for issues #1-26); issues #27-38 inclusive (issue #39, cumulative for issues #1-39); issues #40-52 inclusive, with final index (#1-52, or 53 in some years). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the State Register, contact Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Ave), St. Paul, MN 55155, phone: (612) 297-3000, or toll-free 1-800-657-3757. TTY relay service phone number: (800) 627-3529.

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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 §§ 14.1414.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

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

Department of Employment and Economic Development (DEED)

Vocational Rehabilitation Services – Extended Employment Program

Proposed Permanent Rules Relating to Extended Employment Services; DUAL NOTICE: Notice of Intent to Adopt Rules without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing if 25 or More Requests for Hearing Are Received; OAH Docket No. 60-9044-35198; Revisor’s ID Number RD-4245

Proposed Rules Governing the Extended Employment program, *Minnesota Rules*, chapters 3300.6000 – 3300.6070 and repeal of existing Rules Governing the Extended Employment program, *Minnesota Rules*, chapters 3300.2005 – 3300.3100.

Introduction. The Department of Employment and Economic Development (DEED) intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on Wednesday, October 10, 2018, the Department will hold a public hearing in the Minnesota Room at DEED Headquarters, First National Bank Building, Suite E200, 332 Minnesota Street, St. Paul, MN 55101, starting at 2:00 p.m. on Wednesday, October 24, 2018. To find out whether the Department will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after Wednesday, October 10, 2018 and before Wednesday, October 24, 2018.

Proposed Rules

Agency Contact Person. Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: Kim Babine, Director of Community Partnerships, First National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN 55101, 651-379-7349, kim.babine@state.mn.us.

You may also review the proposed rule and submit written comments via the Office of Administrative Hearings Rulemaking e-comments website at <https://minnesotaoah.granicusideas.com/discussions>.

You may also review more information regarding the proposed rule and sign up for email updates at mn.gov/deed/eerule.

Subject of Rules and Statutory Authority. The proposed rule govern the Extended Employment program. The proposed rule codifies updated rules governing the Extended Employment program, Minnesota Rules, chapters 3300.6000 – 3300.6070 and repeals existing rules governing the Extended Employment program, Minnesota Rules, chapters 3300.2005 – 3300.3100. The statutory authority to adopt the rules is *Minnesota Statutes*, section 268A.15.

Minnesota Department of Employment and Economic Development | Vocational Rehabilitation Services 332 Minnesota Street, Suite E200 | St. Paul, MN 55101

The proposed changes to the Extended Employment rule prioritize funding for competitive, integrated employment, align the program with new practices in the broader disability service system, and reflect principles such as person-centered practices and informed choice.

A copy of the proposed rule is published on the Department of Employment and Economic Development's website: mn.gov/deed/eerule.

Comments. You have until 4:30 p.m. on Wednesday, October 10, 2018, to submit written comment in support of or in opposition to the proposed rules or 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 comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. Any comments that you have about 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 the Department hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on Wednesday, October 10, 2018. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a valid written request for a hearing, the Department will hold a public hearing unless a sufficient number of persons 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/Accommodation. Upon request, this information can be made available in an alternative format, such as large print, braille, or audio. To make such a request or if you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The Department might modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the

Proposed Rules

procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

Cancellation of Hearing. The Department will cancel the hearing scheduled for Wednesday, October 24, 2018, if the agency does not receive requests for a hearing from 25 or more persons. If you requested a public hearing, the agency will notify you before the scheduled hearing whether the hearing will be held. You may also call the agency contact person at 651-259-7349 after Wednesday, October 10, 2018 to find out whether the hearing will be held. On the scheduled day, you may check for whether the hearing will be held by calling 651-259-7349 or going on-line at mn.gov/deed/eerule.

Notice of Hearing. If 25 or more persons submit valid written requests for a public hearing on the rules, the Department will hold a hearing following the procedures in Minnesota Statutes, sections 14.131 to 14.20. This public hearing will be held in the Minnesota Room at DEED Headquarters, First National Bank Building, Suite E200, 332 Minnesota Street, St. Paul, MN 55101, starting at 2:00 p.m. on Wednesday, October 24, 2018. The hearing will continue until all interested persons have been heard. Administrative Law Judge James LaFave is assigned to conduct the hearing. Judge LaFave's Legal Assistant Denise Collins can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, telephone 651-361-7900 and FAX 651-539-0310 ordenise.collins@state.mn.us.

Hearing Procedure. If the Department holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit new evidence during the five-day rebuttal period. The Office of Administrative Hearings must receive all comments and responses submitted to the Administrative Law Judge via the Office of Administrative Hearings Rulemaking e-comments website at <https://minnesotaoah.granicusideas.com/discussions> no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Department of Employment and Economic Development or on the agency's website at mn.gov/deed/eerule. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240, and *Minnesota Statutes*, sections 14.131 to 14.20. You may direct questions about the procedure to the Administrative Law Judge. The agency requests that any person submitting written views or data to the Administrative Law Judge before the hearing or during the comment or rebuttal period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. The statement of need and reasonableness summarizes the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person. A copy of the SONAR is published on the Department of Employment and Economic Development's website: mn.gov/deed/eerule

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. Ask any questions about this requirement of the Campaign Finance and Public Disclosure Board at: Suite #190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, or by telephone: 651-539- 1180 or 1-800-657-3889.

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

Proposed Rules

Adoption Procedure after a Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rules. You may ask to be notified of the date that the Administrative Law Judge's report will become available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date that the agency adopts the rules and the rules are filed with the Secretary of State by requesting this at the hearing or by writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time, and location listed above.

Date: 8/29/2018

Shawntera Hardy
Commissioner
Department of Employment and Economic Development

3300.6000 DEFINITIONS.

Subpart 1. Scope. When used in parts 3300.6000 to 3300.6070, the terms defined in this part have the meanings given them.

Subp. 2. CARF. "CARF" means CARF International, the independent, nonprofit organization that sets standards and provides accreditation for service and quality of community rehabilitation providers.

Subp. 3. Center-based employment. "Center-based employment" means employment for which an individual:

- A. works at a location that is owned or operated by the individual's extended employment provider;
- B. receives wages and benefits from an employer who is, directly or indirectly, the individual's extended employment provider;
- C. performs work that does not meet all of the conditions of either the supported employment subprogram or the community employment subprogram.

Subp. 4. Commissioner. "Commissioner" means the commissioner of the Department of Employment and Economic Development or the commissioner's designee.

Subp. 5. Community employment. "Community employment" means employment for which an individual:

- A. works at a location that is not owned or operated by the individual's extended employment provider;
- B. receives wages and benefits from an employer who is or is not, directly or indirectly, the individual's extended employment provider;
- C. performs work that does not meet all the conditions of the supported employment subprogram.

Subp. 6. Community employment subprogram. "Community employment subprogram" means the commissioner's service category for individuals in community employment under subpart 5.

Subp. 7. Competitive, integrated employment. "Competitive, integrated employment" means work performed on a full- or part-time basis, with or without supports, for which an individual:

A. works at a location that:

- (1) for state fiscal year 2019, is or is not owned or operated by the individual's service provider, and where the

Proposed Rules

individual with a disability interacts, for purpose of performing job duties, with people without disabilities in similar positions within the work unit and the entire work site, not including supervisors or individuals providing services to the employee; and

(2) for state fiscal year 2020 and thereafter, is not owned or operated by the individual's extended employment provider, and where the individual with a disability interacts, for purpose of performing job duties, with people without disabilities in similar positions within the work unit and the entire work site, not including supervisors or individuals providing services to the employee;

B. receives wages and benefits from an employer who:

(1) for state fiscal year 2019, is or is not, directly or indirectly, the individual's extended employment provider;
and

(2) for state fiscal year 2020 and thereafter, is not, directly or indirectly, the individual's extended employment provider;

C. is paid at or above the federal, state, or local minimum wage, whichever is highest, as defined in this chapter;
and

D. is compensated at or above the customary wage and benefits as defined in subpart 9.

Subp. 8. **Customary wage and benefits or customary rate.** “Customary wage and benefits” or “customary rate” means the wage paid and the level of benefits provided by the employer to an individual without disabilities performing the same or similar work with comparable training, skills, and experiences with that employer.

Subp. 9. **Department.** “Department” means the Department of Employment and Economic Development.

Subp. 10. **Employer.** “Employer” has the meaning given in United States Code, title 29, section 203(d).

Subp. 11. **Extended employment provider or provider.** “Extended employment provider” or “provider” means a community rehabilitation provider that receives funding through the extended employment program.

Subp. 12. **Extended employment services.** “Extended employment services” means the development of an extended employment support plan and the delivery of ongoing employment support services.

Subp. 13. **Individual receiving extended employment services or individual.** “Individual receiving extended employment services” or “individual” means an individual who meets the eligibility requirements in this chapter and who receives extended employment services under the extended employment program. Any reference in parts 3300.6000 to 3300.6070 to an individual receiving extended employment services includes the individual's legal representative.

Subp. 14. **Minimum wage.** “Minimum wage” means an hourly wage rate not less than the higher of the rate specified in section 6(a)(1) of the United States Fair Labor Standards Act of 1938, United States Code, title 29, section 206(a)(1), or the rate specified in the Minnesota Fair Labor Standards Act, Minnesota Statutes, section 177.24, or local minimum wage law, and that is not less than the customary wage and benefits.

Subp. 15. **Ongoing employment support services.**

A. “Ongoing employment support services” means any of the services in item B that are:

(1) identified in the individual's extended employment support plan;

(2) related to the individual's serious functional limitations to employment; and

Proposed Rules

(3) necessary and required to maintain or advance the individual's current employment.

B. Ongoing employment support services include:

(1) rehabilitation technology, job redesign, or environmental adaptations;

(2) disability awareness training for the individual, the individual's employer, supervisor, or coworkers, including related services to increase the individual's inclusion at the work site;

(3) job skill training at the work site;

(4) regular observation or supervision of the individual;

(5) behavior management;

(6) coordination of support services;

(7) job-related safety training;

(8) job-related self-advocacy skills training to advance employment;

(9) training in independent living skills including money management, grooming and personal care, social skills, orientation and mobility, and using public transportation or drivers' training;

(10) communication skills training including sign language training, Braille, speech reading, and the use of communication devices or other adaptive methods for the individual, or the individual's employer, supervisor, or coworkers;

(11) follow-up services including contact with the individual's employer, supervisor, or coworkers; the individual's parents, family members, advocates, or legal representatives; and other suitable professional and informed advisors, in order to reinforce and stabilize the job placement;

(12) training in job-seeking skills;

(13) career planning to advance in employment; and

(14) any other service that is identified in the individual's extended employment support plan related to the individual's serious functional limitations to employment that is needed to maintain or advance the employment of an individual in the extended employment program.

Subp. 16. Qualified professional.

A. "Qualified professional" means the professionals listed in item B who are licensed, certified, or registered in the state where the professional practices, and who provide a diagnosis of a disability or disabilities within the scope of the professional's license, certification, or registration for an individual in the extended employment program.

B. The following are qualified professionals:

(1) a physician or psychologist;

(2) a physician's assistant practicing under the supervision of a physician;

(3) an advanced practice registered nurse;

- (4) clinical specialists in psychiatric or mental health nursing;
- (5) an audiologist;
- (6) a chiropractor;
- (7) a licensed chemical dependency counselor;
- (8) a social worker from a county mental health or county developmental disabilities program;
- (9) a licensed independent clinical social worker (LICSW); and

(10) a licensed graduate social worker (LGSW) or a licensed independent social worker (LISW) practicing under the supervision of a LICSW.

Subp. 17. **Serious functional limitations to employment.** “Serious functional limitations to employment” means an individual experiences significant barriers to employment in three or more of the functional areas listed in items A to G that affect an individual’s ability to maintain or advance in employment, and the individual requires ongoing employment support services to mitigate the effect of the limitations and achieve the individual’s employment goals.

A. “Communication” means the ability to effectively give and receive information through words or concepts, using methods such as reading, writing, speaking, listening, sign language, or other adaptive methods.

B. “Interpersonal skills” means the ability to establish and maintain personal, family, and community relationships as it affects, or is likely to affect, job performance and security.

C. “Mobility” means the physical and psychological ability to move about from place to place inside and outside the home, including travel to and from usual destinations in the community for activities of daily living, training, or work.

D. “Self-care” means the skills needed to manage self or living environment, including eating, toileting, grooming, dressing, money management, and management of special health or safety needs, including medication management, as they affect an individual’s ability to participate in training or work-related activities.

E. “Self-direction” means the ability to plan, initiate, organize, or carry out goal-directed activities or solve problems related to working.

F. “Work skills” means:

- (1) the ability to do specific tasks required to carry out job functions; and
- (2) the capacity to benefit from training in how to perform tasks required to carry out job functions.

G. “Work tolerance” means the capacity or endurance to effectively and efficiently perform jobs requiring various levels of physical demands, psychological demands, or both.

Subp. 18. **Supported employment subprogram.** “Supported employment subprogram” means the commissioner’s service category for individuals who are in competitive, integrated employment.

Subp. 19. **Work hours.** “Work hours” means the hours for which an individual performs paid work, including hours of paid holidays, paid sick, paid vacation, and other paid leaves of absence. The payment of a bonus or commission is not included in the computation of work hours.

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3300.6005 INDIVIDUAL ELIGIBILITY.

Subpart 1. Individual eligibility.

A. An individual is eligible for extended employment services if the individual:

(1) is a Minnesota resident;

(2) has documentation of a diagnosed disability or disabilities by a qualified professional according to part 3300.6000, subpart 16;

(3) has a serious functional limitation to employment in three or more functional areas according to part 3300.6000, subpart 17; and

(4) requires ongoing employment support services to maintain and advance in employment.

B. An individual on a medical assistance waiver, regardless of the waiver service the individual is receiving, is not eligible to receive extended employment services through the extended employment program.

3300.6010 EXTENDED EMPLOYMENT SERVICES DELIVERY.

Subpart 1. **Person-centered practices.** A provider must deliver extended employment services in the extended employment program using person-centered practices. “Person-centered practices” means practices that help an individual set goals and develop action steps that enhance the individual’s quality of life, where control over decisions rests with the individual. The provider must not influence an individual’s decision making but instead serve as a facilitator of decision making.

Subp. 2. **Employment first.** A provider must consider employment first in delivering extended employment services in the extended employment program. “Employment first” means the expectation that a working age Minnesotan with a disability can work, wants to work, and can achieve competitive employment, and each person must be offered the opportunity to work and earn a competitive wage before being offered other supports and services.

Subp. 3. Informed choice.

A. The provider must facilitate an individual’s ability to make an informed choice about the individual’s employment. “Informed choice” means the individual is able to make decisions regarding the individual’s employment. Informed choice requires:

(1) that the individual understands all employment options, methods to overcome barriers to employment, and the potential risks and benefits of those decisions;

(2) employment options that are not limited to only disability-specific programs;

(3) community resources and supports are included in options; and

(4) the individual is provided community-based experiences on which to base employment choices on an ongoing basis using person-centered practices.

B. For an individual required to participate in a career counseling, information, and referral services consultation by the Workforce Innovation and Opportunity Act (WIOA), section 511, part 397, a provider is not required to provide duplicative informed choice information for purposes of the extended employment program. A provider must consider the career counseling, information, and referral services consultation summary report when developing an individual’s extended employment support plan and retain a copy in the case record.

3300.6015 EXTENDED EMPLOYMENT SUPPORT PLANS.

Subpart 1. **Extended employment support plan.** The provider must develop an extended employment support plan for each individual in the extended employment program.

Subp. 2. **Requirements of the extended employment support plan.** The plan must include the following:

- A. the individual's employment goals and objectives, including:
 - (1) employment goals and goals for career advancement;
 - (2) the individual's preferences for employment setting, integration, range or level of pay, work hours, work schedules, and benefits, including reference to the individual's decision from the career counseling, information, and referral meeting regarding whether an individual expressed interest in pursuing competitive, integrated employment; and
 - (3) the timeline for reaching the individual's employment goals;
- B. the individual's vocational strengths, education, and work skills;
- C. the individual's interests and preferences for jobs and work environments;
- D. the individual's serious functional limitations to employment and how they impact an individual's ability to maintain employment;
- E. the individual's preferences for when, where, and how the required two per month in-person meetings will occur;
- F. identification of the specific ongoing employment support services that will be provided;
- G. the person or persons who will be providing the ongoing employment support services, and a plan that describes how the individual will be notified and the impact on scheduled services in the event the identified person or persons are absent or unavailable to provide scheduled services;
- H. the individual's decision to disclose or not disclose disability-related information to the individual's employer and how supports will be provided in either scenario;
- I. the names of the participants in the planning and preparation of the individual's extended employment support plan; and
- J. the signature of the individual.

Subp. 3. **Annual review and development of the extended employment support plan.** A provider must facilitate a review of an individual's extended employment support plan and development of a new extended employment support plan at least once per year. The new extended employment support plan shall be maintained in the case file. The review and development shall include the individual, the provider, and anyone else the individual would like involved. The review and development must include a discussion of each element of the extended employment support plan and must itemize each of the following:

- A. the individual's satisfaction with his or her employment and the ongoing employment support services that are being provided;
- B. the effectiveness of the individual's extended employment support plan in achieving the individual's vocational goals;

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C. the individual's interest in changing or advancing in employment; and

D. the individual's continuing need for ongoing employment support services to maintain or advance in employment going forward.

3300.6020 CASE RECORD DOCUMENTATION.

Subpart 1. **Case records.** An extended employment provider must maintain a current confidential case record for each individual served in the extended employment program. The provider shall retain each case record for a minimum of three years after the completion of the compliance audit process.

Subp. 2. **Case record elements.** Case records must include the following information:

A. personal identification data, including the individual's legal name, Social Security number, legal status, date of birth, residential status and address, and, if applicable, the name and contact information of the individual's legal representative;

B. documentation of eligibility for extended employment, including:

(1) independent source documentation of the individual's diagnosed disability by a qualified professional; and

(2) documentation identifying the individual's specific significant functional limitations to employment by one of the following:

(a) a disability examiner, employed by the department's Disability Determination Services, or another state's department who evaluates claims for disability benefits using Social Security Administration guidelines to determine the significant functional limitations to employment of individuals;

(b) a vocational rehabilitation professional, employed by a state department or county unit, who is authorized by the government unit to determine the significant functional limitations to employment of individuals; or

(c) an extended employment provider, as provided in the intake paperwork;

C. pay statements from the individual's payroll agent demonstrating:

(1) start and end dates of the pay period;

(2) hours worked during the pay period;

(3) hours of paid leave used in the pay period;

(4) amount of gross wages paid in the pay period;

(5) payroll agent of record; and

(6) the individual's and the employer's contribution to the individual's federal Social Security program;

D. the date the individual was referred to the extended employment provider for extended employment services, the referral source, and the name and contact information of the person who made the referral;

E. employment data, including contact information for supervisors, job duties, work schedules, rate of pay, benefits, start dates, and termination dates;

F. the current extended employment support plan updated annually; and

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G. the ongoing employment support services provided to the individual including, at a minimum, the date and services provided to the individual by the provider during the two in-person meetings per month.

Subp. 3. **WIOA, section 511.** If an individual's employment requires an annual WIOA, section 511, career counseling session, then the case record must include documentation of that session.

3300.6025 PROVIDER REPORTING REQUIREMENTS.

Subpart 1. **Individual data.** A provider must submit data requested by the commissioner, including identification and contact information, eligibility information, demographic information, intake and exit information, and work record data in a manner prescribed by the commissioner on each individual reported to the extended employment program.

Subp. 2. **Work record data.** A provider must submit work record data evidenced by pay statements from an individual's employer in order to receive payment. Work record data must include:

- A. start and end dates of the pay period or the month;
- B. hours worked during the pay period or the month;
- C. amount of gross wages paid during the pay period or the month;
- D. type of subprogram where hours are reported;
- E. payroll agent of record; and
- F. job type, as an O*Net code.

Subp. 3. **Monitoring.** The commissioner is authorized to conduct monitoring visits as a part of the contracting process to ensure the accuracy of reported data. The provider must make individual records and performance data available to the commissioner for monitoring. A provider may appeal the loss of hours and earnings resulting from the commissioner's assessment of allowable hours under part 3300.6065.

3300.6030 REQUIREMENTS FOR EXTENDED EMPLOYMENT FUNDING.

Subpart 1. **Requirements for funding.** To receive funding under the extended employment program, a community rehabilitation provider must:

- A. be a public or nonprofit entity registered with the Minnesota secretary of state;
- B. comply with Minnesota Statutes, sections 268A.06 to 268A.085, regarding requirements of the board;
- C. hold accreditation in the CARF standards in this item.

(1) To provide services through the supported employment subprogram, the community employment subprogram, or the center-based employment subprogram, a community rehabilitation provider must hold accreditation in the CARF administrative and program standards for community employment services, including job development and employment supports.

(2) To provide services through the center-based employment subprogram, a community rehabilitation provider must hold accreditation in the CARF administrative and program standards for organizational employment services; and

- D. maintain CARF conformance between CARF surveys.

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Subp. 2. Funding in special circumstances.

A. If a community rehabilitation provider submits evidence of any of the circumstances listed in item B, the commissioner must grant funding under the extended employment program even if the requirements for funding in subpart 1 are not met. Funding under this subpart is only valid for up to one year and cannot be used in any two consecutive fiscal years.

B. The following are special circumstances warranting grant funding:

(1) CARF cannot schedule a timely survey;

(2) CARF has completed a survey but has not delivered the results of the survey to the provider; or

(3) An extraordinary and catastrophic circumstance has occurred. For the purposes of this part, an “extraordinary and catastrophic circumstance” means a fire or other natural disaster that is beyond the control of a provider that has adversely affected or completely halted operations such that the extended employment provider has been unable to maintain the requirements for funding.

C. If a community rehabilitation provider is not a current extended employment provider and has been awarded a contract for new or expanded extended employment services and is in compliance with all requirements for funding except the requirement for accreditation by CARF, then the commissioner must grant funding under the extended employment program even if the CARF requirement for funding in subpart 1 is not met. If the provider is not accredited by CARF, the provider must demonstrate the likelihood that the provider will meet the requirements for accreditation by CARF and will receive accreditation within one year.

3300.6035 FUNDING.

Subpart 1. Continuation funding.

A. Each fiscal year, a provider who held a contract with the commissioner for extended employment funding in the previous fiscal year, and maintains compliance with the requirements for funding, is eligible for continuation of their funding within the limits of available appropriations for this purpose.

B. If a community rehabilitation provider held a contract for new or expanded services in the previous fiscal year, has met the identified outcomes of the new or expanded services within the time frame specified in the contract, and maintains compliance with the requirements for funding, then the provider is eligible for continuation of their funding within the limits of available appropriations for this purpose.

Subp. 2. Starting point for initial extended employment contract allocations. The starting point for a provider’s initial extended employment contract allocation for each subprogram in a particular fiscal year must be determined by the provider’s prior fiscal year extended employment contract allocation for each subprogram, as amended.

Subp. 3. Contracted allocation subprogram distribution.

A. The commissioner must specify a provider’s funding allocation amount by subprogram in the provider’s contract.

B. The starting point for a provider’s allocation amount by subprogram in a new fiscal year contract is a provider’s allocation amount by subprogram in the previous fiscal year contract.

C. A provider may adjust the distribution of the provider’s total funding allocation among the subprograms in developing the new fiscal year contract as follows:

(1) a provider may shift a portion of the provider’s center-based employment subprogram allocation to the

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provider's community employment subprogram allocation or the provider's supported employment subprogram allocation, or both:

(2) a provider may shift a portion of the provider's community employment subprogram allocation to the provider's supported employment subprogram allocation;

(3) before May 1, 2020, a provider may make one request to shift a portion of any of the provider's subprogram allocations to any other subprogram allocation; and

(4) in state fiscal year 2021 and thereafter, a provider must not shift a portion of the provider's supported employment subprogram allocation to the provider's community employment subprogram allocation or the provider's center-based subprogram allocation. A provider must not shift a portion of the provider's community employment subprogram allocation to the provider's center-based employment subprogram allocation.

Subp. 4. **Cap on funding for certain employment.** Beginning in fiscal year 2020, the commissioner must set a cap on employment that does not meet the definition of competitive, integrated employment for each provider. The cap for each provider is set as the sum of a provider's fiscal year 2020 contract allocations for the center-based employment subprogram and the community employment subprogram.

Subp. 5. **Center-based employment subprogram phaseout.**

A. Beginning in fiscal year 2021, the commissioner must reduce each provider's center-based employment subprogram contract allocation as described in this subpart. The basis for each provider's reduction each year is the provider's fiscal year 2020 center-based employment subprogram contract allocation.

B. A provider may shift the funds reduced from the center-based employment subprogram to either its community employment subprogram contract allocation or its supported employment subprogram contract allocation. The provider may also forfeit the funds. Of the funds reduced from the center-based employment subprogram allocation each year, no more than 50 percent of the funds can be shifted to the community employment subprogram.

(1) In fiscal year 2021, a provider's center-based employment subprogram contract allocation must be reduced by at least five percent of the provider's center-based employment subprogram fiscal year 2020 contract allocation.

(2) In fiscal year 2022, a provider's center-based employment subprogram contract allocation must be reduced by at least 15 percent of the provider's center-based employment subprogram fiscal year 2020 contract allocation.

(3) In fiscal year 2023, a provider's center-based employment subprogram contract allocation must be reduced by at least 20 percent of the provider's center-based employment subprogram fiscal year 2020 contract allocation.

(4) In fiscal year 2024, a provider's center-based employment subprogram contract allocation must be reduced by at least 25 percent of the provider's center-based employment subprogram fiscal year 2020 contract allocation.

(5) In fiscal year 2025, a provider's center-based employment subprogram contract allocation must be reduced by at least 35 percent of the provider's center-based employment subprogram fiscal year 2020 contract allocation.

(6) The commissioner must not provide funding to a provider for the center-based employment subprogram in fiscal year 2026 and later.

3300.6040 CONTRACT ADJUSTMENTS.

Subpart 1. **Voluntary shifts.** After the extended employment contract has been executed, a provider may request voluntary shifts in the distribution of the total allocation amount among the subprograms. Voluntary shifts may be made according to the parameters in part 3300.6035, subpart 3, item C. A shift in the distribution of the allocation requires a renegotiated provider contract.

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Subp. 2. Underproduction penalty.

A. After the compliance audit reconciliation process under part 3300.6060 for a previous fiscal year is complete, the commissioner must determine if a provider is subject to an underproduction penalty for a particular subprogram.

B. A provider is subject to an underproduction penalty for a particular subprogram when the provider's audited production for a particular subprogram in a fiscal year is less than 95 percent of the provider's allocation for that subprogram in the fiscal year.

C. An underproduction penalty means the commissioner must adjust a provider's subprogram allocation for that subprogram in the subsequent fiscal year's contract downward, except as provided by subpart 3.

D. The downward adjustment for that subprogram's allocation must be the audited subprogram production in the audited fiscal year plus five percent of the audited fiscal year's subprogram contract allocation.

Subp. 3. Waiver from underproduction penalty. If a provider is subject to an underproduction penalty in a particular subprogram as described in subpart 2, the provider is eligible for either a one-year waiver or a catastrophic waiver from the underproduction penalty.

A. If a provider earns 90 percent to 95 percent of a subprogram allocation, the provider is eligible for a one-year waiver from the underproduction penalty for a particular subprogram. The commissioner must provide the waiver without a request process. A provider is ineligible to receive the one-year waiver for a particular subprogram in any two consecutive fiscal years. A provider is eligible for the one-year waiver in each particular subprogram.

B. If a provider earns less than 90 percent of a subprogram allocation and demonstrates it is experiencing an extraordinary and catastrophic circumstance under this item, the commissioner may issue a catastrophic waiver from the underproduction penalty.

(1) For purposes of this subpart, an "extraordinary and catastrophic circumstance" means a fire or other natural disaster that is beyond the control of the provider that has adversely affected or completely halted operations such that extended employment individuals have been unable to work or extended employment provider staff have been unable to provide extended employment services.

(2) A provider seeking a catastrophic waiver to the contract starting point must request this variance in a manner prescribed by the commissioner and shall:

(a) state the reasons for the request;

(b) submit independent documentation of the extraordinary and catastrophic circumstances;

(c) demonstrate how the extraordinary and catastrophic circumstances resulted in the loss of work hours of extended employment individuals; and

(d) submit a measurable work plan for corrective action to meet contracted hours during the next contract period.

(3) A provider is eligible for the catastrophic waiver in each particular subprogram. A provider is ineligible for the catastrophic waiver for a particular subprogram in any two consecutive fiscal years.

3300.6045 DISTRIBUTION OF AVAILABLE FUNDS.

Subpart 1. Available funds. The commissioner must distribute funds that become available due to any of the following:

- A. a general increase in the state appropriation;
- B. the underproduction penalty process as described in part 3300.6040; or
- C. unspent funds due to termination of a contract.

Subp. 2. Distribution of available funds; considerations.

A. The commissioner must consider the factors in this subpart when determining which method of distribution of additional available funds under subpart 3 will be used.

(1) Priority for allocation of funds must go toward the service needs of individuals who would benefit from ongoing employment support services.

(2) The commissioner must consider input from stakeholders such as current extended employment providers, other community rehabilitation providers, representatives of county social service agencies, vocational rehabilitation staff, and representatives from advocacy organizations.

(3) The commissioner must consider the amount of onetime funds or ongoing funds available for distribution.

(4) The commissioner must consider the relationship of additional extended employment services to current services.

(5) The commissioner must consider the performance of current extended employment services.

(6) The commissioner must consider the geographic distribution of current extended employment services and the distribution method's ability to respond to needs for geographic distribution of extended employment services.

B. When funds are available for distribution, the commissioner must distribute funds on a onetime basis, a time-limited basis, or by adding to a provider's subsequent year initial extended employment contract starting point.

Subp. 3. Distribution method; supported employment overproduction. If the commissioner distributes available funds through the supported employment overproduction provision, the commissioner must distribute funds to extended employment providers that have overproduced in the supported employment subprogram based on a proportionate share of the total supported employment subprogram overproduction by all extended employment providers. Overproduction means an extended employment provider's audited supported employment subprogram hours exceed the provider's supported employment contract allocation in a given fiscal year.

Subp. 4. Distribution method; supported employment incentive. If the commissioner distributes available funds through the supported employment incentive provision, the commissioner must distribute funds to extended employment providers based on each provider's audited supported employment hours divided by the total audited supported employment hours of all extended employment providers in the audited fiscal year.

Subp. 5. Distribution method; new or expanded services. If the commissioner distributes available funds through the new or expanded services provision, the commissioner must develop and publish a request for proposals for new or expanded services. New or expanded services must only be to provide ongoing employment support services to individuals in competitive, integrated employment. Community rehabilitation providers may apply for distribution of available funds by responding to a request for proposals for new or expanded services issued by the commissioner.

A. In developing the request for proposals for new or expanded extended employment services, the commissioner shall consider how to foster innovation and promote state-of-the-art best practices in providing ongoing employment support services to individuals in competitive, integrated employment. The commissioner may waive program requirements as outlined in this chapter to conduct pilot projects, foster innovation, and promote state-of-the-art best practices in

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competitive, integrated employment.

B. The underproduction penalty in part 3300.6040 does not apply to a new or expanded services contract allocation. A contract for new or expanded services must include production goals within identified time frames. If a provider's audited production for the new or expanded services in an audited fiscal year is less than the production goals identified in the contract for new or expanded services, the provider must develop and implement a corrective action plan to meet the goals in the contract. The commissioner must approve and monitor the corrective action plan. If the provider does not administer extended employment services according to the corrective action plan approved by the commissioner, the commissioner must withdraw allocated state funds for new and expanded services under part 3300.6055.

Subp. 6. **Distribution method; supported employment subprogram rate adjustment.** If the commissioner distributes available funds through a supported employment subprogram rate adjustment, the commissioner must use the available funds to adjust the statewide uniform reimbursement rates for the supported employment subprogram as provided under part 3300.6050.

3300.6050 RATES.

A. The unit of distribution of extended employment program funding is the payment for one work hour performed by an eligible individual and reported to the commissioner in the extended employment program.

B. For each subprogram, the statewide uniform reimbursement rates apply for each reported work hour up to the maximum contracted allocation for that subprogram.

C. The commissioner must set statewide uniform reimbursement rates each fiscal year. The commissioner must determine rates by adjusting rates of the previous fiscal year in proportion to available funding. Rate increases are available for the supported employment subprogram only.

D. The commissioner must publish statewide uniform reimbursement rates for each subprogram as part of the information provided during the contracting process.

3300.6055 WITHDRAWAL OF FUNDS.

Subpart 1. **Criteria for withdrawal of allocated state funds.** The commissioner must withdraw allocated state funds from a provider when:

A. extended employment services are not being administered according to:

(1) this chapter and Minnesota Statutes, chapter 268A;

(2) the terms, conditions, or duties of the extended employment program grant contract; or

(3) a corrective action plan approved by the commissioner; or

B. the provider has not complied with the commissioner's written requests to implement changes to extended employment services.

An extended employment provider must submit information requested by the commissioner to carry out the duties in this chapter.

Subp. 2. **Notice of withdrawal.** Except where there is an imminent danger to the health or safety of individuals, the commissioner must give written notice at least 45 days before allocated state funds may be withdrawn from a provider. The notice must state the reasons for the withdrawal of funds.

3300.6060 PROVIDER COMPLIANCE AUDIT.

Subpart 1. Compliance audit examinations conducted.

A. After June 30 of each year, each provider must undergo a compliance audit for the previous fiscal year. The audit must be conducted according to the requirements of this subpart and the commissioner's Compliance Audit Standards, which are incorporated by reference, not subject to frequent change, and available at <https://mn.gov/deed/job-seekers/disabilities/extend-employment/service-providers/>. The commissioner must review the compliance audit standards on an annual basis and seek the input of providers and independent auditors in the review of the standards. The commissioner must make updated standards available on the department's Web site no later than May 31 of each year.

B. The audit must be performed by independent auditors at the provider's expense.

C. The provider must submit a completed compliance audit report to the commissioner by October 31 of each year.

Subp. 2. **Reconciliation payments.** Based on the results of the compliance audit, the commissioner must reconcile the value of reported work hours previously paid but found ineligible or work hours previously not paid but found eligible according to the provider's independent auditor's compliance audit report.

3300.6065 PAY AND BENEFITS.

A. An individual in the extended employment program who is self-employed must realize net income that is the equivalent or in excess of the hourly rate of pay required under the Minnesota Fair Labor Standards Act, Minnesota Statutes, chapter 177, and the federal Fair Labor Standards Act, when the number of hours worked is compared with the income realized. Self-employed individuals must pay timely self-employment taxes on income from employment and, if necessary during the provider's compliance examination, provide documentation of reported self-employment tax obligation.

B. An extended employment provider that is the employer of record for an individual must provide the following minimum personnel benefits:

(1) either:

(a) vacation, sick leave, and holidays, provided on a proportional basis as provided to the nonexempt, full-time staff of the provider agency, provided that, at a minimum, individuals are entitled to five days of paid vacation, five days of paid sick leave, and five paid holidays per calendar year; or

(b) flexible paid leave, provided in lieu of vacation and sick leaves, that is provided on a proportional basis as provided to the nonexempt, full-time staff of the provider agency, provided that, at a minimum, individuals must be entitled to ten days of paid leave and five paid holidays per calendar year; and

(2) other mandated state and federal leave benefits.

3300.6070 APPEAL PROCEDURE.

Subpart 1. **Notice of intent to appeal.** A community rehabilitation provider appealing commissioner decisions must provide a written notice of intent to appeal to the commissioner. The written notice of intent to appeal must be received by the commissioner within 30 days from the date that the community rehabilitation provider received notice from the commissioner of the action that the community rehabilitation provider wishes to appeal. If the notice of intent to appeal is not received from the provider within the 30-day period, the decision of the commissioner is final. The notice of intent to appeal must state the grounds for the appeal, including facts and issues that will be addressed at a contested case hearing.

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Subp. 2. **Informal review.** Within 30 days after the commissioner receives a notice of intent to appeal, the commissioner shall contact the community rehabilitation provider and informally review the reasons for the appeal. The informal review by the commissioner may be oral or written. Before the end of the 30-day period for informal review, the commissioner must make a written decision regarding the community rehabilitation provider's appeal. The decision by the commissioner must state the commissioner's position on the issue under appeal, the basis of that position, and the community rehabilitation provider's right to request a contested case hearing.

Subp. 3. **Contested case.** After the informal review under subpart 2, the community rehabilitation provider may make a written request for a contested case hearing before an administrative law judge as provided in Minnesota Statutes, sections 14.57 to 14.62. The written request for a contested case hearing must be received by the commissioner no more than 30 days after the date when the community rehabilitation provider received written notice of the decision of the commissioner following the informal review. Within 15 days from the date the commissioner receives a community rehabilitation provider's request for a contested case hearing, the commissioner must request the Office of Administrative Hearings to assign an administrative law judge to hear the appeal and schedule a hearing. The contested case hearing must be initiated and conducted according to Minnesota Statutes, sections 14.57 to 14.62.

Subp. 4. **Decision.** The decision of the administrative law judge must be recommended for the commissioner's adoption. The commissioner's decision on the issue under appeal is the final decision.

REPEALER. Minnesota Rules, parts 3300.2005; 3300.2010; 3300.2015; 3300.2020; 3300.2025; 3300.2030; 3300.2035; 3300.2040; 3300.2045; 3300.2052; and 3300.2055, are repealed.

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 Notice of Donation Opportunity

Pursuant to Minnesota Session Laws 2018, Regular Session, Chapter No. 214 HF4425 Article 2 Sec 44. Subd. 3, the Commissioner of Administration may accept an offer of funds and/or services for no cost for the new Minnesota Veterans Homes in Bemidji, Montevideo, and Preston.

Work is proposed to start in the autumn of 2018 and anticipated to continue through mid-2021.

This notice provides the opportunity for interested parties to express an offer to donate funds or no cost services for the described above with no favor or advantage granted or expected in return from the state.

Also, parties expressing an offer to donate services for the described above understand the in-kind services need to be reviewed and approved by the state.

Written offers to donate funds and/or in-kind services may be submitted through email by **September 28, 2018**. In the event additional offers are received and verified after September 28, 2018, the state may accept funds or in-kind services but would strongly prefer to have the fund pledges and in-kind services by September 28, 2018 to be effectively worked into the project budget and design or know the potential in-kind service opportunities. Please direct offers and communications to:

Bemidji: Kay Mack, Beltrami County Administrator, Kay.mack@co.beltrami.mn.us
Montevideo: Angie Steinbach, Assistant City Manager, cdd@montevideomn.org
Preston: Joe Hoffman, City Administrator, jhoffman@prestonmn.org

Minnesota Department of Agriculture Dairy and Meat Inspection Division Notice of Intent to Repeal Obsolete Rules

Proposed Repeal of Obsolete Rules Governing the Dairy Industry, Minnesota Rules 1525.0560; 1525.0585; 1525.0600; 1525.0610; 1525.0660; 1525.0670; 1525.0680; 1525.0690; 1525.0830; 1525.0900; 1525.0920; 1525.0930; 1525.0940; 1525.0970; 1525.1020; 1525.1040; 1525.1070; 1525.1100; 1525.1310; 1525.1330; 1525.1340; 1525.1521; 1525.1530; 1525.1540; 1525.1550; 1525.1560; 1525.1570; 1525.1580; 1525.1590; 1525.1600; 1525.1610; 1525.1620; 1525.2300; 1525.2310; 1525.2320; 1525.2330; 1525.2340; 1525.2350; 1525.2360; 1525.2370; 1525.2380; 1525.2390; 1525.2400; 1525.2410; 1525.2420; 1525.2430; 1525.2440; 1525.2450; 1525.2460; 1525.2470; 1525.2480; 1525.2490; 1525.2550; 1525.2620; 1525.2900; 1525.2910; 1525.2920; 1525.2930; 1525.2940; 1525.2950; 1525.2960; 1525.2980; 1525.2990; 1525.3000; 1525.3010; 1525.3020; and 1525.3030; Revisor's ID Number RD4553

Introduction. The Department of Agriculture intends to repeal obsolete rules under the rulemaking process in the Administrative Procedure Act, *Minnesota Statutes*, section 14.3895.

You may submit written comments on the proposed repeal of obsolete rules until Friday, November 9, 2018.

Agency Contact Person. Doug Spanier, Minnesota Department of Agriculture, 625 Robert Street, St. Paul, MN 55155, (651) 201-6166, douglas.spanier@state.mn.us. You may review the proposed rule and submit written comments via the Office of Administrative Hearings Rulemaking e-comments website at <https://minnesotaoah.granicusideas.com/discussions>.

Subject of the Repeal of Obsolete Rules and Statutory Authority. The rules proposed for repeal are related to the dairy industry, a program area within the Dairy and Meat Inspection Division of the MDA. The MDA proposes to repeal these rules in order to align the *Minnesota Rules* with the current *Minnesota Statutes* and MDA practices and to avoid confusion. Effective July 1, 2017, *Minnesota Statute* Chapter 32 pertaining to the Dairy Industry was repealed and replaced with *Minnesota Statute* Chapter 32D. The adoption of these new statutes made the rules proposed for repeal obsolete or duplicative.

The MDA identified the proposed obsolete rules to be repealed in its annual obsolete rules report under *Minnesota Statutes* section 14.05, subdivision 5. The statutory authority to repeal the obsolete rules is found in *Minnesota Statutes*, section 14.3895. A copy of the proposed obsolete rules to be repealed is published in the *State Register* and attached to this notice as mailed. It can also be viewed at <http://www.mda.state.mn.us/ruledocket>

Comments. You have until 4:30 p.m. on Friday, November 9, 2018, to submit written comments in support of or in opposition to the proposed repeal of the obsolete rules or any part or subpart of those rules. Your comment must be in writing and received by the agency contact person by the due date. The department encourages comment. Your comment should identify the portion of the proposed obsolete rules to be repealed to which it refers and the reason for the comment. You are encouraged to object to the repeal of any part or subpart. You must also make any comments on the legality of the proposed rules during this time period.

Request for Hearing. In addition to submitting comments, you may also request that a hearing be held on the rules. You must make your request in writing and the agency contact person must receive the request by 4:30 p.m. on Friday, November 9, 2018. Your written request must include your name and address. You must identify the portion of the proposed repealed 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 the agency cannot count it for determining whether it must hold a public

Official Notices

hearing. You are also encouraged to state the reason for the request and any change you want made to the proposed rules.

Effect of Requests. If 25 or more people submit a written request, the agency will have to meet the requirements of *Minnesota Statutes*, sections 14.131 to 14.20 for rules adopted after a hearing or the requirements of *Minnesota Statutes*, sections 14.22 to 14.28 for rules adopted without a hearing, including the preparation of a statement of need and reasonableness and the opportunity for a hearing.

Modifications. The agency might modify its choice of these designated rules or parts proposed for repeal (e.g. fixing a typo or deciding not to repeal a rule because the rule is discovered not to be obsolete), based on comments and information submitted to the agency. If the final rules to be repealed are identical to the rules originally published in the *State Register* for repeal, then the agency will publish a notice of adopting the repealers in the *State Register*. If the final rules to be repealed are different from the rules originally published in the *State Register* for repeal, the agency must publish a copy of the changes in the *State Register*. If the proposed repeal of obsolete rules affects you in any way, the agency encourages you to participate in the rulemaking process.

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

Lobbyist Registration. *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. You may direct question regarding this requirement to the Campaign Finance and Public Disclosure Board at: Suite 190, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155, telephone (651) 539-1180 or 1 (800) 657-3889.

Repeal and Review of Obsolete Rules. If no hearing is required, the agency may repeal the obsolete rules at the end of the comment period. The agency will then submit rules and supporting documents to the Office of Administrative Hearings for review for legality. You may ask to be notified of the date that the agency submits the rules. If you want to be so notified, or want to receive a copy of the repealed obsolete 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.

August 27, 2018

Andrea F. Vaubel
Assistant Commissioner
Minnesota Department of Agriculture

Department of Employment and Economic Development (DEED), Minnesota Housing, Department of Human Services (DHS) Notice of Public Hearing and Draft Availability for State of Minnesota 2018 Housing and Community Development Substantial Amendment to the Annual Action Plan

The State of Minnesota is amending its annual Action Plan for 2018 which includes a substantial amendment.

Annually the State submits an Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive federal housing and community development funding via the Community Development Block Grant run by DEED; HOME Investment Partnerships, Housing Opportunities for Persons with AIDS programs, and the National Housing Trust Fund (NHTF) run by Minnesota Housing; and the Emergency Solutions Grant, run by DHS. The State's 2017-2021 Consolidated Plan examines the housing and community development needs of the state, and sets priorities for allocating HUD funds. The annual Action Plan directs how the state will meet current and future needs and priorities in the coming year.

Process to Comment on the Drafts

A public hearing for review and comment on the draft Action Plan will be held on **Tuesday, September 18, 2018 at the Department of Employment and Economic Development offices at the 1st National Bank Building, 332 Minnesota Street, Suite E200, Saint Paul, MN from 3-4 PM, James J. Hill room.** This public hearing will be for review and comment on the draft amended Action Plan which will be available for public review and comment beginning **September 10, 2018.** The draft amended Action Plan will be available on agency websites at <http://www.mnhousing.gov> and <http://mn.gov/deed/government/financial-assistance/community-funding/> as well as in state depositories identified in the Citizen Participation Plan which may be found on the same websites. Hard copies of the draft amended Action Plan can be obtained by calling the Department of Employment and Economic Development at 1-800-657-3858 or (651) 259-7449 or request by email to michelle.vang@state.mn.us.

Comments on the draft Action Plan will be accepted until close of business **October 9, 2018.** Written public comments should be submitted to: Action Plan, Attn: SCDP, Department of Employment and Economic Development, 1st National Bank Building, 332 Minnesota Street, Suite E200, Saint Paul, MN 55101; or by email to michelle.vang@state.mn.us. To ensure consideration of your comments, type "Action Plan" in the subject line of your e-mail.

The State will consider any comments from individuals or groups received in writing or at public hearings. A summary of the written and public hearing comments on the Action Plan and the State's responses will be included in the amended Action Plan. The substantial amendment will be submitted to HUD for approval. Likewise, a summary of written and public hearing comments on the draft plan will be included in the final publication.

Department of Health

Division of Health Regulation – Managed Care Systems Section Notice of Application for Essential Community Provider Status

NOTICE IS HEREBY GIVEN that an application for designation as an Essential Community Provider (ECP) has been submitted to the Commissioner of Health by Todd County Health And Human Services. Clinical services are offered Todd County Health And Human Services, 212 2nd Avenue South, Long Prairie, Minnesota 56347.

An ECP is a health care provider that serves high-risk, special needs, and underserved individuals. In order to be designated as an ECP, a provider must demonstrate that it meets the requirements of *Minnesota Statutes* Section 62Q.19 and *Minnesota Rules* Chapter 4688. The public is allowed 30 days from the date of the publication of this notice to submit written comments on the application. The commissioner will approve or deny the application once the comment period and compliance review is complete.

For more information contact:

Anne Kukowski
Managed Care Systems Section
Division of Health Regulation
Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882
651-201-5173

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.

SEE ALSO: Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>

Department of Employment and Economic Development (DEED) Notice of Grant Opportunity

NOTICE IS HEREBY GIVEN that the Minnesota Department of Employment and Economic Development (DEED) places notice of any available grant opportunities online at <https://mn.gov/deed/about/contracts/>

Department of Labor and Industry (DLI) Request for Proposal: APEX Initiative - Construction-Career Readiness / Pre-Apprenticeship Training

Apprenticeship Minnesota at DLI announces the availability of \$550,000 in funding to support Construction Career Readiness / Pre-Apprenticeship programming to prepare individuals to enter and succeed in a registered apprenticeship program in the construction trades. DLI seeks program proposals that target minority and/or female populations—demographics currently underrepresented in construction and apprenticeship. **Performance Period: January 1, 2019 (or date of executed contract, whichever comes later) through September 30, 2019.**

I. Purpose:

Support construction orientation and readiness training that prepares minority and female participants for careers in the construction trades through registered apprenticeship. There are currently more than 11,500 active apprentices today. However, female and minority participation account for 7 and 20 percent of that total respectively. This funding opportunity is made possible through a \$3.8 million US Department of Labor Apprenticeship Expansion Grant to the Minnesota Department of Labor and Industry to facilitate and support the expansion of registered apprenticeship in Minnesota.

II. Objective:

Recruit minority and/or female participants and deliver construction career readiness/ pre-apprenticeship training that results in the placement of participants into a registered apprenticeship program.

III. Eligibility:

Proposals will be accepted from registered apprenticeship construction training programs in Minnesota serving the targeted population on a competitive basis. To qualify, pre-apprenticeship programs will need to provide quality training that delivers entry requisites to construction apprenticeship, provides for meaningful hands-on training that does not displace paid employees and has at least two community-based partners that could assist with recruiting participants and/or provide them with support and wrap-around services. **Deadline to submit written proposal for consideration is October 22, 2018 (before 4:30pm, CST)**

IV. Application Due Date and Process:

Details about this funding opportunity, eligibility, proposal requirements, and deadlines are available online at: www.dli.mn.gov/business/workforce/apprenticeship.

Department of Labor and Industry (DLI) Request for Proposals for Youth Skills Training Program (YST) Grants

The Youth Skills Training Program at the Department of Labor and Industry (YST@DLI) announces the availability of \$475,000 in grant funding for the implementation and coordination of Youth Skills Training Programs in the State of Minnesota under Minnesota Statutes § 175.46 and Minnesota Rules Chapter 94. The performance period will be July 1, 2019, through June 30, 2021.

I. Purpose

The purpose of this grant is to provide funding to support the implementation and coordination of partnerships between schools and employers that result in safe and meaningful work-based skills training for student learners ages 16 and older.

II. Objective

To encourage, promote, increase and support the development of local partnerships between schools and employers. These local partnerships will provide students with related classroom instruction and paid learning opportunities in high growth and high demand occupations. Successful applicants will demonstrate the ability to achieve these objectives through various means including outreach, education, preparation, instruction, training, and supportive services for students.

III. Eligibility

Proposals will be accepted on a competitive basis from local partnerships who have **submitted a Letter of Intent to apply for grant funding prior to October 5, 2018, and received approval from the Minnesota Department of Labor and Industry**. The deadline to submit a grant application to the Minnesota Department of Labor and Industry is **November 2, 2018, at 4pm, CST**.

IV. Application Process

Information about this grant, eligibility, proposal requirements, and deadlines are available online: www.dli.mn.gov/yst.

State Contracts

Informal Solicitations: Informal solicitations for professional/technical (consultant) contracts valued at over \$5,000 through \$50,000, may either be published in the *State Register* or posted on the Department of Administration, Materials Management Division's (MMD) Web site. Interested vendors are encouraged to monitor the P/T Contract Section of the MMD Website at www.mmd.admin.state.mn.us for informal solicitation announcements.

Formal Solicitations: Department of Administration procedures require that formal solicitations (announcements for contracts with an estimated value over \$50,000) for professional/technical contracts must be published in the *State Register*. Certain quasi-state agency and Minnesota State College and University institutions are exempt from these requirements.

Requirements: There are no statutes or rules requiring contracts to be advertised for any specific length of time, but the Materials Management Division strongly recommends meeting the following requirements: \$0 - \$5000 does not need to be advertised. Contact the Materials Management Division: (651) 296-2600 \$5,000 - \$25,000 should be advertised in the *State Register* for a period of at least seven calendar days; \$25,000 - \$50,000 should be advertised in the *State Register* for a period of at least 14 calendar days; and anything above \$50,000 should be advertised in the *State Register* for a minimum of at least 21 calendar days.

Minnesota State Colleges and Universities (Minnesota State)

Bemidji State University

Request for Proposal (RFP) for Furniture Programming and Procurement Services

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State), on behalf of Bemidji State University, Bemidji, Minnesota, is soliciting proposals from furniture consultants for designing, procuring and installing interior furnishings.

A full Request for Proposals (RFP) and Predesign Reports are available on the Minnesota State website: <http://www.minnstate.edu/vendors/index.html>. Any questions should be directed to the Owner's Representative by email only to Jeanne Qualley at jqualley@AFOConsultants.com. Questions regarding this RFP must be received by Wednesday, September 12, 2018 at 2:00 p.m. CDT.

Proposals are due no later than **2:00 p.m. CDT, Friday, September 21, 2018**. Late responses will not be considered. Submittal details can be found in the RFP.

Bemidji State University is not obligated to complete the proposed project and reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (Minnesota State)

Saint Paul College

Notice of Availability of Request for Bids for Snow Plowing and Snow Removal Services

The state of Minnesota, acting through its board of Trustees of the Minnesota State Colleges and Universities, on behalf of Saint Paul College, is soliciting bids from interested, qualified Snow Plowing/Snow Removal firms for the above referenced project. A detailed project scope will be included with Bidding Documents.

A Mandatory Pre-Bid meeting, will be held at 10:00 AM CST on Wednesday, September 19, 2018, in Room 2320. At the Pre-Bid meeting, college representatives will review the bidding procedures, Bidding Documents and other conditions and required qualifications with interested Bidders. The Pre-Bid meeting will also include an opportunity to tour campus parking facilities and have questions answered by campus personnel familiar with the scope of this project.

Bids must be submitted, with other required information, in a sealed envelope addressed to Nataliya Kabakova at the information desk located in Room 1410 at Saint Paul College. **Bid submittals must be delivered to Room 1410 no later than 1:00 PM CST on Wednesday, September 26, 2018.** Late responses will **not** be considered. Bids will be opened and read aloud in Room 2320 at 2:00 PM CST on September 26, 2018.

Minnesota State and Saint Paul College are not obligated to complete the proposed project and Minnesota State as Saint Paul College reserves the right to cancel the process if it is considered to be in its best interest.

Bidding Documents for use by Bidders in submitting a bid may be obtained at the following address:

Nataliya Kabakova
Room 1240
Saint Paul College
Saint Paul, MN 55106
651-846-1350
Nataliya.kabakova@saintpaul.edu

Minnesota State Colleges and Universities (Minnesota State)

Winona State University

Request for Proposals for Faculty-led Paris Travel Study Program

Notice is hereby given that Winona State University is seeking proposals for **Faculty-led Paris Travel Study Program** entitled "The Business of Healthcare in Paris". Proposal specifications are available by contacting Laura Mann, Purchasing Director, PO Box 5838, 106 Somsen Hall, Winona, MN 55987 or via email to *lmann@winona.edu*. Sealed proposals must be received by Laura Mann, Purchasing Director, at Winona State University, PO Box 5838 or 175 West Mark Street, Business Office, Somsen Hall 106, Winona, MN 55987, by **Oct 4, 2018 at 3:00 pm CST**. Winona State University reserves the right to reject any or all proposals and to waive any irregularities or informalities in proposals received.

Minnesota State Lottery

Request for Proposals (RFP) for Telephony Cloud Solution Services

The State of Minnesota, acting through the Minnesota State Lottery, is requesting proposals from interested, qualified vendors to provide a cloud based telephone service for the Lottery. Services may include, but are not limited to, contact center, automatic call distributor (ACD), voicemail, fax, conferencing, customer care, and other standard business needs.

Work is anticipated to start on or after October 1, 2018

Copy Request: To obtain a copy of this Request for Proposals, please send a written request by email to: *purchasing@mnlottery.com*

Proposal Deadline: Proposals submitted in response to this Request for Proposal must be received via mail at the addresses below no later than **2:00 P.M. Central Time on Tuesday, September 25, 2018. Late proposals will not be considered.**

Pamela Mogensen
Purchasing/Contracts Manager
Minnesota State Lottery
2645 Long Lake Road
Roseville, MN 55113

This RFP can also be viewed by visiting:

The MN Department of Administration State Procurement web site at:
<http://www.mmd.admin.state.mn.us/process/admin/ptList.asp>

and The Minnesota State Lottery web site at: *<https://www.mnlottery.com/vendors/>*

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

State Contracts

Minnesota Department of Transportation (MnDOT)

Engineering Services Division

Notices Regarding Professional/Technical (P/T) Contracting

P/T Contracting Opportunities: MnDOT is now placing additional public notices for P/T contract opportunities on the MnDOT's Consultant Services website. 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.

Taxpayers' Transportation Accountability Act (TTAA) Notices: MnDOT is posting notices as required by the TTAA on the MnDOT Consultant Services website.

MnDOT's Prequalification Program: MnDOT maintains a Pre-Qualification Program in order to streamline the process of contracting for highway related P/T services. Program information, application requirements, application forms and contact information can be found on MnDOT's Consultant Services website. Applications may be submitted at any time for this Program.

MnDOT Consultant Services website: www.dot.state.mn.us/consult

If you have any questions regarding this notice, or are having problems viewing the information on the Consultant Services website, please call the Consultant Services Help Line at 651-366-4611, Monday – Friday, 9:00am – 4:00pm.

Minnesota Zoo

Notice of Contract Opportunity for Interpretive Interactive Design, Fabrication & Installation at Mussel Conservation Cabin

PROJECT NAME: Interpretive Interactive Design, Fabrication & Installation at Mussel Conservation Cabin

DETAILS: The Minnesota Department of Minnesota Zoological Garden is requesting proposals for the purpose of design, fabrication and installation of interpretive interactives and graphics outside of the small Mussel Conservation Cabin next to the main lake. The Zoo conducts native freshwater mussel research and conservation work. The interactive components outside of the Mussel Conservation Cabin will highlight that work and pique guests' interest in some of the science behind mussel biology in a fun, interactive way. The interactive components will contain hands-on activities to be led by volunteer interpreters including an anatomically-correct mussel puzzle and a water testing probe. There will also be an interactive component that will be self-directed and does not need to be led by a volunteer: a mussel life cycle spinner. The new interactive pieces and signage should incorporate the existing 32" outdoor monitor that plays mussel videos at the Mussel Conservation Cabin. The Zoo will provide art files to the selected contractor for production of a banner and phenolic graphics.

Work is anticipated to start after October 12, 2018.

COPY REQUEST: To get a copy of the Request for Proposals, please send a written request, by email, to:

Nicole Mattson
Interpretive Program Developer
Minnesota Zoo, 13000 Zoo Blvd, Apple Valley, MN 55124
nicole.mattson@state.mn.us

PROPOSAL DEADLINE: Proposals submitted in response to the Request for Proposals in this advertisement must be received by mail and email no later than **September 20, 2018, 4:00 pm. Late proposals will not be considered. Faxed proposals will not be considered.**

This request does not obligate the State to complete the work contemplated in this notice. The State reserves the right to cancel this solicitation. All expenses incurred in responding to this notice are solely the responsibility of the responder.

Non-State Public Bids, 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 commodity, project or tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from the date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact editor for further details.

Besides the following listing, readers are advised to check: <http://www.mmd.admin.state.mn.us/solicitations.htm> as well as the Office of Grants Management (OGM) at: <http://www.grants.state.mn.us/public/>.

Carnelian-Marine Saint Croix Watershed District Public Notice for Request for Qualifications

The Board of Managers of the Carnelian-Marine-Saint Croix Watershed District is requesting proposals for the following professional services to the District for 2019 and 2020:

1. Engineering
2. Accounting
3. Audit
4. Legal
5. Communications

Interested parties may submit their qualifications to Jim Shaver, Administrator, Carnelian-Marine-Saint Croix Watershed District, P.O. Box 188, Scandia, MN 55073. Questions regarding the R.F.Q may be submitted no later than October 12, 2018 to Jim Shaver at (651)433-2150 or jshaver@cmswd.org. Proposals must be received in writing on or before **November 9, 2018**.

Dakota County Notice Of Request For Proposal (RFP) For Birth to Eight Collaborative - Project Management and Workflow Mapping for Dakota County

Notice is hereby given that the Dakota County Public Health is soliciting Request for Proposals from interested and qualified parties for the purpose of the provision of services that will require selected Respondent to work with Dakota County and it's external partners to provide workflow analysis services to review and develop future state process flows in support of the Birth to Eight Initiative.

Services will be funded by grant dollars provided by the State of Minnesota to the Dakota County Community Services Division by and through its Public Health Department.

Successful responder's will have proven experience the aforementioned areas, has the appropriate certification,

Non-State Public Bids, Contracts & Grants ==

qualified staff and meet the service criteria.

The selected Respondents will be expected to enter into a contractual agreement with Dakota County commencing on or around October 1, 2018.

To access the complete RFP online, or to acquire additional information about Dakota County visit our website at: <http://www.co.dakota.mn.us/Government/DoingBusiness/BidProposalsInformation/Pages/default.aspx>

Contact: Lori Tolzman, Contract Manager
Dakota County Community Services Division
1 Mendota Road West, Suite 500
West St. Paul, MN 55118-4773

Email: Lori.Tolzman@co.dakota.mn.us

In order that all potential Proposers to this RFP receive information equally, questions pertaining to this RFP and its contents must be sent to Lori Tolzman, on or before Thursday, September 13, 2018 either via email Lori.Tolzman@co.dakota.mn.us or phone at 651-554-5878.

Deadline for proposals is 4:00 p.m. CDT on Friday, September 21, 2018. No late proposal will be considered.



Several convenient ways to order:

- **Retail store** Open 8 a.m. - 3 p.m. Monday - Friday, 660 Olive Street, St. Paul
 - **Phone** (credit cards): 8 a.m. - 4 p.m. Monday - Friday, 651.297.3000 (Twin Cities) or 1.800.657.3757 (nation-wide toll-free)
 - **On-line orders:** www.mnbookstore.com
 - **Minnesota Relay Service:** 711
 - **Fax** (credit cards): 651.215.5733 (fax line available 24 hours)
 - **Mail orders:** Orders can be sent to Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155
- Minnesota's Bookstore accepts VISA, MasterCard, American Express & Discover for all purchases.**

PREPAYMENT REQUIRED. *Prices and availability subject to change.* **Fax and phone orders** require credit card.

Please allow 1-2 weeks for delivery. For **mail orders**, complete order blank and send to address above.

Enclose payment - for security reasons, we do not recommend mailing credit card information.

Please allow 2-3 weeks for delivery.

Please make checks payable to "Minnesota's Bookstore."

A \$20.00 fee will be charged for returned checks.