

# MINNESOTA STATE REGISTER

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# 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- Withdrawn Rules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. 49 Issue Number	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)
#49	Monday 2 June	Noon Tuesday 27 May	Noon Thursday 22 May
#50	Monday 9 June	Noon Tuesday 3 June	Noon Thursday 29 May
#51	Monday 16 June	Noon Tuesday 10 June	Noon Thursday 5 June
#52	Monday 23 June	Noon Tuesday 17 June	Noon Thursday 12 June

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**SUBSCRIPTION SERVICES:** E-mail subscriptions are available by contacting the editor at sean.plemmons@state.mn.us. Send address changes to the editor or at the Minnesota State Register, 50 Sherburne Avenue, Suite 309, Saint Paul, MN 55155.

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- Single issues are available electronically via PDF for free.
- "Affidavit of Publication" includes a notarized "Affidavit" and a copy of the issue: \$15.00.

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## Minnesota Legislative Information

**Senate Public Information Office**  
(651) 296-0504

State Capitol, Room 231, St. Paul, MN 55155  
<https://www.senate.mn/>

### Minnesota State Court System

Court Information Office (651) 296-6043  
MN Judicial Center, Rm. 135,  
25 Rev. Dr. Martin Luther King Jr Blvd., St. Paul, MN 55155  
<http://www.mncourts.gov>

**House Public Information Services**  
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State Office Building, Room 175  
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<https://www.house.leg.state.mn.us/hinfo/hinfo.asp>

### Federal Register

Office of the Federal Register (202) 512-1530; or (888) 293-6498  
U.S. Government Printing Office – Fax: (202) 512-1262  
<https://www.federalregister.gov/>

## Minnesota Rules: Amendments and Additions.....1282

### Proposed Rules

#### Office of the Minnesota Secretary of State

Proposed Permanent Rules Relating to the Safe at Home Program; 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..... 1283

### Executive Orders

#### Office of the Governor

Emergency Executive Order 25-05: Declaring a Peacetime Emergency and Continuing  
Assistance to Communities Impacted by Wildfires ..... 1296

### State Grants & Loans

#### Department of Employment and Economic Development (DEED)

Notice of Grant Opportunity ..... 1297

#### Minnesota Department of Human Services

Notice of Grant Opportunities ..... 1297

### State Contracts

#### Department of Administration

##### Real Estate and Construction Services

Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at  
Risk for Demolition of COB (Centennial Office Building) and Associated Site  
Restoration ..... 1298

#### Department of Administration

##### Real Estate and Construction Services

Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at  
Risk for ADA Upgrade Tunnel Between Capitol Building and State Office Building... 1299

#### Minnesota State Colleges and Universities (Minnesota State)

Notice of Bid and Contracting Opportunities ..... 1299

#### Minnesota Competency Attainment Board (MNCAB)

Request for Proposals for Intranet Development Using Microsoft SharePoint  
Platform..... 1299

#### Minnesota Department of Transportation (MnDOT)

##### Engineering Services Division

Notices Regarding Professional/Technical (P/T) Contracting ..... 1300

### Non-State Public Bids, Contracts & Grants

#### Metropolitan Airports Commission (MAC)

Notice of Call for Bids for 2025 Apron Lighting LED Upgrade ..... 1300

Notice of Call for Bids for 2025 Conveyance System Upgrades ..... 1301

Notice of Call for Bids for 2025 FCM Gate Replacements..... 1302

Notice of Call for Bids for 2025 STP Customs and Border Protection General Aviation  
Facility ..... 1303

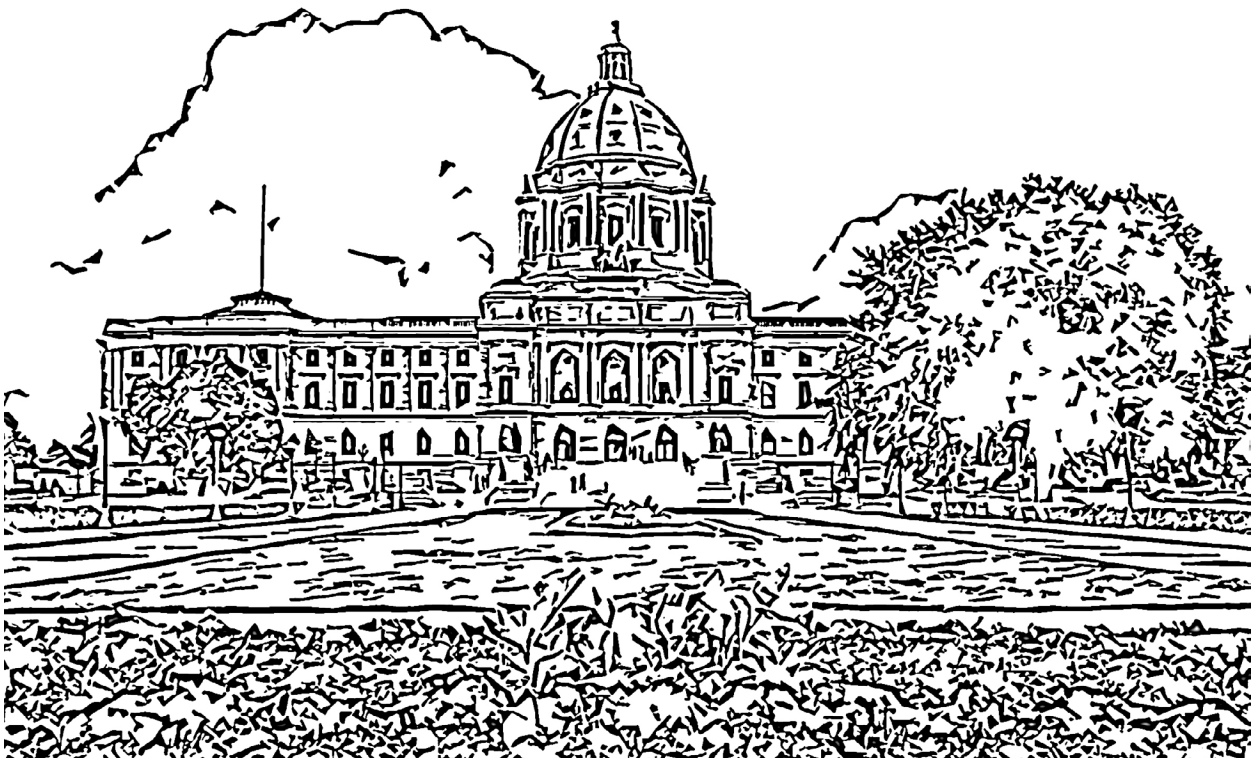
Notice of Call for Bids for 2024 Concourse G Infill - Pod 2-3 P2 ..... 1304

Notice of Call for Bids for 2025 Energy Savings Program ..... 1304

Request for Qualifications for Mechanical, Electrical, Plumbing, and Technology (MEPT)

Design Continuing Consultant Services ..... 1305

*Front Cover Artwork: Two swans soar over three pelicans floating on the Saint Louis River near Chambers Grove in Duluth, Minn.  
Photo by Sean Plemmons*



# 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 #1-26 inclusive (issue #26 cumulative for issues #1-26); issues #27-52 inclusive (issue #52, cumulative for issues #27-52 or #53 in some years). A subject matter index is updated weekly and is available upon request from the editor. For copies or subscriptions to the State Register, contact the editor at 651-201-3204 or email at sean.plemmons@state.mn.us

## Volume 49 - Minnesota Rules

(Rules Appearing in Vol. 49 Issues #1-27 are  
in Vol. 49, #27 - Monday 30 December 2024)

### Volume 49, #48

#### Monday 6 January - Tuesday 27 May

##### Office of Cannabis Management

9810 (adopted) .....779, 1143

##### Department of Commerce

2675.8500, .8510 (proposed) .....893

4501.0100; 4511.0100, .0200, .1100 (adopted) .....979

##### Department of Education

3501.0750 (adopted expedited) .....1123

##### Office of Emergency Medical Services

4690.8300 (proposed expedited) .....1082

##### Department of Health

4731 (adopted) .....529, 1193

4725 (adopted) .....477, 1261

##### Department of Human Services

9543; 9555 (proposed repealer) .....1075

##### Department of Labor and Industry

5208.1500 (adopted exempt) .....923, 1053

1305.3114 (adopted expedited) .....279, 963

##### Department of Natural Resources

6230; 6236; 6240 (expedited emergency) .....899

6262.0100 (proposed expedited) .....963

6264.0400 (proposed exempt) .....995

6262.0300 (proposed expedited) .....1078

6264.0400 (expedited emergency) .....1193

6264.0400 (expedited emergency) .....1197

6232 (expedited emergency) .....1239

##### Minnesota Racing Commission

7883.0100 (adopted) .....1123

##### Department of Revenue

8175.0100 (adopted exempt) .....1151

##### Secretary of State

8290 (proposed) .....1283

##### Workers' Compensation Court of Appeals

9800 (adopted) .....316, 1107



# Proposed Rules

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

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

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

## Office of the Minnesota Secretary of State

### **Proposed Permanent Rules Relating to the Safe at Home Program; 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**

**Proposed Permanent Rules Relating to the Safe at Home Program; Revisor’s ID Number R-4825; OAH  
Docket No. 28-9019-39642; Minnesota Rules Chapter 8290**

**Introduction.** The Office of the Minnesota Secretary of State 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. You may submit written comments and/or a written request that a hearing be held on the proposed rules until **4:30 p.m. on Friday, June 27, 2025**.

**Hearing.** If 25 or more persons submit a written request for a hearing on the rules by **4:30 p.m. on Friday, June 27, 2025**, the agency will hold a virtual public hearing on **Tuesday, July 15, 2025, at 12:00 pm**. You can participate in the virtual hearing, which will be conducted by an Administrative Law Judge from the Office of Administrative Hearings, via WebEx by using this link along with the associated access code and password:

# Proposed Rules

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For a video and audio connection, join the hearing through an internet connection:

- Web link: **Webex Meeting Link**
- Meeting Number (access code): 2485 508 2483
- Password: XXpqkfGm878

For audio-only connection, join the virtual hearing by telephone:

- Call: 1-415-655-0003 (this is not a toll-free number)
- Access code: 2485 508 2483
- Password: XXpqkfGm878

To find out whether the agency will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person or check the agency website at [https://www.sos.mn.gov/about-the-office/rulemaking-data-practice/rulemaking/ after June 27, 2025, and before July 15, 2025](https://www.sos.mn.gov/about-the-office/rulemaking-data-practice/rulemaking/after%20June%2027%2C%202025%2C%20and%20before%20July%2015%2C%202025).

**Subject of Rules.** The proposed rules are about the Safe at Home program. In particular, the proposed rules modify language related to the application process and contents; qualifications of application assistants; emergency situations; safety planning; mail holds; service of process; certification continuance; enrollment of minor children; signature verification; transfer of school records; the cancellation, withdrawal, and expiration processes; and voting procedures. The majority of the proposed changes are technical or clarifying in nature or are to conform the rules with Minnesota Statutes. No rule parts are proposed to be repealed.

**Statutory Authority.** The statutory authority to adopt these rules is Minnesota Statutes section 5B.08.

**Publication of proposed rules.** A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. The proposed rules may be viewed at: <https://www.sos.mn.gov/about-the-office/rulemaking-data-practice/safe-at-home-rulemaking-2023-24/>

**Statement of Need and Reasonableness.** The statement of need and reasonableness (SONAR) contains a summary of the justification for the proposed rules, a description of who will be affected by the proposed rules, and an estimate of the probable cost of the proposed rules. You may review or obtain copies for the cost of reproduction by contacting the agency contact person. The SONAR may also be viewed at: <https://www.sos.mn.gov/about-the-office/rulemaking-data-practice/safe-at-home-rulemaking-2023-24/>

**Agency Contact Person.** The agency contact person is Lauren Bethke at the Office of the Minnesota Secretary of State, 20 W 12th Street, Saint Paul, MN 55155, 612-201-1325, [lauren.bethke@state.mn.us](mailto:lauren.bethke@state.mn.us). You may contact the agency contact person with questions about the rules.

**Public Comment.** You have until **4:30 p.m. on Friday, June 27, 2025**, 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 due date. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change you propose. Any comments that you have about the legality of the proposed rules must be made during this comment period. All evidence that you present should relate to the proposed rules. If the proposed rules affect you in any way, the agency encourages you to participate. All comments or responses received are public data and will be available for review.

Submit written comments via the **Office of Administrative Hearings Rulemaking eComments website** (<https://mn.gov/oah/forms-and-filing/ecomments/>), by U.S. Mail delivered to the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, or by fax 651-539-0310.

All comments or responses received are public data and will be available for review on the eComments website.



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# Proposed Rules

**Request for a Hearing.** In addition to submitting comments, you may also request that the agency hold a public hearing on the rules. You must make your request for a public hearing in writing by **4:30 p.m. on Friday, June 27, 2025**. You must include your name and address in your written request for hearing. You must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. You are also encouraged to state the reason for the request and any changes you want made to the proposed 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.

**Withdrawal of Requests.** If 25 or more persons submit a valid written request for a hearing, the agency 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 bring about the withdrawal, and ask for written comments on this action. If the agency is required to hold a public hearing, it will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

**Cancellation of Hearing.** The agency will cancel the hearing scheduled for July 15, 2025, 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 651-201-1326 after June 27, 2025, to find out whether the hearing will be held. On the scheduled day, you may check for whether the hearing will be held by going online at <https://www.sos.mn.gov/about-the-office/rulemaking-data-practice/safe-at-home-rulemaking-2023-24/>

**Notice of Hearing.** If 25 or more persons submit valid written requests for a public hearing on the rules, the agency will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The agency will hold the hearing on the date and at the time and place listed above. The hearing will continue until 4:00 pm or until all interested persons have been heard, whichever occurs first. Administrative Law Judge Joseph Meyer is assigned to conduct the hearing. Judge Meyer can be reached by contacting William Moore, Rules Coordinator, Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, telephone 651-361-7893, and [william.t.moore@state.mn.us](mailto:william.t.moore@state.mn.us).

**Hearing Procedure.** If the agency 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 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 this five-day comment period extended for a longer period but for no more than 20 calendar days.

After 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 eComments website** (<https://mn.gov/oah/forms-and-filing/ecomments/>) no later than 4:30 p.m. on the due date. If using the eComments website is not possible, you may submit post-hearing comments in person or via United States mail addressed to Judge Meyer at the address listed above. All comments or responses received are public data and will be available for review on the eComments website.

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, through William Moore, the OAH Rules Coordinator listed above.

**Modifications.** The agency may 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 during the public comment and rule

# Proposed Rules

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hearing process. The adopted rules may not be substantially different than these proposed rules unless the agency follows the procedure under *Minnesota Rules*, part 1400.2110. If the final rules are identical to the rules originally published in the *State Register*, the agency will publish a notice of adoption in the *State Register*. If the final rules are different from the rules originally published in the *State Register*, the agency must publish a copy of the changes in the *State Register*.

**Adoption Procedure if No Hearing.** If no hearing is required, the agency may adopt the rules after the end of the comment period. The agency 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 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.

**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, or register with the agency to receive notice of future rule proceedings by requesting this at the hearing or by writing to the agency contact person stated above.

**Lobbyist Registration.** *Minnesota Statutes*, chapter 10A, requires each lobbyist to register with the State Campaign Finance and Public Disclosure Board. You may direct questions about 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.

**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.

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

May 14, 2025

Steve Simon  
Secretary of State

## 8290.0100 DEFINITIONS.

Subpart 1. **Terms.** Terms have the meanings given them by Minnesota Statutes, section 5B.02. For purposes of this chapter, the additional terms defined in this part have the meanings given them.

Subp. 2. **Actual address.** "Actual address" means a Minnesota residential street address, school address, or work address of an individual, as specified on the individual's application to be a program participant, program renewal application, certification continuance, or change of address ~~form~~ under this chapter.

Subp. 3. [See repealer.]

Subp. 4. **Application assistant.** "Application assistant" means a staff person designated by the secretary of state or a person employed by or a volunteer approved by a community-based program as defined in subpart 7 who has completed the training for application assistants approved by the secretary of state.

[For text of subparts 5 to 9, see Minnesota Rules]

Subp. 10. [See repealer.]

Subp. 10a. **Emergency.** "Emergency" means any condition or occurrence that physically interferes with the conduct of normal Safe at Home operations or that poses a current or imminent threat to the safety or security of Safe at Home staff or property. An emergency includes any of the following: fire; flood; earthquake; hurricane; wind, rain, or snow



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# Proposed Rules

storm; labor dispute or strike; power failure; transportation failure; interruption of communication facilities; shortage of fuel, housing, food, transportation, or labor; robbery or attempted robbery; actual or threatened enemy attack; pandemic or epidemic; riot; civil commotion; or other natural disaster or situation that significantly impacts Safe at Home operations.

Subp. 11. [See repealer.]

*[For text of subpart 12, see Minnesota Rules]*

Subp. 13. [See repealer.]

*[For text of subpart 14, see Minnesota Rules]*

Subp. 15. **Minor child.** “Minor child” means an individual ~~who has not attained the age of 18, residing with or under~~ 18 years of age who resides with and is under the guardianship of an adult applicant or program participant.

Subp. 16. [See repealer.]

*[For text of subpart 17 to 19, see Minnesota Rules]*

Subp. 19a. **Safety planning.** “Safety planning” means a strategic planning discussion during which risks, objectives, and ideas are discussed, to the extent that they pertain to Safe at Home as an appropriate safety measure, in order to promote the physical safety and emotional well-being of the applicant or eligible person.

*[For text of subparts 20 and 21, see Minnesota Rules]*

Subp. 22. [See repealer.]

Subp. 23. **Signature.** “Signature” means a handwritten signature.

## 8290.0200 APPLICATION.

Subpart 1. **Certification of program participant.** The secretary of state shall certify an eligible person as a program participant when the secretary of state receives a properly executed application that contains:

*[For text of items A to J, see Minnesota Rules]*

K. a statement whether the eligible person is currently the subject of any pending or ongoing criminal actions or offenses, and, if so, the prosecuting authority, adjudicative authority, or probation authority, and consent for the secretary of state to forward notice of the participant’s designated address, to the prosecuting authority, adjudicative authority, or probation authority;

*[For text of items L to N, see Minnesota Rules]*

O. the name of the person the eligible person fears if the name is known;

P. a statement that the applicant has performed safety planning with the assistance of an application assistant and the date on which safety planning occurred;

Q. the name of the application assistant who assisted with safety planning and the community-based organization where the application assistant is employed or is a volunteer; and

~~Θ. R.~~ the signature of the applicant and the date signed; and

~~P.~~ the signature of the application assistant and the date signed.

Subp. 2. **Completion.** The application must be completed in the presence of and submitted to the secretary of state no later than 60 days after the date on which the applicant performed safety planning with an application assistant.

*[For text of subpart 3, see Minnesota Rules]*

# Proposed Rules

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Subp. 4. **Proof of identity.** The applicant must also prove the applicant's identity by showing photo identification to the application assistant ~~or, if possible, and~~ must indicate on the application that whether or not the applicant does not possess possesses photo identification.

Subp. 5. **Notification to prosecuting authority, adjudicative authority, and probation authority.** If the applicant discloses on the application that the eligible person is currently the subject of pending or ongoing criminal legal action, at the time of the application, the applicant must complete a form letter to notify each prosecuting authority, adjudicative authority, and probation authority for the pending or ongoing criminal action of the designated address and the designation of the secretary of state as agent for purposes of service of process. The secretary of state must provide form letters ~~to all application assistants in the application packet materials.~~ The form letter must include a statement that any prospective service of process must be clearly labeled as service of process on the exterior of the envelope containing the service.

Subp. 6. **Submission by ~~application assistant~~ first class mail.** The ~~application assistant shall submit~~ completed ~~applications~~ application and any additional materials shall be submitted by first class mail to the secretary of state. The secretary of state must not accept an application electronically.

*[For text of subpart 7, see Minnesota Rules]*

Subp. 8. **Effective date.** A properly completed application is effective on the day it is ~~reviewed and~~ certified by the secretary of state.

Subp. 9. **Voter registration through secretary of state.** At the time of application, the ~~application assistant applicant~~ must also offer the applicant be offered the opportunity to register to vote as a permanent absentee voter with the secretary of state, pursuant to part 8290.1300 and Minnesota Statutes, section 5B.06. A voter registration application ~~filled out in the presence of an application assistant and submitted by an application assistant~~ a current program participant is not considered registration by mail as provided in Minnesota Statutes, section 201.061.

*[For text of subpart 10, see Minnesota Rules]*

## 8290.0300 CERTIFICATION OF PROGRAM PARTICIPANT.

*[For text of subparts 1 to 3, see Minnesota Rules]*

Subp. 4. **Communication; verification of identity.** Except when discussing a participant's name and designated address, the secretary of state must verify the identity of the applicant or program participant before discussing any data related to certification or otherwise related to the applicant or program participant.

Subp. 5. **Notification to other parties.**

A. If an application submitted to the secretary of state discloses that the eligible person is the subject of a pending or ongoing offense or criminal legal action, the applicant or eligible person must have completed and submitted complete and submit with the application the form letter referenced in part 8290.0200, subpart 5.

B. If the secretary of state determines through other means that the eligible person is the subject of a pending or ongoing offense or criminal legal action, the secretary of state must notify the applicant or eligible person and direct the applicant or eligible person to complete and submit the form letter referenced in part 8290.0200, subpart 5. The applicant or eligible person must submit the form letter within ten days after receiving notification under this item.

C. After receiving the form letter under item A or B, the secretary of state must mail the letter to the appropriate prosecuting authority, probation authority, and adjudicative authority. If compliance with this subpart is necessary and the letters have not been submitted to the secretary of state, the secretary of state shall certify the program participant, and provide the program participant with new form letters and instructions on how they must be used. Failure by the applicant to provide these letters to the secretary of state shall lead to cancellation pursuant to part 8290.0900.

Subp. 6. **Lost or stolen card.** A program participant shall contact the secretary of state whenever a Safe at Home card



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# Proposed Rules

is lost or stolen. The secretary of state shall issue a replacement Safe at Home card to the program participant if their program participation status is active. ~~If a card is found by a program participant after being reported lost or stolen, the program participant shall return the card to the secretary of state.~~

## 8290.0400 DESIGNATED ADDRESS.

*[For text of subparts 1 to 4, see Minnesota Rules]*

Subp. 5. **Short-term mail hold.** The secretary of state may hold a participant's mail for up to three days upon request of the program participant. The secretary of state may hold a participant's mail for up to a total of ~~three weeks~~ 30 calendar days if the participant has sent a signed, written mail hold request to the secretary of state that includes a telephone number at which the participant can be reached. Upon receipt of a written request, the secretary of state must compare the signature of the program participant or applicant on the request with the signature on the original application or on any other document on file with the secretary of state and conclude that the signatures are the same. The mail hold is effective the date the secretary of state receives the request, unless the participant has indicated an alternate effective future date.

Subp. 6. **Limited circumstances of use of actual address.**

*[For text of items A and B, see Minnesota Rules]*

C. A program participant who is subject to criminal justice system management must, ~~upon request~~, supply the program participant's actual address to the participant's supervising person, ~~in addition to the designated address, if there are specific court-ordered conditions related to the participant's actual address as part of the supervision if a court finds under Minnesota Statutes, section 5B.11 that disclosure of the participant's actual address is necessary.~~

*[For text of items D and E, see Minnesota Rules]*

*[For text of subpart 7, see Minnesota Rules]*

## 8290.0500 SERVICE OF PROCESS.

*[For text of subparts 1 and 2, see Minnesota Rules]*

Subp. 3. **Service in person.**

A. In the event that personal service of any document is required by law, that document may be served by delivering the document to any public counter of the Office of the Secretary of State. The secretary must designate those spaces considered public counters for the purpose of this subpart, must post the locations of those spaces on the secretary of state's website, and must review and update, if necessary, the designation of those spaces no less frequently than annually.

B. In order for the secretary of state to accept service on a participant, the service documents must indicate the program participant's first and last name and lot number.

C. The secretary of state must forward the service to the program participant no later than the next business day unless the program participant has requested a mail hold or is in a pending cancellation status due to undeliverable mail.

D. If the secretary of state receives service for a program participant in pending cancellation status due to undeliverable mail, the secretary of state must attempt to contact the participant through alternative means and obtain a current mailing address. If the secretary of state cannot obtain an alternative mailing address within two business days of the receipt of service, the secretary of state must forward the service to the program participant at the address on file with the secretary of state.

E. As the secretary of state is the agent for service of process, an affidavit of service on the secretary of state constitutes proof of service on the program participant and commences the time in which responsive pleadings must be filed.

Subp. 4. **Record.** The secretary of state shall maintain, in the program participant's file, a record of services served

# Proposed Rules

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upon the secretary of state for that participant. The secretary of state shall ~~include in the file record~~ the action taken on that service, including the name of the program participant to whom the service is directed, the date of receipt, the date of mailing, and whether the mailing was returned to the secretary of state as undeliverable.

## 8290.0600 ATTAINING AGE OF MAJORITY.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 1a. **Voter registration information.** Along with the certification continuance form ~~sent 30 days prior to expiration~~, the secretary of state must also offer the program participant the opportunity to register to vote as an ongoing absentee voter with the secretary of state, pursuant to part 8290.1300 and Minnesota Statutes, section 5B.06.

Subp. 1b. **Certification continuance.** The secretary of state shall ~~renew process~~ the certification of a program participant when the secretary of state receives a certification continuance from that program participant. The certification continuance must contain the same information required in the application as specified in part 8290.0200, subpart 1, except the certification continuance need not contain ~~the signature of an application assistant~~.

A. a statement that the participant performed safety planning with an application assistant; or

B. the name of the application assistant who helped perform safety planning.

*[For text of subparts 2 to 4, see Minnesota Rules]*

## 8290.0700 CHANGES IN PROGRAM PARTICIPANT INFORMATION.

*[For text of subpart 1, see Minnesota Rules]*

### Subp. 2. ~~Additional~~ **Addition of minor children child.**

A. If a program participant sends signed, written notification to the secretary of state that the program participant is now responsible for an additional minor children child, the secretary of state must certify the minor children child as a program participants participant and issue them a Safe at Home cards card. Certification of the minor child expires when the minor child no longer resides with the program participant or when the program participant no longer has legal guardianship.

B. If a minor child is a parent of an additional minor child, the additional minor child may be certified as a program participant with the written consent of both the original program participant and the minor child.

*[For text of subpart 3, see Minnesota Rules]*

Subp. 4. **Signature verification.** Before making changes in information effective, the secretary of state must compare the signature of the program participant or applicant on the notification of the change with the signature on the original application, or on any other document on file with the secretary of state, and conclude that the signatures are from the same individual.

*[For text of subpart 5, see Minnesota Rules]*

## 8290.0800 TRANSFER OF SCHOOL RECORDS.

Subpart 1. **Participant request.** A parent or guardian of a program participant who is a student in an elementary or secondary school in Minnesota, or a student in a secondary school in Minnesota who is a program participant who has reached the age of majority, may submit a records transfer request to the secretary of state which shall consist of written consent for: (1) the secretary of state to request the student's records from the student's previous school; (2) the student's previous school to provide by first class mail the student's records to the secretary of state; and (3) the secretary of state to send the records to the student's new school by first class mail. If it is in receipt of a records transfer request, the secretary of state must request the student's records from the student's previous school and provide the student's previous school with the parent's, guardian's, or student's written consent for the school to provide the student's records to the secretary of state. A school that receives such a request must send the student's records to the secretary of state within the time frame required by Minnesota Statutes, section 120A.22, subdivision 7. The secretary of state must forward the



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# Proposed Rules

records to the student's new school as soon as practicable after receipt.

*[For text of subpart 2, see Minnesota Rules]*

**Subp. 3. Records return.** If the secretary of state is in possession of school records for an individual whose program status is no longer active, the secretary of state shall return the records by first class mail to the student's previous school along with a notification that the student is no longer an active program participant.

## **8290.0900 FAILURE TO NOTIFY SECRETARY OF STATE OF CHANGES IN INFORMATION; CANCELLATION.**

**Subpart 1. Warning by secretary of state.** If:

A. the secretary of state learns that a program participant has failed to provide prior notification about a change in the participant's mailing or residential address, telephone number, legal name, or permanent contact data, as required by part 8290.0700, subpart 1;

B. mail forwarded by the secretary of state to the program participant is returned as undeliverable;

C. the program participant has not complied with part 8290.0200, subpart 5, if required, at the time the secretary of state mails notice of the certification to the program participant; or

D. the program participant has not complied with part 8290.0600 after 30 days of reaching the age of 18; the secretary of state must contact the program participant or applicant, if different, to request that the program participant or applicant comply with part 8290.0200, subpart 5, 8290.0600, or 8290.0700, subpart 1. The notice must state that if the program participant or applicant fails to comply within ten business days, the program participant's certification shall be canceled ~~and the former program participant must return any Safe at Home cards in the participant's possession.~~

*[For text of subpart 1a, see Minnesota Rules]*

**Subp. 1b. Pending cancellation status.** After the secretary of state has provided notice as required by subpart 1 or 1a, the program participant is placed in pending cancellation status. While in this status, the secretary of state must hold the program participant's mail and must not forward it to the program participant. Pending cancellation status ~~ends~~ expires after ten business days, ~~or upon unless~~ the program participant complies with part 8290.0200, subpart 5, 8290.0700, subpart 1, or 8290.1000, ~~or requests withdrawal from the program,~~ whichever occurs first. This subpart does not prevent the secretary of state from forwarding correspondence marked "service of process" pursuant to part 8290.0500.

*[For text of subparts 2 and 3, see Minnesota Rules]*

**Subp. 4. Return of mail.** If the certification of the program participant is canceled, mail addressed to the former program participant must be returned to the sender.

## **8290.1000 WITHDRAWAL OF PROGRAM CERTIFICATION.**

**Subpart 1. Withdrawal request.**

A. A program participant or an applicant, if different, may withdraw from Safe at Home by submitting a signed withdrawal request ~~along with any Safe at Home cards.~~

*[For text of item B, see Minnesota Rules]*

C. ~~On the withdrawal request,~~ the program participant shall list the names of any minor ~~children~~ child who ~~are~~ is ~~not~~ being withdrawn from the program ~~on the withdrawal request.~~

*[For text of items D and E, see Minnesota Rules]*

*[For text of subparts 2 and 3, see Minnesota Rules]*

# Proposed Rules

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Subp. 4. **Mail forwarding.** Mail received at the designated address for the former program participant other than mail designated “Do Not Forward,” “Return Service Requested,” “Service of Process,” or similarly designated, must be forwarded to the program participant for 30 days after the effective date of withdrawal, unless the program participant or applicant has designated a shorter period. After 30 days mail must be returned to the sender.

Subp. 5. **Reapplication.** A former program participant whose certification is withdrawn may reapply or have an applicant reapply on the former program participant’s behalf pursuant to part 8290.0200.

## 8290.1100 RENEWAL OF PROGRAM CERTIFICATION.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 2. **Application.** The secretary of state shall renew the certification of a program participant when the secretary of state receives a certification renewal form from that program participant or applicant, if different. The application must contain the same information required in the application as specified in part 8290.0200, subpart 1, except the renewal need not contain ~~the signature of an application assistant.~~

A. a statement that the participant performed safety planning with an application assistant; or

B. the name of the application assistant who helped perform safety planning.

*[For text of subparts 3 to 8, see Minnesota Rules]*

## 8290.1200 EXPIRATION OF PROGRAM CERTIFICATION.

~~When the term of a program participant expires, the program participant is no longer certified in Safe at Home. The secretary of state must forward mail to the former program participant’s mailing address for five days after the expiration date. After that five-day period, the secretary of state must return all mail to the sender. Mail received at the designated address for the former program participant other than mail designated “Do Not Forward,” “Return Service Requested,” “Service of Process,” or similarly designated, must be forwarded to the program participant for 30 days after the expiration of program certification. After 30 days mail must be returned to the sender.~~

## 8290.1300 VOTING BY PROGRAM PARTICIPANT.

*[For text of subpart 1, see Minnesota Rules]*

Subp. 2. **Permanent absentee voter status.** A program participant who is eligible to vote may register to vote with the secretary of state as a permanent absentee voter pursuant to Minnesota Statutes, section 5B.06. The secretary of state shall maintain a record of each program participant registering to vote as a permanent absentee voter pursuant to Minnesota Statutes, section 5B.06. If a program participant withdraws or is canceled from the program, the individual loses eligibility to vote through Safe at Home. In order to comply with the Help America Vote Act when registering to vote, the program participant must provide a copy of a photo identification with the combined voter registration and permanent absentee ballot request form pursuant to Minnesota Statutes, section 5B.06, if:

A. ~~it was not submitted by an application assistant with the application;~~

*[For text of items B to D, see Minnesota Rules]*

*[For text of subpart 2a, see Minnesota Rules]*

Subp. 2b. **Challenging voter records.**

A. If a program participant or applicant provides information to the secretary of state that indicates that a program participant voter is not eligible to vote, or if the secretary of state is able to determine from information provided by the commissioner of corrections, the state court administrator, or the Department of Public Safety that the program participant voter is not eligible to vote, then the secretary of state must mark the voter’s record as challenged.

*[For text of item B, see Minnesota Rules]*

*[For text of subparts 2c to 4, see Minnesota Rules]*

## Subp. 5. **Requesting or preparing absentee ballots.**

A. Pursuant to the timelines and procedures in this subpart, the secretary of state must communicate to the appropriate election administrator of each jurisdiction county auditor the number of ballots necessary for each jurisdiction to provide ballots to program participant voters whose records are not challenged. Notwithstanding part 8210.0200, the election administrator county auditor must provide the appropriate ballots for that election to the secretary of state. The secretary of state also has authority under Minnesota Statutes, section 5B.06, to prepare and mail ballots to program participants.

B. If a program participant registers to vote as a permanent absentee ballot voter under Minnesota Statutes, section 5B.06, more than 14 days before an election, the secretary of state must either request a ballot from the county auditor for the program participant or prepare and mail a ballot to the participant as authorized in Minnesota Statutes, section 5B.06.

C. If a program participant registers to vote as a permanent absentee ballot voter under Minnesota Statutes, section 5B.06, less than 14 but more than five days before an election, the secretary of state must prepare and mail a ballot to the participant as authorized in Minnesota Statutes, section 5B.06.

D. If a program participant registers to vote as a permanent absentee ballot voter under Minnesota Statutes, section 5B.06, within five days of an election, the secretary of state must attempt to contact the program participant by telephone to discuss the participant's options for voting in the election.

*[For text of subparts 6 to 7, see Minnesota Rules]*

## Subp. 8. **Ballot handling.**

*[For text of item A, see Minnesota Rules]*

B. If the program participant submits a signature envelope, the secretary of state must review the signature envelope and the program participant voter's record to determine whether the secretary of state is satisfied that:

*[For text of subitems (1) and (2), see Minnesota Rules]*

(3) the program participant's name and identification number or signature on the signature envelope appear in substantially the same form as on the absentee ballot request form described in subpart 2; and

*[For text of subitem (4), see Minnesota Rules]*

*[For text of item C, see Minnesota Rules]*

*[For text of subpart 9, see Minnesota Rules]*

Subp. 10. **Receipt and counting of ballots.** The absentee ballot board must review the verification certificate ~~and may only~~. The absentee ballot board must reject the absentee ballot if the verification certificate indicates that the secretary of state was not satisfied that the program participant met the requirements of this part or if the secretary has subsequently notified the county auditor that the ballot should be rejected, in accordance with subpart 10e. ~~If the absentee ballot board accepts the ballot, the election judges must write "SAH" followed by a sequential number for each Safe at Home ballot processed and "AB" on the election day registration roster page.~~ The absentee ballot board must accept the absentee ballot if the verification certificate indicates that the secretary of state was satisfied that the program participant met the requirements of this part. An accepted ballot is counted as any other registered absentee ballot for statistical purposes.

## Subp. 10a. **Replacement ballots.**

A. If the secretary of state forwards a certification envelope to a county auditor at least five more than 14 days before the election that indicates that the ballot should be rejected because of reasons identified in subpart 8, item C, subitem (3) or (4), the secretary of state must either request a replacement ballot from the county auditor for the program participant or prepare and mail a replacement ballot to the participant as authorized in Minnesota Statutes, section 5B.06. The county auditor must promptly fulfill this request all requests under this subpart and the secretary of state must

# Proposed Rules

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forward ~~it~~ the replacement ballot to the program participant by first class mail.

B. If the secretary of state forwards a certification envelope to a county auditor less than 14 but more than five days before the election that indicates that the ballot should be rejected because of reasons identified in subpart 8, item C, subitem (3) or (4), the secretary of state must prepare and mail a replacement ballot to the participant as authorized in Minnesota Statutes, section 5B.06.

*[For text of subparts 10b to 10d, see Minnesota Rules]*

Subp. 10e. **Participant moved after ballots were sent.** If, prior to the time frame for processing ballots in accordance with Minnesota Statutes, section 203B.121, subdivision 4, a program participant's residential address is updated on the program participant's voting record in accordance with subpart 2c, then the secretary of state must mark the voter's record of the ballot as "spoiled."

If the secretary of state has not received the voted ballot from the program participant, the secretary of state must notify the program participant that the program participant should destroy the ballot and dispose of the other ballot materials and that the ballot will not be counted if it is returned.

If the program participant's ballot was forwarded to the county auditor and otherwise would have been accepted, then the secretary of state must promptly notify the county auditor ~~in writing~~ that the ballot board should reject the ballot.

The secretary of state must request a replacement ballot for the voter from the appropriate county auditor. Before sending the new ballot to the participant, the secretary of state must print the words "Replacement Ballot" on the signature envelope.

Subp. 10f. **Ineligibility after ballot is forwarded to county.** If, after a ballot was forwarded to the county auditor that otherwise would have been accepted,

- A. a program participant withdraws or is canceled from the program; or
- B. the program participant's voter record is challenged in accordance with subpart 2b; or
- C. the program participant dies,

then the secretary of state must promptly notify the county auditor ~~in writing~~ that the ballot board should reject the ballot if the ballot board has not already processed the ballot in accordance with Minnesota Statutes, section 203B.121, subdivision 4.

*[For text of subpart 10g, see Minnesota Rules]*

Subp. 11. **Review and determination by secretary of state.** By March 31 of each year, the secretary of state must determine whether any program participants who cast ballots in the preceding ~~12-month period~~ calendar year are recorded in the statewide voter registration system as having both a record of casting a ballot under this part and also voting in the same election. If it is found that a program participant voter casting a ballot under this part also has a voting history record for the same election in the statewide voter registration system, the secretary of state shall notify the appropriate county attorney of that fact.

Subp. 12. **Cessation of permanent absentee voter status.** The secretary of state must revoke the program participant's permanent absentee voter status under this part and Minnesota Statutes, section 5B.06, until the county attorney confirms that the issue has been resolved in favor of the program participant if voting records under this part and voting history records in the statewide voter registration system show that the program participant has not only cast a ballot under this part but also voted in the same election by other means.

Subp. 13. **Record keeping.** The secretary of state must maintain a record for each election with the number of ballots requested by precinct/school district combinations, blank ballots received from each county auditor, number of ballots prepared and mailed pursuant to Minnesota Statutes, section 5B.06, assembled ballots sent to program participants, unvoted ballots returned to the county auditors, ballot envelopes returned by program participants to the secretary of

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# Proposed Rules

state, and certification envelopes forwarded to county auditors.

*[For text of subpart 14, see Minnesota Rules]*

## 8290.1500 APPLICATION ASSISTANT ACCREDITATION.

Subpart 1. **Role of community-based programs.** The role of the community-based programs in Safe at Home is to select potential application assistants to perform safety planning with an applicant, to generally explain to an applicant the program's services and limitations, explain to an applicant a program participant's responsibilities, and assist applicants in the completion of application materials and to refer an applicant to the secretary of state for enrollment.

Subp. 2. **When awarded.** Application assistant accreditation shall be awarded by the secretary of state when:

A. the prospective application assistant:

(1) completes an application that includes the prospective application assistant's name, business mailing address, business telephone number, and business email address, if available; the community-based program at which the prospective application assistant is employed or is an approved volunteer and a contact name for the community-based program; a statement that the prospective application assistant provides direct advocacy services to victims, including assisting in the development of personal safety plans, as a substantial part of the prospective application assistant's current job duties; an agreement to adhere to the instructions and terms provided in the application assistant agreement; and an agreement not to discriminate against any applicant or program participant because of race, creed, religion, color, national origin, gender, marital status, sexual orientation, status with regard to public assistance, age, or mental, physical, or sensory disability;

*[For text of subitems (2) and (3), see Minnesota Rules]*

B. the community-based program confirms that the prospective application assistant is employed by or is an approved volunteer for the community-based program and agrees to designate a contact for the community-based program. The program must have a person authorized to act on behalf of the organization execute the application in order for it to be accepted by the secretary of state.

*[For text of subpart 3, see Minnesota Rules]*

Subp. 4. **Term of accreditation.** An application assistant's accreditation is ongoing as long as the application assistant maintains employment or approved volunteer status at the community-based organization named on the application, completes a periodic review approved by the secretary of state at least once every three years, and, in addition, completes any other training deemed necessary by the secretary of state.

Subp. 5. **Termination.** An application assistant's accreditation may be terminated by the secretary of state for failing to abide by any requirement in this chapter or for failing to act in accordance with requirements of the secretary of state. An application assistant's accreditation must be terminated if the application assistant is no longer an approved volunteer or is no longer employed by the community-based organization with which the person applied.

Subp. 6. **Employment with another community-based organization.** If an application assistant changes employment or volunteer status, leaving employment or a volunteer position at one community-based organization and gaining employment or a volunteer position at another, the application assistant may apply to become accredited again after the new community-based organization confirms the person is an employee or approved volunteer and agrees to designate a contact for the community-based program. The new organization must have a person authorized to act on behalf of the organization execute a new application. The secretary of state will determine what training, if any, is necessary to fully renew the application assistant's accreditation status.

*[For text of subpart 7, see Minnesota Rules]*

Subp. 8. **Records.** If an application assistant has assisted an applicant with application materials, the application assistant shall forward the completed application materials required by this chapter to the secretary of state by first class mail or give the application materials to the applicant to submit to the secretary of state by first class mail. If the



# Proposed Rules

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applicant so directs, an application assistant may mail any optional notices that are generated as a part of the application process to the appropriate party. Any remaining application materials must be given to the applicant or securely disposed of by the application assistant immediately.

## **8290.1600 EMERGENCY EVENT.**

When Safe at Home services are unavailable or severely impacted due to an emergency, any timeline or deadline imposed by this chapter is tolled for the duration of the emergency.

**REPEALER.** Minnesota Rules, part 8290.0100, subparts 3, 10, 11, 13, 16, and 22, are repealed.

## Executive Orders

The governor has the authority to issue written statements or orders, called Executive Orders, as well as Emergency Executive Orders. The governor's authority is specified in the Constitution of the State of Minnesota, Article V, and in *Minnesota Statutes* § 4.035. Emergency Executive Orders, for protection from an imminent threat to health and safety, become effective immediately, are filed with the secretary of state, and published in the *State Register* as soon as possible after they are issued. Other Executive Orders become effective 15 days after publication in the *State Register* and filing with the secretary of state. Unless otherwise specified, an executive order expires 90 days after the date the governor who issued the order vacates office.

## Office of the Governor

### **Emergency Executive Order 25-05: Declaring a Peacetime Emergency and Continuing Assistance to Communities Impacted by Wildfires**

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following executive order:

Minnesota has experienced unusually dry, hot, and windy weather this spring. This has created explosive wildfire conditions throughout much of the state. First responders, including multiple fire departments, law enforcement, and state and federal wildland firefighting agencies, are working together to fight wildfires in northern Minnesota. On May 12, 2025, in response to active wildfires in northern Minnesota, I issued Emergency Executive Order 25-04, and directed the Adjutant General of the Minnesota National Guard to order to active duty the personnel, equipment, and facilities needed to respond to the Camp House and other wildfires throughout Minnesota.

Conditions have continued to shift over the past few days. The Camp House wildfire has spread to over 12,300 acres in St. Louis and Lake Counties, and is forty percent contained. The Munger Shaw Fire has spread to over 1,600 acres and is now approximately ninety-five percent contained. The Jenkins Creek fire has spread to over 16,600 acres and currently is six percent contained. These wildfires have led to evacuations, destroyed property, and damaged critical infrastructure. On May 19, 2025, St. Louis County declared a State of Emergency.

These fires continue to endanger life and property in Minnesota, and local resources are inadequate to address the threat. The Department of Public Safety's Division of Homeland Security and Emergency Management ("HSEM") continues to work with local, state, and federal agencies to support the coordination and response to wildfires across Minnesota. Minnesota is committed to supporting the continued emergency response efforts to contain and control these fires.

For these reasons, I declare a peacetime emergency pursuant to Minnesota Statutes 2024, section 12.31 and order as follows:

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# Executive Orders

1. HSEM will continue to support the coordination of onsite resources and assistance to affected local governments and determine the need for supplemental emergency assistance.
2. All relevant state agencies, in cooperation with appropriate federal agencies, will provide the assistance necessary to help local units of government respond to and recover from this emergency.

This Executive Order and declaration of peacetime emergency are effective immediately under Minnesota Statutes 2024, section 4.035, subd. 2. The peacetime emergency declared in this Executive Order expires in accordance with Minnesota Statutes 2024, section 12.31, subd. 2.

A determination that any provision of this Executive Order is invalid will not affect the enforceability of any other provision of this Executive Order. Rather, the invalid provision will be modified to the extent necessary so that it is enforceable.

Signed on May 20, 2025.

**Tim Walz**, GOVERNOR

Filed According to Law:

**Steve Simon**, SECRETARY OF STATE

## 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: <https://mn.gov/admin/citizen/grants/>

## 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/open-rfp.jsp>

## Minnesota Department of Human Services Notice of Grant Opportunities

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Human Services (DHS) places notice of any available grant opportunities on the DHS Grant Requests for Proposals website: <https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/>.

# 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, Office of State Procurement (OSP) Website. Interested vendors are encouraged to monitor the P/T Contract Section of the OSP Website at <https://mn.gov/admin/osp> 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 Office of State Procurement strongly recommends meeting the following requirements: \$0 - \$5000 does not need to be advertised; \$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.

Contact the Office of State Procurement at: (651) 296-2600

## Department of Administration

### Real Estate and Construction Services

#### Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at Risk for Demolition of COB (Centennial Office Building) and Associated Site Restoration

NOTICE IS HEREBY GIVEN that the State of Minnesota Department of Administration, represented by Real Estate and Construction Services Division (RECS), is seeking Construction Manager at Risk to provide services for demolition of COB (Centennial Office Building) and associated site restoration located in St. Paul, MN.

A full Request for Qualifications is available on the Department of Administration's website at <https://mn.gov/admin/osp/vendors/solicitations-and-contract-opportunities/> click "Virtual Plan Room – Construction Contracts". Project Name "RECS RFQ CMR COB Demolition", QUESTCDN Project Number: **9670425**, RECS Project Number: 02CO0073. To be considered for selection and a contract, responses must be submitted by the date and time indicated in the RFQ.

Firms must Pre-Register for the Mandatory Pre-Qualifications Submittal/Proposal Meeting by 3:00 p.m. CDT, Monday, June 9, 2025. A Mandatory Pre-Qualifications Submittal/Proposal Meeting is scheduled for Tuesday, June 10, 2025, at 1:00 p.m. CDT. Questions regarding this RFQ must be received by 2:00 p.m. CDT, Wednesday, June 11, 2025. Project questions will be taken by Samantha Hicks at [samantha.hicks@state.mn.us](mailto:samantha.hicks@state.mn.us).

Responses must be received by the Real Estate and Construction Services, Department of Administration, Samantha Hicks no later than Monday, June 16, 2025, by 12:00 noon CDT. Late responses will not be accepted.

The Department of Administration, Real Estate and Construction Services Division 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. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Department of Administration

### Real Estate and Construction Services

#### Notice of Availability of Request for Qualifications (RFQ) for Construction Manager at Risk for ADA Upgrade Tunnel Between Capitol Building and State Office Building

NOTICE IS HEREBY GIVEN that the State of Minnesota Department of Administration, represented by Real Estate and Construction Services Division (RECS), is seeking Construction Manager at Risk to provide services for ADA Upgrades for the Tunnel Between Capitol Building and State Office Building located in St. Paul, MN.

A full Request for Qualifications is available on the Department of Administration's website at <https://mn.gov/admin/osp/vendors/solicitations-and-contract-opportunities/> click "Virtual Plan Room – Construction Contracts". Project Name "RECS RFQ CMR ADA Upgrade Tunnel Between Cap-SOB", QUESTCDN Project Number: 9678950, RECS Project Number: 02CP0143. To be considered for selection and a contract, responses must be submitted by the date and time indicated in the RFQ.

Firms must Pre-Register for the Mandatory Pre-Qualifications Submittal/Proposal Meeting by 3:00 p.m. CDT, Tuesday, June 17, 2025. A **Mandatory** Pre-Qualifications Submittal/Proposal Meeting is scheduled for Wednesday, June 18, 2025, at 2:00 p.m. CDT. Questions regarding this RFQ must be received by 3:00 p.m. CDT, Monday, June 23, 2025. Project questions will be taken by Samantha Hicks at [samantha.hicks@state.mn.us](mailto:samantha.hicks@state.mn.us).

Responses must be received by the Real Estate and Construction Services, Department of Administration, Samantha Hicks no later than Thursday, July 10, 2025, by 12:00 noon CDT. Late responses will not be accepted.

The Department of Administration, Real Estate and Construction Services Division 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. All expenses incurred in responding to this notice are solely the responsibility of the responder.

## Minnesota State Colleges and Universities (Minnesota State)

### Notice of Bid and Contracting Opportunities

Minnesota State is now placing additional public notices for contract opportunities for goods and services on its Vendor and Supplier Opportunities website (<https://www.minnstate.edu/vendors/index.html>). Minnesota State may add new public notices to the website daily and post for the time indicated within the public notice.

If you have any questions regarding this notice or are having problems viewing the information on the Vendor and Supplier Opportunities website, please email the Minnesota State Procurement Unit at [Sourcing@MinnState.edu](mailto:Sourcing@MinnState.edu).

## Minnesota Competency Attainment Board (MNCAB)

### Request for Proposals for Intranet Development Using Microsoft SharePoint Platform

MNCAB is requesting proposals to develop an intranet site utilizing the Microsoft SharePoint platform. To view the RFP go to the MNCAB website, <https://mn.gov/cab>. All applications must be submitted by **12:00 p.m. CST on Monday, June 2, 2025**.

# State Contracts

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## 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](http://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.

## 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: <https://mn.gov/admin/osp> as well as the Office of Grants Management (OGM) at: <https://mn.gov/admin/citizen/grants/>.

## Metropolitan Airports Commission (MAC)

### Notice of Call for Bids for 2025 Apron Lighting LED Upgrade

<b>Airport Location:</b>	<b>Minneapolis-St. Paul International Airport</b>
<b>Project Name:</b>	<b>2025 Apron Lighting LED Upgrade</b>
<b>MAC Contract No.:</b>	<b>106-1-377</b>
<b>Bids Close At:</b>	<b>2:00 PM on June 17, 2025</b>
<b>Bid Opening Conference Call:</b>	<b>3:00 PM on June 17, 2025</b>
<b>Teleconference Dial In #:</b>	<b>1-612-405-6798</b>
<b>Conference ID #:</b>	<b>897 927 742#</b>

**Notice to Contractors:** Electronic Bid Submission for the project listed above will be received by the MAC, a public corporation, via *QuestCDN's website* until the official time and date as displayed in QuestCDN Online.



# — Non-State Public Bids, Contracts & Grants

**Note:** You can sign up on our web site (<https://metroairports.org/doing-business/solicitations>) to receive email notifications of new business opportunities.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of Disadvantaged Business Enterprises on this project is 13%.

**Bid Security:** Each bid shall be accompanied by a “Bid Security” in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Construction Documents:** Plans and specifications are available at QuestCDN Online as indicated below and at the Minnesota Builders Exchange; Rochester Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring drawings and specifications for personal use may secure a complete digital set at the **QuestCDN website**. Bidders may download the complete set of digital documents for \$22.00, or other fee as determined by QuestCDN, by entering eBidDoc™ # 9681041 in the “Search Projects” page. Contact Quest Construction Data Network at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance. Hard copy drawings and specifications will not be made available to Bidders. Bid documents for this project may be viewed for no cost at QuestCDN Online. For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$42.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on May 19, 2025, at MAC’s web address of <https://metroairports.org/doing-business/solicitations> (construction bids).

## Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2025 Conveyance System Upgrades

<b>Airport Location:</b>	<b>Minneapolis-St. Paul International Airport</b>
<b>Project Name:</b>	<b>2025 Conveyance System Upgrades</b>
<b>MAC Contract No.:</b>	<b>106-2-1053</b>
<b>Bids Close At:</b>	<b>2:00 PM on June 17, 2025</b>
<b>Bid Opening Conference Call:</b>	<b>3:00 PM on June 17, 2025</b>
<b>Teleconference Dial-In #:</b>	<b>1-612-405-6798</b>
<b>Conference ID #:</b>	<b>897 927 742#</b>

**Notice to Contractors:** Electronic Bid Submission for the project listed above will be received by the MAC, a public corporation, via **QuestCDN’s website** until the official time and date as displayed in QuestCDN Online.

**Note:** You can sign up on our web site (<https://metroairports.org/doing-business/solicitations>) to receive email notifications of new business opportunities.

**Targeted Group Business (TGB):** The goal of the MAC for the utilization of Targeted Group Businesses on this project is 14%.

**Bid Security:** Each bid shall be accompanied by a “Bid Security” in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

# Non-State Public Bids, Contracts & Grants ==

**Project Labor Agreement:** This project is subject to the MAC's Project Labor Agreement requirements. A copy (or sample) of the Project Labor Agreement and Contract Riders are included in Appendix B.

**Availability of Construction Documents:** Plans and specifications are available at QuestCDN Online indicated below and at the Minnesota Builders Exchange; Rochester Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring drawings and specifications for personal use may secure a complete digital set at the **QuestCDN website**. Bidders may download the complete set of digital documents for \$22.00, or other fee as determined by QuestCDN, by entering eBidDoc™ #9620717 in the "Search Projects" page. Contact Quest Construction Data Network at (952) 233-1632 or info@questcdn.com for assistance. Hard copy drawings and specifications will not be made available to Bidders. Bid documents for this project may be viewed for no cost at QuestCDN Online. For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$42.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on May 19, 2025, at MAC's web address of <https://metroairports.org/doing-business/solicitations> (construction bids).

## Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2025 FCM Gate Replacements

<b>Airport Location:</b>	<b>Flying Cloud Airport</b>
<b>Project Name:</b>	<b>2025 FCM Gate Replacements</b>
<b>MAC Contract No.:</b>	<b>108-1-065</b>
<b>Bids Close At:</b>	<b>2:00 PM on June 18, 2025</b>
<b>Bid Opening Conference Call:</b>	<b>3:00 PM on June 18, 2025</b>
<b>Teleconference Dial In #:</b>	<b>1-612-405-6798</b>
<b>Conference ID #:</b>	<b>897 927 742#</b>

**Notice to Contractors:** Electronic Bid Submission for the project listed above will be received by the MAC, a public corporation, via **QuestCDN's website** until the official time and date as displayed in QuestCDN Online.

**Note:** You can sign up on our web site (<https://metroairports.org/doing-business/solicitations>) to receive email notifications of new business opportunities.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of Disadvantaged Business Enterprises on this project is 19%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Construction Documents:** Plans and specifications are on file for inspection at the office of Short Elliott Hendrickson Inc.; at QuestCDN Online as indicated below and at the Minnesota Builders Exchange; Rochester Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring drawings and specifications for personal use may secure a complete digital set at the **QuestCDN website**. Bidders may download the complete set of digital documents for \$15.00, or other fee as determined by QuestCDN, by entering eBidDoc™ #9517340 in the "Search Projects" page. Contact Quest Construction Data Network at (952) 233-1632 or info@questcdn.com for assistance. Hard copy drawings and specifications will not be made available to Bidders. Bid documents for this project may be viewed for no cost at QuestCDN Online. For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$30.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

# — Non-State Public Bids, Contracts & Grants

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on May 19, 2025, at MAC's web address of <https://metroairports.org/doing-business/solicitations> (construction bids).

## Metropolitan Airports Commission (MAC) Notice of Call for Bids for 2025 STP Customs and Border Protection General Aviation Facility

<b>Airport Location:</b>	<b>Saint Paul Downtown Airport (STP)</b>
<b>Project Name:</b>	<b>2025 STP Customs and Border Protection General Aviation Facility</b>
<b>MAC Contract No.:</b>	<b>107-1-085</b>
<b>Bids Close At:</b>	<b>2:00 PM on June 17, 2025</b>
<b>Bid Opening Conference Call:</b>	<b>3:00 PM on June 17, 2025</b>
<b>Teleconference Dial In #:</b>	<b>1-612-405-6798</b>
<b>Conference ID #:</b>	<b>897 927 742 #</b>

**Notice to Contractors:** Electronic Bid Submission for the project listed above will be received by the MAC, a public corporation, via *QuestCDN's website* until the official time and date as displayed in QuestCDN Online.

**Note:** You can sign up on our web site (<https://metroairports.org/doing-business/solicitations>) to receive email notifications of new business opportunities.

**Disadvantaged Business Enterprises (DBE):** The goal of the MAC for the utilization of Disadvantaged Business Enterprises on this project is 11%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Project Labor Agreement:** This project is subject to the MAC's Project Labor Agreement requirements. A copy [or a sample] of the Project Labor Agreement and Contract Riders are included in the Appendix X.

**Availability Of Construction Documents:** Plans and specifications are at QuestCDN Online as indicated below and at the Minnesota Builders Exchange; Rochester Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring drawings and specifications for personal use may secure a complete digital set at the *QuestCDN website*. Bidders may download the complete set of digital documents for \$15.00, or other fee as determined by QuestCDN, by entering eBidDoc™ #9685274 in the "Search Projects" page. Contact Quest Construction Data Network at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance. Hard copy drawings and specifications will not be made available to Bidders. Bid documents for this project may be viewed for no cost at QuestCDN Online. For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$30.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

**MAC Internet Access of Additional Information:** A comprehensive Notice of Call for Bids for this project will be available on May 19, 2025, at MAC's web address of <https://metroairports.org/doing-business/solicitations> (construction bids).

# Non-State Public Bids, Contracts & Grants ==

## Metropolitan Airports Commission (MAC)

### Notice of Call for Bids for 2024 Concourse G Infill - Pod 2-3 P2

<b>Airport Location:</b>	<b>Minneapolis-St. Paul International Airport</b>
<b>Project Name:</b>	<b>2024 Concourse G Infill - Pod 2-3 P2</b>
<b>MAC Contract No.:</b>	<b>106-2-1109</b>
<b>Bids Close At:</b>	<b>2:00 PM on June 17, 2025</b>
<b>Bid Opening Conference Call:</b>	<b>3:00 PM on June 17, 2025</b>
<b>Teleconference Dial-In #:</b>	<b>1-612-405-6798</b>
<b>Conference ID #:</b>	<b>897 927 742#</b>

**Notice to Contractors:** Electronic Bid Submission for the project listed above will be received by the MAC, a public corporation, via *QuestCDN's website* until the official time and date as displayed in QuestCDN Online.

**Note:** You can sign up on our web site (<https://metroairports.org/doing-business/solicitations>) to receive email notifications of new business opportunities.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of Targeted Group Businesses on this project is 1%.

**Bid Security:** Each bid shall be accompanied by a "Bid Security" in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability of Construction Documents:** Plans and specifications are available at QuestCDN Online indicated below and at the Minnesota Builders Exchange; Rochester Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring drawings and specifications for personal use may secure a complete digital set at the *QuestCDN website*. Bidders may download the complete set of digital documents for \$22.00, or other fee as determined by QuestCDN, by entering eBidDoc™ #9678938 in the "Search Projects" page. Contact Quest Construction Data Network at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance. Hard copy drawings and specifications will not be made available to Bidders. Bid documents for this project may be viewed for no cost at QuestCDN Online. For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$42.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

## Metropolitan Airports Commission (MAC)

### Notice of Call for Bids for 2025 Energy Savings Program

<b>Airport Location:</b>	<b>Minneapolis-St. Paul International Airport</b>
<b>Project Name:</b>	<b>2025 Energy Savings Program</b>
<b>MAC Contract No.:</b>	<b>106-2-1082</b>
<b>Bids Close At:</b>	<b>2:00 PM on June 18, 2025</b>
<b>Bid Opening Conference Call:</b>	<b>3:00 PM on June 18, 2025</b>
<b>Teleconference Dial In #:</b>	<b>1-612-405-6798</b>
<b>Conference ID #:</b>	<b>897 927 742#</b>

**Notice to Contractors:** Electronic Bid Submission for the project listed above will be received by the MAC, a public corporation, via *QuestCDN's website* until the official time and date as displayed in QuestCDN Online.

**Note:** You can sign up on our web site (<https://metroairports.org/doing-business/solicitations>) to receive email

# — Non-State Public Bids, Contracts & Grants

notifications of new business opportunities.

**Targeted Group Businesses (TGB):** The goal of the MAC for the utilization of Targeted Group Businesses on this project is 5%.

**Bid Security:** Each bid shall be accompanied by a “Bid Security” in the form of a certified check made payable to the MAC in the amount of not less than five percent (5%) of the total bid, or a surety bond in the same amount, running to the MAC, with the surety company thereon duly authorized to do business in the State of Minnesota.

**Availability Of Construction Documents:** Plans and specifications are available at QuestCDN Online indicated below and at the Minnesota Builders Exchange; Rochester Builders Exchange; Dodge Data and Analytics; and NAMC-UM Plan Room. Bidders desiring drawings and specifications for personal use may secure a complete digital set at the QuestCDN website. Bidders may download the complete set of digital documents for \$22.00, or other fee as determined by QuestCDN, by entering eBidDoc™ #9660531 in the “Search Projects” page. Contact Quest Construction Data Network at (952) 233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance. Hard copy drawings and specifications will not be made available to Bidders. Bid documents for this project may be viewed for no cost at QuestCDN Online. For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$42.00, or other fee as determined by QuestCDN, at the time of bid submission via the online electronic bid service QuestCDN Online.

## **Metropolitan Airports Commission (MAC) Request for Qualifications for Mechanical, Electrical, Plumbing, and Technology (MEPT) Design Continuing Consultant Services**

The Metropolitan Airports Commission (MAC) is requesting Statements of Qualifications (SOQs) from firms interested in providing Mechanical, Electrical, Plumbing, and Technology (MEPT) Design Continuing Consultant Services for work at the MAC buildings. The selected firm(s) will work closely with MAC staff and others as determined. All submittals must be received by MAC prior to 4:00 pm on Monday June 23<sup>rd</sup>, 2025. For a copy of the RFQ, please go to the following link: <https://metroairports.bonfirehub.com/>. Direct questions to MAC solicitations portal or Chris Roy Director of Airport Development Project Delivery, Metropolitan Airports Commission, 6040 28<sup>th</sup> Ave. S., Minneapolis, MN 55450. Phone: 612.409.1180 or email [chris.roy@mspmac.org](mailto:chris.roy@mspmac.org).



