[When you prepare your Notice for review by OAH, leave blanks for the name and phone number of the ALJ. After OAH gives approval and the name of the ALJ, fill in the blanks. You may adjust the margins so that the notice fits on two or four pages for mailing purposes.]

# [Revised in 2019] Editor’s note: To alert you to changes, 2019 additions appear in bold typeface. Remember to remove the bracketed notations and to restore text before submitting it to the ALJ for review.]

# Minnesota Department of [Name]

**Division of [Name, or Unit, Bureau, etc.] [Optional]**

**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; Revisor’s ID Number [number]**

**Proposed [Amendment to] [Repeal of] Rules Governing [Topic], *Minnesota Rules*, [citation]**

- [Identify the title and rule chapter or part numbers as assigned by the Revisor. Note: if you are proposing to repeal any entire rule parts, you must specifically list the rule parts you are proposing to repeal, per Minnesota Rules, part 1400.2080, subpart 2, item D.]

**[Revised in 2019]** Introduction. The Department of [Name] intends to adopt rules without a public hearing following the procedures in the rules of the Office of Administrative Hearings, *Minnesota Rules*, parts 1400.2300 to 1400.2310, and the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. If, however, 25 or more persons submit a written request for a hearing on the rules by 4:30 p.m. on [date comment period ends], the Department will hold will hold a public hearing in [room], [building], [address], [city], Minnesota [zip]. **An Administrative Law Judge will conduct the hearing** starting at [time hearing starts] on [day of week], [date of hearing] [optional: and continuing until the hearing is completed **OR optional: until everyone who wants to comment has had the chance to do so, if possible, but no later than [time hearing must end]]**. To find out whether the Department will adopt the rules without a hearing or if it will hold the hearing, you should contact the agency contact person after [date comment period ends] and before [date of hearing].

- [The hearing date must be at least ten days after the end of the comment period.]

- [See section 6.7 of the Manual on choosing a hearing date and location.]

Agency Contact Person. Submit any comments or questions on the rules or written requests for a public hearing to the agency contact person. The agency contact person is: [name] at [agency, address, phone, fax, and *email*].

- [The agency contact person should be a person who is available throughout the comment period. If a different person will be sending out copies of the rules and SONAR, you may separately identify that person in the Notice.]

**[New in 2016: OPTIONAL** If you choose to use OAH’s new comment system for accepting pre-hearing comments electronically, you need to adapt this paragraph accordingly. The editor suggests you add:

You may also review the proposed rule and submit written comments via the [Office of Administrative Hearings Rulemaking eComments website *https://minnesotaoah.granicusideas.com/discussions*](https://minnesotaoah.granicusideas.com/discussions) .]

Subject of Rules and Statutory Authority. The proposed rules are about [subject of rules and, if applicable, that an entire rule is being repealed and a citation to the rule]. The statutory authority to adopt the rules is *Minnesota Statutes*, section [specific section number]. A copy of the proposed rules is published in the *State Register* [and attached to this notice as mailed]. [If the proposed rules are not attached to the mailed notice, then this notice must include an easily readable and understandable description of the rules’ nature and effect and include the announcement that: A free copy of the rules is available upon request from the agency contact person listed above.]

- [See section 6.8 of the Manual on drafting the description of the rules in the Notice in a way that may affect whether modifications to the rules will make the adopted rules “substantially different” from the proposed rules. For example, if you have two substantially different alternative rule provisions OR rules that set a numerical value (i.e., pollution discharge levels, noise levels, minimum number of employees to trigger a requirement, or utility rates), you may be able to draft the description of the rules in the Notice so that it will allow the agency to adopt either alternative or adopt a value within a range without having to go through additional rule proceedings to adopt substantially different rules.]

- [When specifying the statutory citation for authorization to adopt the rules, you should use the most recent *Minnesota Statutes* citation, or *Minnesota Laws* if the statute has not yet been codified.]

Comments. You have until 4:30 p.m. on [day], [month] [date], [year], to submit written comment in support of or in opposition to the proposed rules or any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rules addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change that you desire. Any comments that you have about the legality of the proposed rules must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that the Department hold a hearing on the rules. You must make your request for a public hearing in writing, which the agency contact person must receive by 4:30 p.m. on [day], [month] [date], [year]. You must include your name and address in your written request. In addition, you must identify the portion of the proposed rules that you object to or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it when determining whether it must hold a public hearing. You are also encouraged to state the reason for the request and any changes you want made to the proposed rules.

Withdrawal of Requests. If 25 or more persons submit a valid written request for a hearing, the Department will hold a public hearing unless a sufficient number of persons withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

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

- [For information on what to do if you get a request to make the Notice available in an alternative format or for an accommodation to make the hearing accessible, see **ACCMMDTN** in the appendix.]

Modifications. The Department might modify the proposed rules, either as a result of public comment or as a result of the rule hearing process. It must support modifications by data and views submitted to the agency or presented at the hearing. The adopted rules may not be substantially different than these proposed rules unless the Department follows the procedure under *Minnesota Rules*, part 1400.2110. If the proposed rules affect you in any way, the Department encourages you to participate in the rulemaking process.

Cancellation of Hearing. The Department will cancel the hearing scheduled for [month] [date], [year], 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 [telephone number] after [date comment period ends] to find out whether the hearing will be held. [On the scheduled day, you may check for whether the hearing will be held by calling {phone #} or going on-line at {web address}.]

Notice of Hearing. If 25 or more persons submit valid written requests for a public hearing on the rules, the Department will hold a hearing following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The Department will hold the hearing on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. Administrative Law Judge [judge’s name] is assigned to conduct the hearing. Judge [name] can be reached at the Office of Administrative Hearings, 600 North Robert Street, P.O. Box 64620, Saint Paul, Minnesota 55164-0620, telephone (651) 361-7875, and fax (651) 539-0310.

Hearing Procedure. **[Revised in 2016]** If the Department holds a hearing, you and all interested or affected persons, including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time before the hearing record closes. All evidence presented should relate to the proposed rules. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. At the hearing the Administrative Law Judge may order that this five-day comment period is extended for a longer period but not more than 20 calendar days. Following the comment period, there is a five-working-day rebuttal period when the agency and any interested person may respond in writing to any new information submitted. No one may submit newevidence during the five-day rebuttal period.

All post-hearing comments and responses must be submitted to the Administrative Law Judge no later than 4:30 p.m. on the due date. The Office of Administrative Hearings strongly encourages all persons submitting comments and responses to do so using the [Administrative Hearings’ Rulemaking eComments website *https://minnesotaoah.granicusideas.com/discussions*](https://minnesotaoah.granicusideas.com/discussions). If using the eComments website is not possible, you may submit post-hearing comments in person, via United States mail, or by facsimile addressed to Judge [ALJ’s last name] at the address or facsimile number listed in the Notice of Hearing section above.

All comments or responses received will be available for review at the [agency] or on the agency’s website at [url]. 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.

Statement of Need and Reasonableness. The statement of need and reasonableness summarizes the justification for the proposed rules, including a description of who will be affected by the proposed rules and an estimate of the probable cost of the proposed rules. It is now available from the agency contact person. You may review or obtain copies for the cost of reproduction by contacting the agency contact person. [If you post the SONAR on your agency’s website, you might wish to put a link to it here.]

**[Include here other notices required by law or chosen to be inserted in this notice.]**

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

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rules after the end of the comment period. The Department will submit the rules and supporting documents to the Office of Administrative Hearings for a legal review. You may ask to be notified of the date the rules are submitted to the office. If you want 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 by requesting this at the hearing or by writing to the agency contact person stated above.

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

Date [Name]

[Title]

[Date and signature are required on the Notice. OAH Rules, part 1400.2080, subpart 2, item I.]