**[Revised in 2016: Editor’s note:** To alert you to changes, 2016 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]**

**NOTICE OF INTENT TO ADOPT EXPEDITED RULES WITHOUT A PUBLIC HEARING**

**Proposed [Amendment to] [Repeal of] Rules Governing [Topic], *Minnesota Rules*, [citation\*]; Revisor’s ID Number [number]**

- [\*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 2080, subpart 2, item D.]

**Introduction.** The Department of [Name] intends to adopt rules under the expedited rulemaking process following the rules of the Office of Administrative Hearings, *Minnesota Rules*, part 1400.2410, and the Administrative Procedure Act, *Minnesota Statutes*, section 14.389. You may submit written comments on the proposed expedited rules until [date].

**Agency Contact Person.** Submit comments or questions on the rules to: [name] at [agency, address, phone, fax, and *email*].

- [The agency contact person should be a person who is available throughout the comment period.]

or

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

**Subject of the Expedited Rules and Statutory Authority.** The proposed expedited rules are about [subject of rules and, if applicable, that an entire set of rules is being repealed and a citation to the repealed rules]. The statutory authority to adopt the rules is [citation to specific statutory authority.] The statutory authority to adopt the rules under the expedited rulemaking process is [citation to statutory authority to adopt rules under Minnesota Statutes, section 14.389]. 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.] [The proposed expedited rules may be viewed at: [applicable website address (optional).]

- [See section 5.7 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.]

- [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 expedited rules and any part or subpart of the rules. Your comment must be in writing and received by the agency contact person by the due date. The Department encourages comment. Your comment should identify the portion of the proposed expedited rules addressed and the reason for the comment. In addition, you are encouraged to propose any change desired. You must also make any comments that you have on the legality of the proposed rules during this comment period.

**[If the agency is accepting requests for a public hearing, the following 2 paragraphs must be included in this Notice]**

**Request for Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. You must make your request in writing and the agency contact person must receive it by 4:30 p.m. on [month] [date], [year]. Your written request must include your name and address. You must identify the portion of the proposed rules to which you object or state that you oppose the entire set of rules. Any request that does not comply with these requirements is not valid and the agency cannot count it for 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 100 or more persons submit a valid written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If enough requests for hearing are withdrawn to reduce the number below 100, 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 the agency is required to hold a public hearing, it will follow the procedures in *Minnesota Statutes*, section 14.131 to 14.20.

**Modifications.** The agency may modify the proposed expedited rules using either of two avenues: The agency may modify the rules directly so long as the modifications do not make them substantially different as defined in *Minnesota Statutes*, section 14.05, subdivision 2, paragraphs (b) and (c). Or the agency may adopt substantially different rules if it 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. If the proposed expedited rules affect you in any way, the agency encourages you to participate in the rulemaking process.

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

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

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

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

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

Date [Name]

[Title]

[Signature is required on the Notice. OAH Rules, part 1400.2085, subpart 2, item O.]