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Minnesota Department of Trade and Economic Development
Guide to Financial, Technical and Information Assistance.

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The Minnesota Department of Trade and Economic Development develops and implements policies and programs to create a favorable environment for economic growth and to achieve a balanced and competitive statewide economy.

Direct services of the department include the financial, technical and information resources listed in this guide. Other functions include marketing the department's programs, and gathering, analyzing and disseminating economic and market data as a public information clearinghouse.

Financial Resources

Challenge Grant Program

Community Development Division
612/296-5005

The Rural Development Board may award up to \$1 million in Challenge Grants to six designated regional organizations around the state. These regional organizations will use the Challenge Grants matched with private funds to provide loans to new and expanding businesses. Loans cannot be less than \$5,000 or more than \$100,000.

E Eligible businesses include technologically innovative industries, value-added manufacturing, agri-processing informational industries and agricultural marketing.

District Heating Program

Community Development Division
612/296-5005

The program was established to encourage development and expansion of efficient district heating systems that have the potential to save energy and displace scarce fuels.

E Application may be made only by a municipality. The municipality must demonstrate the project's economic and technical feasibility and adequate provision for proper and efficient operation and maintenance of the project.

R Loan rates are dependent on the rate at which the state of Minnesota sells bonds. Loan terms are a maximum of 20 years. The state's credit rating usually results in a lower interest rate than communities could obtain individually.

Economic Development Grants


Community Development Division
612/296-5005


Economic Development Grants are available for local economic development projects that retain or create jobs, stimulate additional private investments in business developments and increase the local tax base. Grants are available to general purpose local units of government and Indian reservations and may be used for business loans and/or public improvements needed to support an economic development project. Loans are repaid to the local government or Indian reservations by the borrower and may be used to finance a revolving loan fund for future economic development projects in the community.

E All local units of government and Indian reservations are eligible to apply. Applicants may apply only once during a calendar year. Applications are accepted throughout the year as long as funds are available.

Financial assistance in Minnesota is available through the Department of Trade and Economic Development to businesses and communities in a variety of state and federal grant programs. Financial resources are designed to stimulate business growth and expansion through development, acquisition and construction.

Key to Symbols


 = Eligibility


 = Rate/Term

Energy Conservation Investment Loan Program

Community Development Division
612/296-5005

The Energy Conservation Investment Loan Program provides financing for conservation measures. These measures include installations or modifications which reduce energy consumption or allow the use of an alternative energy source in buildings owned and operated by public school districts.


 A school district must demonstrate that all audit activities for each building have been completed, that the project is economically feasible, and that it has made adequate provisions to assure proper and efficient operation of the school facility after the completion of the conservation measures.


 Loans are repayable within 10 years from the date they are made. Loan rates are dependent on the bond sales used to fund the loans.

Hospital Equipment Loan Program

Community Development Division
612/296-5005

The Hospital Equipment Loan Program provides loans to hospitals for the purchase of equipment necessary to establish or maintain essential healthcare service.


 The hospital must be owned and operated by a county, district, municipality or non-profit corporation, and be unable to obtain suitable financing from other sources. The application must be approved by the Minnesota Department of Health. The hospital must provide a letter of credit or bond insurance from a private insurer.


 Short-term loans approved by the Minnesota Public Facilities Authority will be made at an interest rate of 8.375 percent.

Joint Venture Tourism Marketing Fund

Office of Tourism
612/297-4015

The Joint Venture Tourism Marketing Fund was established to stimulate expansion of private sector marketing programs that generate increased travel into and throughout the state of Minnesota.

 Any local, regional or state-wide nonprofit tourism organization that is formed for the primary purpose of promoting tourism may apply.

 Applications or funds from single communities or organizations may not exceed \$5,000 per project. Projects involving more than one community may apply for up to \$10,000. All applicants must have minimum private sector cash and in-kind contributions equal to or greater than the funds being requested from the Office of Tourism.

Minnesota Development Program

Community Development Division
612/296-5005

The Minnesota Development Program provides funds for agricultural and economic development in the state. Funds may be used for the acquisition of land, building, machinery, equipment, building construction and renovation, and development costs. Working capital is not an eligible use of funds. The Minnesota Agricultural and Economic Development Board issues revenue bonds backed by a state reserve.

E A new or expanding Minnesota business seeking financial assistance in the minimum range of \$500,000 may apply.

R The rate is equal to the market rate of interest for similar securities at the time the bonds are sold. The term is established by the Agricultural and Economic Development Board based on the useful life of the assets to be financed.

Minnesota Enterprise Zone

Community Development Division
612/296-5005

The Minnesota Enterprise Zone Program uses state and local tax credits to reduce businesses' cost of operating in Minnesota. It consists of two parts. The Border Cities Program helps retain existing businesses while the Competitive Zone Program helps municipalities attract new and/or expanding businesses.

E All businesses are eligible for the Competitive Zone Program except retail food and beverage and automobile service; recreational facilities; property of a public utility; property used in the operation of a financial institution; property owned by a fraternal or veterans' organization; and property of a business operating under a franchise agreement that requires the business to be located in the state. Businesses ineligible for the Competitive Zone Program are also ineligible for the Border Cities Program, except retail food and beverage and automobile service.

Minnesota Export Finance Authority

Minnesota Trade Office
612/297-4222

The Minnesota Export Finance Authority was created to assist businesses whose transactions are too small to interest international banks. The Authority offers the Export Loan Guarantee Program, which provides loan guarantees ranging from \$25,000 to \$250,000 for export sales on a transaction basis; the Foreign Credit Insurance Program, which provides businesses with insurance on foreign receivables; a special program for businesses that are interested in U.S. government and foreign government procurement opportunities; and individual counseling on international finance.

Minnesota Pilot Community Development Corporations

Community Development Division
612/296-5005

Community Development Corporations are public nonprofit corporations established under state and federal laws to provide financing and technical assistance to new and expanding businesses and communities in distressed areas of the state. Their purpose is to create employment opportunities for low-income persons through debt and equity financing in business ventures.

E To apply, a Community Development Corporation must be a nonprofit corporation incorporated under Chapter 317, and operate in a specified geographic area with at least 10 percent of the designated community at a low-income level. A community also must limit voting membership to residents of the designated community and select at least 40 percent of its directors from the lower-income membership of the corporation.

OMNI 504 Program

Community Development Division
612/296-5005

OMNI, a private financing corporation, provides subordinated mortgage financing to industry and manufacturing enterprises. Funds may be used for the acquisition of land, building, machinery and equipment, building renovations and other fixed asset purchases. Proceeds from the sale of OMNI debentures are used to provide fixed-rate financing for up to 40 percent of any project or \$500,000, whichever is less. A local lending institution is required to provide 50 percent of the financing for the project. The remaining 10 percent of a project is financed in the form of equity by the company.

E Small businesses with a net worth of not more than \$6 million that have net profits after taxes averaging less than \$2 million during the previous two years are eligible.

Outdoor Recreation Grants

Community Development Division
612/296-5005

Outdoor Recreation Grants are intended to increase and enhance outdoor recreation facilities. Federal and state grants are provided to local units of government for up to 50 percent of the acquisition and/or development costs of local parks. This includes design and engineering (up to 15 percent of total project cost), site preparation, renovation, trails, boat accesses, fishing piers, swimming beaches, campgrounds, athletic facilities, support facilities, park roads and parking areas.


E Cities, counties, townships and recognized Indian tribal governments may apply. Applicants should be able to fund at least 50 percent of the total project cost.

R The maximum amount available is equivalent to 50 percent of the total eligible project costs. Per-project grant maximum is \$400,000 for the life of the project. The length of the project is three years from the date of project approval. Grant monies are disbursed as costs are incurred, prorated with the local share.

**Small Cities
Development Program**

Community Development Division
612/296-5005

Grants are awarded to help develop or redevelop small communities by rehabilitating existing housing, constructing or rehabilitating public infrastructure, and assisting businesses and industries. The latter must be in combination with a housing and/or infrastructure project.

 A project must: 1) principally benefit low- or moderate-income people; 2) prevent or eliminate slums and blight; or 3) alleviate an urgent community development need. Grants are available to cities of fewer than 50,000 people and counties of fewer than 200,000 people.

The maximum grant is \$600,000 for single-purpose housing or infrastructure. The maximum for combination housing/infrastructure/economic development grants is \$1.4 million.

**State Independent
Grants Program**

Community Development Division
612/296-5005

The Minnesota Public Facilities Authority's State Independent Grants Program provides grants for the planning, design and construction of wastewater treatment facilities. The State Independent Grants Program is operated out of the Water Pollution Control Revolving Loan Fund. The Authority sets aside a portion of the grants awarded each fiscal year for municipalities having substantial economic development projects which require municipal wastewater treatment improvements.


Grants may cover capital costs associated with wastewater treatment projects or reimburse owners of individual on-site wastewater treatment systems for up to 50 percent of the costs of upgrading or replacing systems. Grants also may be used to upgrade or correct wastewater treatment facilities that have failed to meet performance standards. Eligible costs include engineering, design, construction and legal assistance.

 Eligible applicants are identified and ranked by the Minnesota Pollution Control Agency Needs List.

Urban Revitalization Program

Community Development Division
612/296-5005

The Urban Revitalization Program provides state and local financial assistance to designated target neighborhoods in the cities of Minneapolis and St. Paul. Specific activities to be undertaken must be identified in the city's revitalization work program and may include such activities as housing assistance, public improvements and economic development projects.

 State funds are available to the cities on a matching fund basis for projects within targeted neighborhoods. Eligibility requirements for targeted neighborhoods are based on unemployment rates, household income data, and age or condition of residential dwelling units.

Water Pollution Control Revolving Loan Fund

Community Development Division
612/296-5005

The Water Pollution Control Revolving Loan Fund provides financial assistance to municipalities for the construction of publicly owned wastewater treatment facilities. The program provides long-term loans for eligible project costs to communities identified by the Minnesota Pollution Control Agency's Municipal Needs List and the Minnesota Public Facilities Authority Annual Intended Use Plan.

Because the U.S. Environmental Protection Agency provides the capitalization grant funds, the Authority is required to make loans that ensure the financial integrity and provide for the perpetuity of the fund. The U.S. Environmental Protection Agency's grants and the state's required 20 percent match to the fund are anticipated to be \$160 million during the next five years.

E Loans may be made to municipalities certified by the Minnesota Pollution Control Agency that need to meet water quality performance standards.


R Loans shall be at or below market rates as determined by the Public Facilities Authority for a term not to exceed 20 years.


Technical Resources

Economic Development Capacity-Building Program

Business Promotion Division
612/296-5010

This program offers a professional team of economic development specialists available to any Minnesota city or county seeking assistance for both long-term and emergency development projects. The team helps local governments design and implement strategies to retain and attract businesses and to create a professional economic development organization ready to work with business prospects.

 An application must be submitted by a unit of government on behalf of a local economic organization.


 The program assists cities and counties in undertaking an economic activity.

Environmental Resource Development

Business Promotion Division
612/297-1753

Environmental Resource Development promotes recycling to encourage economic development and improve the state's quality of life. Environmental Resource Development initiates or participates in such areas as waste railroad ties, salvage yards, abandoned gravel pits, used tires, waste oil, spent lead acid batteries and household hazardous waste. The program also monitors the development of community walkways, wildflower and prairie restoration, and environmental education.

 All citizens with environmental concerns are welcome to contact the Environmental Resource Development office.

 This office serves as an information clearinghouse for citizens interested in environmental resource issues.

Export Development

Minnesota Trade Office
612/297-4222

Export Development offers state-wide training seminars on the basics of international trade to prepare small and medium-sized firms for exporting. Export Development also offers the Export Development Training Program, a 14-week education course on international business for non-exporters.


The International Business Information Program is a hard copy resource center for specific international data and information. It is located on the 10th floor of the Minnesota World Trade Center and is open to the public.


Export Development also provides trade leads from foreign buyers to Minnesota companies and provides foreign and domestic buyers with information about goods and services available from Minnesota companies.

In addition, Export Development promotes Minnesota goods and services at national and international trade shows and works with individual companies on a one-to-one basis after they have acquired basic information.

Technical assistance programs offered by the Department of Trade and Economic Development provide small and medium-sized businesses with planning and management expertise, information, export market intelligence, access to research and technology, problem-solving and marketing skills and other customized assistance.

Key to Symbols


 = Eligibility

 = Benefits

Governor's Design Team

Business Promotion Division
612/297-3190

A group of qualified experts looks at local assets and community needs, and then proposes a direction to solve a community's problems. Such volunteer professionals as architects, landscape architects and planners assist communities during an intense three-day visit. They focus on and stimulate awareness of community issues and opportunities including such areas as industry, commerce, culture, education, residences and recreation.


 Any community with a broad base of community support may apply.


 A design team visit provides ideas to improve or strengthen the image of a business, spurs economic development, and develops a better understanding of local and regional needs. A Governor's Design Team visit acts as a catalyst to pull the community together by opening channels for positive dialogue and creative thinking. Many communities have made successful grant application for housing, recreation and downtown areas as a direct result of Governor's Design Team recommendations.

Healthcare Industry Specialist

Business Promotion Division
612/297-1303

The healthcare industry specialist serves as a liaison for corporations, individuals, associations and educational institutions involved in Minnesota healthcare. The specialist stimulates growth in the healthcare industry by providing information on available resources, as well as needed resources. In addition, the specialist promotes awareness of Minnesota's contributions and capabilities in the field of medicine among in-state and out-of-state audiences.


 Services of the healthcare industry specialist are available to any company or individual seeking to promote Minnesota's healthcare industry, as well as those with specific questions or needs regarding the industry.


 By coordinating available resources to fill needs throughout Minnesota, the healthcare industry specialist promotes positive expansion of the industry to its full potential.

Industrial Site Selection Assistance

Business Promotion Division
612/296-5009

The service identifies locations and arranges site visits for businesses considering relocation in Minnesota. Information on existing buildings is collected and coordinated with the physical and locational needs of a business.

 Assistance is provided to businesses searching for a space greater than 10,000 square feet in area.

 The Assistance program helps businesses identify locations in Minnesota, enabling them to create jobs.

International Marketing and Investment

Minnesota Trade Office
612/297-4222

International Marketing and Investment provides market intelligence for companies ready to enter foreign markets. It arranges and leads trade missions to promising markets around the world, helps secure foreign investment and oversees Minnesota's international trade promotion network.

International Marketing and Investment staff have expertise in market distribution methods, cultural differences, foreign business practices, and country-specific data in Canada; the Pacific Rim, including Japan, Taiwan, Korea, the People's Republic of China, Hong Kong and Southeast Asia; India; Central and Northern Europe; and parts of Latin America.

Locational Fit Analysis

Policy Analysis Office
612/297-2335

A Locational Fit Analysis identifies and compares Minnesota business location factors for specific industries to those in other geographical areas. Analysis may examine markets, labor, taxes and inputs.

E Businesses seriously considering geographic expansions or relocations are eligible.

B The analysis aids in economic development by providing information on the comparative advantage of Minnesota locations.

Minnesota Amateur Sports Commission

Business Promotion Division
612/296-4845

The office attracts major sporting events to Minnesota, develops Minnesota's amateur sports events, camps and clinics, and operates a statewide network for sports promotion. Its goal is to establish Minnesota as a center for national team training by bringing national and Olympic team training to Minnesota and by establishing Olympic-caliber sports facilities at urban, suburban and Greater Minnesota sites.

E Any Minnesota city can apply for technical assistance in developing a sports program.

B The Minnesota Amateur Sports Commission promotes economic development in Minnesota communities by bidding for major sports events and developing events and facilities. Minnesota amateur sports associations involve thousands of young people in positive, structured health activity. The Minnesota Amateur Sports Commission assists amateur sports associations by sponsoring Olympic-style state winter and summer games, and by establishing a Minnesota Amateur Sports Congress and a Governor's Council on Physical Fitness and Sports.

Minnesota Beautiful

Business Promotion Division
612/297-3190

Minnesota Beautiful provides training, resources and limited financial assistance toward beautification projects for volunteer groups, businesses, communities and individuals. It is designed to instill pride in Minnesota residents, by promoting programs and citizen actions that keep Minnesota clean and beautiful, making it a better place to live, work and visit.

[E] Any individual, group, business or community wishing to undertake a beautification project utilizing volunteers may qualify.

[B] Beautification projects make communities neater, cleaner and more appealing to potential business development. Projects develop a strong sense of community pride and motivate community action for further beautification projects. They also benefit tourism.

Minnesota Community Improvement Program

Business Promotion Division
612/297-3190

This program helps citizens assist their communities in managing change and initiating progress. It is a comprehensive development program involving citizens in all aspects of improvement, from community analysis to project implementation. Goals and priorities for improvement are based on the results of a community assessment. Citizens document their improvement projects and receive statewide recognition for their efforts.

[E] Any community with fewer than 30,000 in population may apply. All neighborhoods, multi-communities and counties are eligible.

[B] Communities are provided with a framework for organization, assessment techniques for community needs and strengths, and techniques for goal and priority setting. Recognition awards and project evaluations also are provided.

Minnesota Council on Quality

Policy Analysis Office
612/297-1935

The Minnesota Council on Quality is a board created to help Minnesota industry compete effectively, especially with foreign countries. By developing methods for improving quality in the work place, the council seeks to reduce the threat of competition to the state's economy.

[E] All Minnesota businesses are eligible.

[B] The Council will help businesses become more competitive through quality management techniques.

Minnesota Main Street

Business Promotion Division
612/296-2532

This program helps Minnesota cities update their traditional downtowns to today's shopping mall standards. Successful shopping mall management techniques used in the process include the promotion of an identifiable image, creation of an attractive and lively environment, astute merchandising and business recruitment, and careful maintenance of public areas. The approach calls for a public/private partnership and includes training and technical assistance in the areas of organization, design, promotion and economic restructuring.

E Any city may apply for the Minnesota Main Street program.

B The program improves the competitive ability of downtown business districts through the use of the Main Street approach. Minnesota Main Street improves the attractiveness of downtown for shoppers and the community at large. It strengthens existing downtowns and creates a climate conducive to recruiting businesses and generating jobs.

Minnesota Small Business Assistance Office

Business Promotion Division
612/296-3871

The Minnesota Small Business Assistance Office is a central source of initial and continuing contact for business planning, management and regulatory assistance for start-up, operation or expansion of a small business.

E The Minnesota Small Business Assistance Office generally serves small businesses as defined by federal regulations. Size standards vary by industry.

B The Minnesota Small Business Assistance Office strengthens the small business community and contributes to economic growth.

NASA Link

Office of Science and Technology
612/297-4368

This program enables technology-intensive businesses in Minnesota to access NASA literature, technical findings and patented technologies free of charge. Its purpose is to transfer technologies from NASA-based research to the Minnesota private sector for commercialization.

E NASA Link is available to all Minnesota businesses, institutions of higher learning and residents.

B With free access to NASA's database, there is potential for businesses to develop new products, increase output and reduce cost per unit of output. These improvements will make Minnesota's businesses more competitive in the world market and could result in job creation for the state.

National Development Council Training

Business Promotion Division
612/296-5010

This training program helps provide the skills necessary for public sector financial analysis. Participants receive economic development professional certification after successfully completing four one-week courses.

E National Development Council Training is open to both professionals and local volunteers. The sliding fee for training is approximately 50 percent of the regular charge at a National Development Council Training site.

B More economic development professionals with business financing packaging skills are available in communities as a result of this program.

Star Cities Program

Business Promotion Division
612/296-5010

This job creation/retention program helps Minnesota cities develop their organizational, marketing and problem-solving abilities, through a rigorous 11-step course in economic development. Professional staff help communities implement an economic development strategy.

E Communities or clusters of communities participating in this program typically have a population of more than 1,500. The program requires active community volunteers and a community commitment to economic development.

B Participating communities are aware of existing and potential business needs and have the ability to respond appropriately. The program results in economic development "readiness" for the community and provides a firm foundation for job creation.

Wood Products Industry Specialist

Business Promotion Division
612/297-1174

The wood products industry specialist works to attract direct investment in wood processing facilities to Minnesota. The specialist also assists existing Minnesota businesses with problems and opportunities involving sources, processes, internal organization, financing, product development and marketing. The specialist serves as the industry's clearinghouse of information both inside and outside Minnesota in an effort to bring together companies that can help each other grow.

E Any company or individual considering getting into the wood products business; any city interested in becoming a wood manufacturing site; any agency with a question regarding the industry; or any potential customer with a specific need in wood products is welcome to call on the specialist.

B The wood products industry already is one of the largest industries in Minnesota, but it holds potential for much greater development. The industry specialist works to promote new development that complements, rather than interferes with, the existing industry and the existing forest resource.

Information Resources

Administration Division

Communications Office

612/297-1300

Minnesota Magazine

An eight-page magazine, published six times a year, focusing on Minnesota's wide range of resources and economic opportunities.

Profile Minnesota

A 32-page, four-color publication on Minnesota that describes everything from industries and business opportunities to quality of life and the education system.

Factsheets

Single-page factsheets are available covering the following areas: business tax advantages, education, transportation, the Minnesota Trade Office, the Business Support Program, the Community Support Program, and the Job Training Program.

The following factsheets are available on a limited basis: Outdoor Recreation Grants, Community Colleges, District Heating and Quality Energy Improvement Loan, Municipal Energy Conservation, Health Care Equipment Loan, OMNI 504, Minnesota Development, Canadian Business Development Office, International Business Development Office, Environmental Resource Development Office, Small Cities Development Program and the Economic Development Program.

Business Promotion Division

Development Resources Office

612/296-5022

Economic Development Action Guide

Comprehensive 110-page listing of programs and organizations involved in economic development in Minnesota. Updated periodically.

Star City Manual

A 150-page overview of the requirements necessary for Star City certification. \$20

Business Retention and Expansion

A step-by-step training program designated to create jobs for beginning or advanced economic development organizations. The format contains three videotapes and a 56-page manual. *Free to organizations that intend to implement a business retention and expansion program.*

Environmental Resource
Development Office

612/297-3190

Directory of Communities by Legislative District

List of communities included in the Minnesota Community Improvement Program, Minnesota Beautiful and the Governor's Design Team.

Minnesota Community Exchange

Quarterly newsletter covering the activities, resources and projects of the Minnesota Community Improvement Program and the Governor's Design Team.

Minnesota Beautiful

Quarterly newsletter updating the projects, activities and resources of the Minnesota Beautiful program, a statewide beautification project.

Business information resources produced by the Department of Trade and Economic Development include program descriptions and reports, application forms, business and project guides, newsletters, directories and videotapes designed to stimulate the development and growth of business in Minnesota.

Minnesota Community Improvement Program Brochure

Introduction to the program and outline of steps for community involvement.

Guidelines to the Minnesota Community Improvement Program

Fifteen-page handout walks through the Minnesota Community Improvement Program process, from organizational techniques to final documentation of the project.

Minnesota Community Improvement Program Entry Forms and Workbook

The entry form is a one-page document used to enter the Minnesota Community Improvement Program. The workbook is used to document Minnesota Community Improvement Program projects.

Breakdown of Minnesota Community Improvement Program Community Projects and Volunteer Hours

List of projects undertaken by communities throughout Minnesota.

Minnesota Beautiful Brochure

Four-color, eight-page booklet describing statewide beautification activities.

Minnesota Beautiful Entry Form

Form used to enter the awards contest; this document also describes the Minnesota Beautiful program.

Picture It Painted Entry Form

Form used to enter paint award program co-sponsored by Minnesota Beautiful and Valspar Corporation.

Beautification Projects in Minnesota

List of beautification projects that individuals, groups and communities can undertake.

The Planting Handbook

Sixteen-page guide to tree planting, including the replacement of trees lost to Dutch elm disease.

Water Resource Manual

Information about and ways to get involved in the preservation, improvement and protection of water resources.

Take Pride in America Brochure

Description of the Take Pride in America Program, based on recognizing natural and cultural resources.

A Teacher's Guide to Arbor Month

Complete lesson plans and activity ideas for Arbor Month.

Recycling in the Schools Week Packet

Complete lesson plans and activity ideas for Recycling in the Schools Week.

Wasting Waste

A videotape describing the benefits of recycling waste and the consequences of wasteful practices.

\$20

Minnesota Governor's Design Team Handbook

Description of the Governor's Design Team process and the responsibilities of team members and communities. Available to interested communities.

Landscape Architecture and the Economies of Environmental Design

A videotape featuring businesses that have used environmental design to improve their aesthetic images, work conditions and productivity.

Business Promotion Division

Minnesota Amateur Sports
Commission
612/296-4845

Small Business Assistance
Office
612/296-3871

Sports Brochure

A four-color publication that highlights Minnesota facilities available for amateur and professional sports.

A Guide to Starting a Business in Minnesota

A 200-page primer on the legal and practical requirements of business start up.

Buying and Selling A Business in Minnesota

A look at the buy/sell decision from practical, legal, financial and accounting perspectives.

A Checklist For Hiring an Employee

Outline of the federal and state requirements associated with hiring an employee. It explains procedures for obtaining, completing and filing proper forms.

State of Minnesota Directory of Licenses and Permits

Comprehensive 500-page directory of all state-required business, occupational and environmental licenses and permits. *Limited availability. First preference to libraries, attorneys, accountants, organizations and individuals who counsel and assist small businesses.*

Mini-Directory of Licenses and Permits

Directory of licenses required and where to get them. This publication does not include the statutory and rule information found in the full-length State of Minnesota Directory of Licenses and Permits.

Selling Your Product to the State of Minnesota

Primer on the state's procurement process for those interested in the sale of goods or services to the state.

A Seller's Guide to Local Government Purchasing in Minnesota

Overview of the procurement practices and procedures of local governments in the purchase of goods and services.

Minnesota's Set-Aside Program

A description of the operation of Minnesota's procurement set-aside program for small businesses including those owned and operated by socially or economically disadvantaged businesspersons.

A Small Business Guide to Environmental Regulation in Minnesota

Brief primer on environmental laws and policies affecting small business location and operation.

A Guide to Intellectual Property Protection

Guide for the inventor and entrepreneur on patents, copyright, trademarks and other forms of intellectual property protection.

**Community Development
Division**

612/296-5005

**A Guide to Administrative
Agency Rulemaking in
Minnesota**

Description of the process state agencies use in adopting administrative rules. Special attention is given to ways in which the small businessperson can take part in the development of business rules.

**Minnesota Minimum Wage and
Tip Credit Law**

Brochure describing the major provisions of the state's minimum wage and tip credit law as well as basic record keeping requirements.

**Starting A Food Business in
Minnesota**

Guide to starting a food service establishment or retail food business. It explains the regulatory requirements applicable to those businesses.

Minneapolis City Licenses

Comprehensive list of licenses and permits that the city of Minneapolis requires for conduct of business.

Duluth City Licenses

Comprehensive list of the licenses and permits that the city of Duluth requires for conduct of business.

**Minnesota Enterprise Zone
Status Report**

Detailed information on the Enterprise Zone program, location of Enterprise Zones and yearly totals of Enterprise Zone credit awards for each participating municipality.

**Outdoor Recreation Grants
Preliminary Application Manual**

An explanation of the state Outdoor Recreation Grants program. Included are funding resources and amounts, eligible sponsors, eligible projects, and eligible and ineligible facilities. The grant cycle is outlined, and a grant application is included.

**Small Cities Development
Program Application Manual**

An explanation of the Small Cities Development Program. Included are a program description, eligibility requirements, application review criteria, application forms and information on application preparation.

**Small Cities Development
Program Summary**

A two-page summary of the Small Cities Development Program containing a brief description and information on eligibility and application.

**Economic Development
Summary**

Description of the Federal Small Cities Economic Development Set-Aside Program and the State Economic Recovery Fund Grant Program. The summary identifies eligible applicants and projects, statutory and programmatic objectives, requirements and operating procedures for the programs. Instructions for applicants, review criteria and application forms and processing steps are included.

**Economic Development
Program Manual**

Two-page synopsis of the Economic Development Grant Program. It highlights the objectives and purpose of the program, available grant amounts and the application procedure.

Minnesota Trade Office

612/297-4222

Office of Science and Technology

612/297-4368

World Trade Update

Monthly publication on world trade issues and how they relate to Minnesota.

International Business Directory

Annual publication that lists statewide resources related to marketing, education and technical world trade concerns.

The Office of Science and Technology maintains two computer databases, one containing information on more than 1,800 high technology companies in Minnesota, and the other containing information on software companies in the state. Information may be retrieved for general use; however, these databases are not accessible to the general public. Much of this information may be found in two office publications, "High Technology in Minnesota: A Directory of Technology Companies," and "The Minnesota Software Industry Directory."

High Technology in Minnesota: A Directory of Technology Companies

Information on more than 1,800 technology-intensive firms located in the state.

The Minnesota Software Industry Directory

Information on software companies in Minnesota.

High Technology in Minnesota: A Directory of Programs, Policies and Services

Descriptions and contact persons for more than 70 activities in the state.

Minnesota: A Natural High in Tech and Touch

A promotional brochure published in cooperation with the Minnesota High Technology Council.

State Technology Programs in the United States

Description of science and technology programs in all 50 states.

Report of the Minnesota Software Technology Commission to Governor Rudy Perpich and the Minnesota State Legislature

Discussion of the Commission's recommendations on the software industry in the state.

Technology 2000

Discussion of ideas on future technology. Part of the "1988 Economic Report to the Governor."

The Four-Year Plan of the Minnesota Council on Biotechnology

Recommendations on biotechnology as an important industry in Minnesota. An exclusive summary and an informational brochure also are available.

The Economic Impact of Biotechnology

Description of current employment in biotechnology in Minnesota and projection of employment growth to the year 2000.

Business Incentive Program in Minnesota for High Technology Industries

Information on financial assistance available to Minnesota businesses, along with descriptions of public and private organizations dedicated to promoting the development of high technology industries in the state.

Office of Tourism

612/296-5029 (Twin Cities Area)
800/652-9747 (toll free Minnesota)
800/328-1461 (toll free nationally)

Policy Analysis Office

612/296-8341

**Governor's Report on
Technology for People with
Disabilities**

The conclusions and recommendations of the Issue Team on Technology for People with Disabilities. An executive summary also is available.

**State Funded Research: An
Analysis of and
Recommendations for Research
Review**

Recommendations for improving the quality and accountability of state-funded research projects.

Travel information for consumers. More than 500 different brochures are available, including maps and the Minnesota Explorer newspaper, which is published three times annually.

Economic Profile 1986

Demographic and economic information on Minnesota relevant to business location decisions.

**1988 Economic Report to
the Governor**

Description of Minnesota's economy in the year 2000. Topics include demographics, the labor force, world trade, technology development and resource-based industries. A forecast analysis and list of issues are included.

**1987 Economic Report to
the Governor**

A report focusing on regional economies in Minnesota and how they differ in their rates of economic growth.

**1986 Economic Report to
the Governor**

Review of the state's economy and the forces affecting it.

**International Exports from
Minnesota's Manufacturing
Sector**

Detailed data on Minnesota foreign exports.

**MEEDA Business
Characteristics Survey**

Survey of state lending programs recipients 1983-1985 and an evaluation of the programs' effectiveness.

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**Minnesota's Proposal to
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Information on the comparative advantages of locating a high technology company in Minnesota.

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A look at the role of the Department of Trade and Economic Development in partnership with local communities in improving economic growth. Problematic areas in Minnesota's economy are identified.

**The Governor's Commission on
the Economic Future of
Minnesota**

A comprehensive economic development policy for the state. Includes research papers on:
1) structure and trends in Minnesota's economy;
2) Minnesota's export base;
3) understanding job growth in Minnesota; 4) Minnesota income trends; 5) improving capital market efficiency through state programs; 6) case studies of business location decisions in Minnesota; and 7) state technology programs in the United States.

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