

From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: 20-235.pdf
Date: Tuesday, September 15, 2020 1:59:41 PM
Attachments: [20-235.pdf](#)

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Carolyn

Do you need a resolution from the county board showing we can contract for the I & Q sites? Or did you feel like you were covered by my MDH statement for FEMA?

This message was secured by [Zix®](#).

From: [Minge, Ahna B \(DHS\)](#)
To: [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Aughenbaugh, Sarah G \(DHS\)](#); [Hanson, David M \(DHS\)](#); [Rochester, Jessica S \(DHS\)](#); [Meier, Erin \(DOT\)](#); [Ehresmann, Roger E \(DHS\)](#); [Leopold, Josh \(MHFA\)](#); [Glancey, Lynn M \(DHS\)](#)
Cc: [Christenson, Carly M \(DHS\)](#); [Cammack, Martin L \(DHS\)](#); [Jacobson, Shirley A \(DHS\)](#)
Subject: Additional FEMA Resources
Date: Wednesday, September 2, 2020 1:53:12 PM
Attachments: [FP 104-009-19 PA Eligibility Policy for COVID FINAL.9.1.20.signed.pdf](#)
[FEMA Language for contracts.msg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Hello All,

Thank you so much for your participation in Monday's meeting. I wanted to pass along two additional items to the group:

- 1) An updated public assistance eligibility policy that was shared at the MMB meeting on Tuesday. We can discuss this further at our next meeting.
- 2) Draft contract language from MMB for use in contracts as a way to facilitate FEMA reimbursement (offered as a resource, not necessarily a requirement)

Thanks again!

Ahna

Ahna Minge

Chief Financial Officer

651-470-2750 (cell)

Minnesota Department of Human Services

mn.gov/dhs

Minnesota Department of Human Services Logo



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From: [Burns, Dora J \(DHS\)](#)
To: [Vincent, Megan X \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: COVID Isolation hotel/EIOR # 235106
Date: Tuesday, June 30, 2020 12:29:14 PM
Attachments: [St Louis County budget-template-3-fy 2020.docx](#)
[St Louis county budget-template-3-wb103 tcm1127-409715 \(2\).docx](#)
[St. Louis County Single Source Justification.docx](#)
[St. Louis County Project Plan 2020.docx](#)
[St. Louis County Draft Grant Contract with County Isolation Hotel.docx](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Importance: High

Hi Megan,

These need your review. This is a 16A/C situation and they are working on that and the EIOR is still working its way through the system. Sounds like they have spent about \$113,000 in June.

Dora Burns

Contract Coordinator | Contracting and Legal Compliance

A [new contract template page](#) was published on Nov. 21, 2019. Be sure to update your template page link!

Minnesota Department of Human Services

O: 651-431-3592

F: 651-431-7488

mn.gov/dhs

Minnesota Department of Human Services Logo



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From: [Carr, Tom L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Rochester, Jessica S \(DHS\)](#); [Leopold, Josh \(MHFA\)](#); [Garelik, Ilya G \(DHS\)](#)
Cc: [Minge, Ahna B \(DHS\)](#)
Subject: FEMA - Eligible Grants
Date: Tuesday, September 8, 2020 5:29:34 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image002.jpg](#)

Good afternoon,

We have received a request from MMB to determine the amount of FEMA reimbursement we are expected receive. Please review the new [DHS_Fema-Eligibility](#) workbook on our [FEMA Sharepoint site](#) and fill in any missing information.

Fields outstanding:

- APID
- Portion of award distributed as grants (%)
- Number of Grantees
- Grantees worth pursuing (%)
- Dollars worth pursuing (%)
- Percent expended

Please update your rows by **Friday, September 11th**.

Thanks,
Tom

Thomas L. Carr
Budget Manager

Minnesota Department of Human Services

Phone: (651) 431 – 4309
Mobile: (651) 587 – 2256
mn.gov/dhs



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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: FEMA question
Date: Monday, September 21, 2020 11:13:59 AM

Hi Carolyn,

When you completed the form in the portal for St. Louis County, did you need to enter the actual names of the people staying in the hotels?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Ham, Carolyn \(DHS\)](#)
To: [Meier, Erin \(DOT\)](#); [Minge, Ahna B \(DHS\)](#)
Subject: FEMA request
Date: Monday, September 14, 2020 10:57:00 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

I am working on the St Louis County reimbursement request June and July. Which documents do you suggest I include for Procurement Policy?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Fw: Additional FEMA Resources
Date: Wednesday, September 2, 2020 2:18:43 PM
Attachments: [FP_104-009-19 PA Eligibility Policy for COVID_FINAL.9.1.20.signed.pdf](#)
[FEMA Language for contracts.msg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Hi Carolyn,

Can we discuss how you see my role in this the next time we meet? I'm free tomorrow at 10:30

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Wednesday, September 2, 2020 1:52 PM
To: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Aughenbaugh, Sarah G (DHS) <sarah.aughenbaugh@state.mn.us>; Hanson, David M (DHS) <david.m.hanson@state.mn.us>; Rochester, Jessica S (DHS) <jessica.rochester@state.mn.us>; Meier, Erin (DOT) <erin.meier@state.mn.us>; Ehresmann, Roger E (DHS) <roger.ehresmann@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Glancey, Lynn M (DHS) <lynn.glancey@state.mn.us>
Cc: Christenson, Carly M (DHS) <carly.christenson@state.mn.us>; Cammack, Martin L (DHS) <marty.cammack@state.mn.us>; Jacobson, Shirley A (DHS) <shirley.jacobson@state.mn.us>
Subject: Additional FEMA Resources

Hello All,

Thank you so much for your participation in Monday's meeting. I wanted to pass along two additional items to the group:

- 1) An updated public assistance eligibility policy that was shared at the MMB meeting on Tuesday. We can discuss this further at our next meeting.
- 2) Draft contract language from MMB for use in contracts as a way to facilitate FEMA reimbursement (offered as a resource, not necessarily a requirement)

Thanks again!

Ahna

Ahna Minge

Chief Financial Officer

651-470-2750 (cell)

Minnesota Department of Human Services

mn.gov/dhs

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From: [Ham, Carolyn \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#)
Subject: FW: FEMA Language for contracts
Date: Monday, August 31, 2020 12:13:00 PM
Attachments: [image001.png](#)
[image003.jpg](#)
[image005.png](#)
[image007.png](#)
[image009.png](#)

Carolyn Ham
651-431-3766

From: Jorgenson, Amy (MMB) <amy.jorgenson@state.mn.us>
Sent: Friday, August 14, 2020 4:27 PM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Naughton, Paula (MDH) <paula.naughton@state.mn.us>; Ludwig, Sandy (MDH) <sandy.ludwig@state.mn.us>; Stewart, Sebastian (DHS) <sebastian.stewart@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>
Cc: Parke, Sara (MMB) <Sara.Parke@state.mn.us>
Subject: FEMA Language for contracts

Hi all, as we discussed earlier this week, we discussed some potential FEMA language at MMB to use in grant agreements. Of course you can modify this to suit your own needs. Also, it should be emphasized that if this language ends up in a grant agreement/contract, it will be the agency's responsibility to make sure you enforce it and follow up to make sure 1) the grantee submits for FEMA and pays you back or 2) they submit all the required documentation before you pay the invoices. I can foresee audit findings if there is no follow through.

Scenario where the contractor or grantee is responsible for submitting for FEMA reimbursement:

Contractor/Grantee agrees to seek Federal Emergency Management Agency "FEMA" reimbursement for (reimbursable service, program or item) and will submit all necessary documentation to FEMA within 15 days of the contract end date (or more frequently/earlier if the state agency deems it necessary) and notify the State when such reimbursement has been requested. All FEMA reimbursements received by Contractor/Grantee for expenses originally paid with the funds provided in this agreement are the property of State and must be paid to the State of Minnesota, as directed by State.

Scenario where the contractor or grantee must submit detailed documentation to the state agency for FEMA reimbursement:

Expenses incurred by the contractor/grantee under this agreement may be eligible for Federal Emergency Management Agency "FEMA" reimbursement. Contractor/Grantee must maintain detailed documentation to allow the State to apply for FEMA reimbursement. The detailed documentation must be submitted to the State with each payment invoice and deemed complete before the state will pay the invoice. The detailed documentation includes, but is not limited to XXXXX. (may include an exhibit or a form the contractor/grantee must submit that includes the relevant information)

For the third scenario, where the state pays 25% and expects the grantee to come up with 75% (an option I really really like if it is feasible), there does not necessarily need to be a

clause for FEMA, the agreement can just be structured that way.

Hope this helps, please let me know if you have any questions. Have great weekend!

Amy E. Jorgenson, CPA

Director, COVID-19 Response Accountability Office

651-334-4205 (mobile)

Minnesota Management and Budget

658 Cedar Street, Saint Paul, MN 55155

mn.gov/mmb



From: [Carr, Tom L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: FW: FEMA Reimbursement
Date: Tuesday, July 21, 2020 2:44:25 PM
Attachments: [3453-1 Eligible Emergency Protective Measures.pdf](#)
[3453-2.1 FEMA Reimbursement Process.pdf](#)
[FEMA MN Public Asst Program DR 4531 Applicant Briefing June 2020.pdf](#)
[FEMA appropriation set up instructions 7.17.2020.docx](#)
[image011.png](#)
[image012.jpg](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image009.jpg](#)

See below and attached.

TLC

Thomas L. Carr

Budget Manager

Minnesota Department of Human Services

Phone: (651) 431 – 4309

Mobile: (651) 587 – 2256

mn.gov/dhs

Minnesota Department of Human Services Logo



From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Sent: Friday, July 17, 2020 3:50 PM

To: Carr, Tom L (DHS) <tom.carr@state.mn.us>

Subject: FW: FEMA Reimbursement

FYI

From: Harpstead, Jodi L (DHS) <Jodi.Harpstead@state.mn.us>

Sent: Friday, July 17, 2020 3:42 PM

To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Subject: FW: FEMA Reimbursement

Are you on this list somewhere? What is the extent of our FEMA reimbursement work?

You prepared to get this done?

Jodi Harpstead


Commissioner

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64998
St. Paul, MN 55164-0998
O: (651) 431-2907
mn.gov/dhs



From: Frans, Myron (MMB) <myron.frans@state.mn.us>

Sent: Friday, July 17, 2020 12:51 PM

To: Baesler, Amanda (ADM) <amanda.baesler@state.mn.us>; Starkey, Mike (MDA) <michael.starkey@state.mn.us>; Hunt, Lucia (MDA) <lucia.hunt@state.mn.us>; Ostlund, Jennifer (MDA) <Jennifer.Ostlund@state.mn.us>; Renier, Doug (COMM) <doug.renier@state.mn.us>; Anderson, Lindsay (COMM) <lindsay.anderson@state.mn.us>; Melvin, John P (DOC) <john.melvin@state.mn.us>; Koderick, Mark (DOC) <mark.koderick@state.mn.us>; Miller, Sarah C (MDE) <sarah.c.miller@state.mn.us>; Hasty, Drew (DEED) <drew.hasty@state.mn.us>; Radi, Deb (MDH) <deb.radi@state.mn.us>; Ostlund, Chad (MDH) <chad.ostlund@state.mn.us>; Baumtrog, Ryan (MHFA) <ryan.baumtrog@state.mn.us>; Wetzel-Moore, Alyssa (MHFA) <Alyssa.Wetzel-Moore@state.mn.us>; Thibedeau-Coilan, Susan M (DHS) <susan.m.thibedeau-coilan@state.mn.us>; Lakso, Michelle M (DHS) <michelle.lakso@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>; Anderson, Ron (DLI) <ron.c.anderson@state.mn.us>; Depuydt, Jake (DLI) <jake.depuydt@state.mn.us>; Krueger, Jim (DLI) <jim.krueger@state.mn.us>; Allen, Isaac M. <isaac.m.allen2.mil@mail.mil>; Lein, David J (Military Affairs) <david.j.lein.nfg@mail.mil>; Jeff Dahlen <jeffrey.s.dahlen.mil@mail.mil>; Himanga, Larry J (DNR) <larry.himanga@state.mn.us>; Kruse, Greg A (DNR) <greg.kruse@state.mn.us>; Lundgren, Paul J (DNR) <paul.lundgren@state.mn.us>; Bohmert, Tamara (DPS) <tamara.bohmert@state.mn.us>; Wulff, David (MNIT) <david.wulff@state.mn.us>; Wilbur, Tonya (MNIT) <tonya.wilbur@state.mn.us>; Miller, Jennifer (MDOR) <Jennifer.Miller@state.mn.us>; Newton, Jim (MNIT) <jim.newton@state.mn.us>; McNulty, Shannon (DOT) <shannon.mcnulty@state.mn.us>; Haglin, Todd C (DOT) <todd.haglin@state.mn.us>; Meier, Erin (DOT) <erin.meier@state.mn.us>; Peterson, John (DOT) <John.O.Peterson@state.mn.us>; Madigan, Lenora (ADM) <lenora.madigan@state.mn.us>; Vaubel, Andrea (MDA) <andrea.vaubel@state.mn.us>; Zappia, Maxwell (COMM) <maxwell.zappia@state.mn.us>; Jahnke, Tim (COMM) <tim.jahnke@state.mn.us>; OConnor, Anne (COMM) <anne.oconnor@state.mn.us>; Smith, Michelle L (DOC) <michelle.smith@state.mn.us>; Shanklin, Curtis (DOC) <Curtis.Shanklin@state.mn.us>; Mueller, Heather (MDE) <Heather.Mueller@state.mn.us>; Chaffee, Blake (DEED) <blake.chaffee@state.mn.us>; Warfa, Hamse (DEED) <hamse.warfa@state.mn.us>; McKinnon, Kevin (DEED) <kevin.mckinnon@state.mn.us>; Kelly, Margaret (MDH) <Margaret.Kelly@state.mn.us>; Robinson, Rachel (MHFA) <Rachel.Robinson@state.mn.us>; Vaynerman, Irina (MDHR) <Irina.Vaynerman@state.mn.us>; Briner, Charlene F (DHS) <Charlene.Briner@state.mn.us>; Johnson, Charles E (DHS) <chuck.johnson@state.mn.us>; Metsa, Jason (IRR) <jason.metsa@state.mn.us>; Bouska, Marianne (IRR) <marianne.bouska@state.mn.us>; Robertson, Roslyn (DLI) <Roslyn.Robertson@state.mn.us>; Stockstead, Michael (BMS) <michael.stockstead@state.mn.us>; Meredith Vadis <meredith.vadis@metc.state.mn.us>; Don Kerr

<donald.j.kerr2.nfg@mail.mil>; Hallstrom, Eric (MMB) <eric.hallstrom@state.mn.us>; Batson, Kristin (MMB) <kristin.batson@state.mn.us>; Eichten, Jon (MNIT) <jon.eichten@state.mn.us>; Naramore, Barb (DNR) <barb.naramore@state.mn.us>; Sullivan, Winnie (OHE) <winnie.sullivan@state.mn.us>; Tester, Peter (MPCA) <Peter.Tester@state.mn.us>; O'Hern, Cassandra (DPS) <cassandra.ohern@state.mn.us>; Ho, Lee (MDOR) <lee.ho@state.mn.us>; Peterson, Scott R (DOT) <scott.r.peterson@state.mn.us>; Daubenberger, Nancy (DOT) <nancy.daubenberger@state.mn.us>; Lindsay, Brad (MDVA) <brad.lindsay@state.mn.us>; Hughes, Douglas (MDVA) <douglas.hughes@state.mn.us>; McElhiney, Mike (MDVA) <mike.mcelhiney@state.mn.us>; Mosher, Abigail (MNZOO) <abigail.mosher@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Prael, Andre (MDE) <andre.prael@state.mn.us>; LaBelle, Benjamin P (Military Affairs) <benjamin.p.labelle2.mil@mail.mil>; Lemke, Bruce (ADM) <bruce.lemke@state.mn.us>; Dodge, Chris L (DOC) <chris.dodge@state.mn.us>; Anderson, Denise (MDE) <denise.anderson@state.mn.us>; Rowe, Evan (DEED) <Evan.Rowe@state.mn.us>; Olson, Jeremy (BWSR) <jeremy.olson@state.mn.us>; Powers, John (MDVA) <john.powers@state.mn.us>; Bunker, Joshua (MDH) <Joshua.Bunker@state.mn.us>; Freeman, Julie (DEED) <julie.freeman@state.mn.us>; Koob, Kari D (MNSure) <kari.koob@state.mn.us>; Schroedl, Kristin (DOT) <kristi.schroedl@state.mn.us>; Swanson, Kristy (DLI) <kristy.swanson@state.mn.us>; Freund, Larry (DPS) <larry.freund@state.mn.us>; Caspers, Lori (MDOR) <lori.caspers@state.mn.us>; Bouska, Marianne (IRR) <marianne.bouska@state.mn.us>; Cammack, Martin L (DHS) <marty.cammack@state.mn.us>; Robison, Mary (DNR) <Mary.Robison@state.mn.us>; Halbach, Myrna (MPCA) <myrna.halbach@state.mn.us>; Anderson, Paul (SBI) <paul.anderson@state.mn.us>; Moore, Paul B (MMB) <paul.b.moore@state.mn.us>; Douglas, Rachel (ADM) <rachel.douglas@state.mn.us>; Sylvester, Robin (DOT) <robin.sylvester@state.mn.us>; Baumtrog, Ryan (MHFA) <ryan.baumtrog@state.mn.us>; Kromschroeder, Sherry (MDA) <Sherry.Kromschroeder@state.mn.us>; Sanford, Thomas (OHE) <thomas.sanford@state.mn.us>; Geraghty, Timothy (OHE) <tim.geraghty@state.mn.us>; Jahnke, Tim (COMM) <tim.jahnke@state.mn.us>; Tong, Tu (MNIT) <tu.tong@state.mn.us>; Anderson Kelliher, Margaret (DOT) <Margaret.Anderson.Kelliher@state.mn.us>; Bauerly, Cynthia (MDOR) <cynthia.bauerly@state.mn.us>; Bishop, Laura (MPCA) <Laura.Bishop@state.mn.us>; Frans, Myron (MMB) <myron.frans@state.mn.us>; Grove, Steve (DEED) <s.grove@state.mn.us>; Harpstead, Jodi L (DHS) <Jodi.Harpstead@state.mn.us>; Harrington, John (DPS) <John.M.Harrington@state.mn.us>; Herke, Larry (MDVA) <larry.herke@state.mn.us>; Ho, Jennifer (MHFA) <Jennifer.Ho@state.mn.us>; Jon A. Jensen <jon.a.jensen.mil@mail.mil>; Johnson, Janet (BMS) <janet.johnson@state.mn.us>; Kelley, Steve (COMM) <steve.kelley@state.mn.us>; Leppink, Nancy (DLI) <nancy.leppink@state.mn.us>; Lucero, Rebecca (MDHR) <Rebecca.Lucero@state.mn.us>; Malcolm, Jan (MDH) <jan.malcolm@state.mn.us>; Olson, Dennis W (OHE) <Dennis.W.Olson@state.mn.us>; Petersen, Thom (MDA) <thom.petersen@state.mn.us>; Phillips, Mark (IRR) <mark.phillips@state.mn.us>; Ricker, Mary Cathryn D (MDE) <MC.Ricker@state.mn.us>; Roberts-Davis, Alice (ADM) <alice.roberts-davis@state.mn.us>; Schnell, Paul (DOC) <Paul.Schnell@state.mn.us>; Strommen, Sarah (DNR) <sarah.strommen@state.mn.us>; Tomes, Tarek (MNIT) <Tarek.Tomes@state.mn.us>; Charles Zelle <charles.zelle@metc.state.mn.us>

Subject: FEMA Reimbursement

Cabinet Commissioners, Deputies, CFO's and Emergency Preparedness Response Coordinators, Each state agency is responsible for applying for FEMA (Federal Emergency Management Agency) reimbursement for any eligible expenses incurred during the COVID-19 pandemic. Below are the

steps you must take in the coming weeks. These actions are extremely important as we try to maximize our use of CRF funds, leverage FEMA as much as possible, and deal with anticipated budget shortfalls.

1. **Due July 22** – Identify an employee who will serve as your agency’s FEMA lead for COVID-19 projects, and your agency’s point of contact for MMB and HSEM. This individual should have accounting or project documentation knowledge and ideally be familiar with COVID-19 response activities for your agency.
 1. Send their name to [Amy Jorgenson](#)
 2. Share this email with your contact
2. **Due July 27** – Register your agency as an applicant for public assistance in [FEMA’s grants portal](#) if your agency will be applying for FEMA reimbursement, and if you haven’t already registered.
3. **As soon as possible** – Review resources (attached/below) to help answer questions about eligibility and provide guidance on how to navigate the FEMA reimbursement process
4. **By July 31** – Review expenditures from your agency non-federal operating funds to determine if FEMA reimbursement is likely.
5. **As eligible expenditures are made** - Submit applications and documentation into the FEMA portal for eligible items.

MMB and HSEM (Homeland Security Emergency Management, part of the Department of Public Safety) are evaluating lists of requests and authorizations from the Coronavirus Relief Fund and the COVID-19 Minnesota Fund to determine if any of those items may be eligible for FEMA reimbursement. MMB will notify your agency contact if HSEM believes FEMA reimbursement is likely for those expenditures.

[Resources about eligibility and guidance on how to navigate the FEMA reimbursement process:](#)

1. What COVID-19 expenditures may be eligible for FEMA reimbursement (attached)
2. How to apply for FEMA reimbursement (attached)
3. Detailed FEMA application training manual (attached)
4. HSEM video presentations of FEMA application training: <https://youtu.be/XwZt5tLckVg> and <https://youtu.be/dwFn9L1senc>
5. Weekly FEMA expenditure eligibility discussions (held on Tuesdays at 2:30 p.m.; contact [Amy Jorgenson](#) to be added to the invitation list)

FEMA appropriation set up instructions are also attached. If you have questions, please contact your Executive Budget Officer.

Thank you for your attention to this important task.

Sincerely,

Myron Frans

Myron Frans

Commissioner | MMB

651-201-8011 (office)

Minnesota Management and Budget

658 Cedar Street, Saint Paul, MN 55155

mn.gov/mmb



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From: [Ham, Carolyn \(DHS\)](#)
To: [Burns, Dora J \(DHS\)](#)
Cc: [Vibo, Traci L \(DHS\)](#)
Subject: FW: Protective spaces engagement
Date: Tuesday, September 8, 2020 1:32:00 PM
Attachments: [DHS 22nd Century Healthcare draft Engagement Addendum protective hotels clean.docx](#)

Dora:

This is a new engagement request for 22nd Century. Traci Vibo will be the contract manager.

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Tuesday, September 8, 2020 12:45 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>

Subject: Protective spaces engagement

Hi Carolyn,

OEO signed off on the \$500k cap on a call this morning, so I think this is good to go.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Ham, Carolyn \(DHS\)](#)
To: [Irber, Kari J \(DHS\)](#); [Hanson, David M \(DHS\)](#)
Subject: FW: Protective spaces engagement
Date: Tuesday, September 8, 2020 1:56:00 PM
Attachments: [DHS 22nd Century Healthcare draft Engagement Addendum protective hotels clean.docx](#)

Dave:

Would you handle the fiscal aspects of this contract?

Carolyn Ham

651-431-3766

From: Ham, Carolyn (DHS)
Sent: Tuesday, September 8, 2020 1:32 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Cc: Vibo, Traci L (DHS) <traci.vibo@state.mn.us>
Subject: FW: Protective spaces engagement

Dora:

This is a new engagement request for 22nd Century. Traci Vibo will be the contract manager.

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, September 8, 2020 12:45 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>
Subject: Protective spaces engagement

Hi Carolyn,

OEO signed off on the \$500k cap on a call this morning, so I think this is good to go.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Harrison, Blair \(MDH\)](#)
Subject: Fw: Questions for you in preparation for Monday's meeting with Minneapolis...
Date: Monday, July 27, 2020 11:56:38 AM
Attachments: [Isolation-Quarantine Prep Meeting July 23 2020.docx](#)

FYI...

I spoke with Steve Staffier, who managed the isolation hotel in Chelsea, MA. Chelsea has a large population of undocumented immigrants in doubled-up housing. Steve said that, of the approx 250 people who used the hotel, only one person did not return home after their isolation stay and that was a DV survivor who went to a DV shelter. Blair, do you think sharing this with Stephanie and David would help address their concerns?

Carolyn, in terms of the match, I wonder if it would be possible to provide a grant to Minneapolis and then require them to provide the match (25% or more) from the FEMA reimbursement?

Steve did say that they are in the process of getting FEMA reimbursement now. It's been a pain, but most of the costs are reimbursable, although FEMA will only reimburse for rooms that were "occupied by name".

Let me know if you have questions. I'll let you know how the call goes today. Blair, it's at 3 if you want to join.

From: Schuster, Margaret <Margaret.Schuster@minneapolismn.gov>
Sent: Friday, July 24, 2020 6:25 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Questions for you in preparation for Monday's meeting with Minneapolis...

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Hi Josh,

Happy Friday! Thanks so much for agreeing to meet with us on Monday. In preparation for that meeting, our internal staff brainstormed on what entering into an isolation and quarantine space might look like, what do we need to consider, and what do people using an I/Q space need. We formulated a series of questions for you, ourselves, and for our partners in Hennepin County (knowing they had set up I/Q hotels a number of months ago now). A portion of the attached document is pasted below – I know some of the questions we posed to you may be “operational” but I thought you might have info on how these I/Q spaces have worked for others. I attached the full summary of the prep meeting; please feel free to look through – there may be other questions in

your wheelhouse. I've also reached out to colleagues in Hennepin County. Thanks, and enjoy the weekend!

Assumptions:

- Currently, Minneapolis Health Department (MHD) does not offer households with positive test results an alternative location for isolation/quarantine as one has not been available.
- MHD Case Investigation calls yield persons who isolate/quarantine at home but request essential services during their I/Q period; these requests are forwarded to Hennepin County.
- Hennepin County is providing I/Q housing for long-term care persons who cannot return to the facility, unsheltered homeless, or persons discharged from the hospital who cannot return home or have no home to return to.
- Minneapolis CARES allocation not an option to consider in funding this initiative.
- Minneapolis is under a hiring freeze.

Key points Josh L (MHFA) offered:

- MHFA has connections with hotel management and has an agreement with a service provider.
- CARES funding or other funding sources may be available for this type of initiative.
- MHFA worked with Hennepin County on setting up their I/Q locations and were able to build out additional services such as food delivery, behavioral health, healthcare, etc.

Questions for Josh Leopold:

- For hotel stays
 - What is the funding source for doing this initiative with us?
 - How much funding is available and for how long (i.e. 6 months, 1 year, etc.)?
 - Who manages that money trail?
 - How do referrals for utilizing one of these rooms work?
 - Who provides transportation from home location to hotel?
 - What hotels are being offered and are they single occupancy only?
 - Is this a hotel that has been previously used for I/Q?
 - What is the cleaning regimen after a room has been used for I/Q?
- Service provider - contract
 - Can money be paid directly to Minneapolis to do the staffing piece rather than entering into a contract thru the state with an unknown provider?

If MHD proceeds with this initiative, how many people would take up this opportunity?

- Best guess is 25-100 people; no real baseline since we have not offered this before.
- From CT/CI data, 57% of people called live with at least 3 others; 40% called live in apartments (this 40% represent 12% of total cases).
- Approximately 500 people have requested essential services for I/Q in their homes – these requests are forwarded to Hennepin County per our contract with them.
- Once available, MHD would use established criteria and decision tree during CT/CI calls.

Margaret Schuster

Senior Public Health Specialist

working from home – cell number: 612-394-0473

City of Minneapolis – Health Department 250 S. Fourth St. – Room 510, Minneapolis, MN 55415

Office phone: 612-673-2643

margaret.schuster@minneapolismn.gov

From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Fw: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Thursday, June 25, 2020 3:29:08 PM
Attachments: [SURVEY RESPONSES 4.7.20_KW.docx](#)

I think we'd want Laura to estimate the total costs they'd need for the Radisson for June and the Radisson and Quality Inn for July right?

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Sent: Thursday, June 25, 2020 8:16 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi Josh and Carolyn,
First, thank you for your partnership and support. It was great to meet with you all yesterday. I don't know if this would be helpful or not but to show the breadth of our isolation and quarantine work, I've attached our original narrative that outlines the various components. Please note that this is when we had multiple hotel sites (now only two) and have now contracted with a different cleaning service. I hope this helps provide additional background. Thank you!

Best,
Laura
Laura Birnbaum, MSW, LGSW
Pronouns: [REDACTED]
Housing and Homelessness Programs Supervisor
ACT & TACT (SLC) South Supervisor
320 West Second Street, 101
Duluth, MN 55802
P: 218-726-2492

From: Leopold, Josh (MHFA) [mailto:Josh.Leopold@state.mn.us]
Sent: Wednesday, June 24, 2020 11:15 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

- Introductions
- Background on the Isolation Space work group
- Requirements for FEMA reimbursement
- Review draft grant agreement and project plan
- Radisson funding for June
- Radisson funding for July and beyond

thanks,

Josh

From: Leopold, Josh (MHFA)

Sent: Friday, June 19, 2020 8:34 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding

When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.

Where: [https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09](https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09;);
Meeting ID: 716 0875 4628

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From: [Ham, Carolyn \(DHS\)](#)
To: [Carr, Tom L \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#)
Subject: Notes from yesterday's meeting with Hennepin County review requested
Date: Wednesday, July 22, 2020 10:43:00 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Tom and Andrea: Please review and make corrections or additions. The Governor's Office wants the notes:

Meeting held 7/21/20

Attendees:

Dave Lawless- Hennepin County CFO

Cindy Twistol- Hennepin County Comptroller

Cari Brunkow-Hennepin County Attorney Office

Betsy David- Hennepin County Financial Admin for Public Health

Carolyn Ham-DHS

Andrea Simonett-DHS

Tom Carr-DHS

Background: Hennepin County previously received \$1.3 million in ESP dollars from the state for operating its isolation and protective spaces and submitted a request for an additional \$6 million. DHS did not approve the \$6 million request after learning that Hennepin received \$220 million in CRF dollars.

Meeting: We had a regularly scheduled meeting with Betsy David of Hennepin County to talk about FEMA reimbursement for isolation spaces. The meeting was repurposed to talk about the ESP grants that Hennepin County submitted to DHS.

Betsy David said that she had submitted the request for \$6 million before she became aware that Hennepin County had its own CRF funds. Dave Lawless indicated that at least through the end of the year, Hennepin County would not be applying for any Isolation and Quarantine space costs since it has its own funds. He also indicated that they do not intend to apply for FEMA reimbursement for any of their I&Q costs due to the complexity involved in the application, the delay in getting reimbursement as well as the uncertainty as to which costs FEMA will allow.

Hennepin County wants to know if DHS is requesting the \$1.3 million be returned. The pointed out that they made the application before they received the CRF funds. We discussed that the legislation appropriating the ESP dollars required (Andrea can you fill in?)

We agreed that we will get back to them shortly on the issue of whether we are requesting that they formally repay the \$1.3 M.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Gordon, Sarah \(MDH\)](#)
Subject: Protective spaces engagement
Date: Tuesday, September 8, 2020 12:45:27 PM
Attachments: [DHS 22nd Century Healthcare draft Engagement Addendum protective hotels clean.docx](#)

Hi Carolyn,

OEO signed off on the \$500k cap on a call this morning, so I think this is good to go.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Simonett, Andrea L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Leopold, Josh \(MHFA\)](#); [Mathes, Francie M \(DHS\)](#)
Subject: RE: \$19 million
Date: Wednesday, July 29, 2020 2:46:07 PM

We are not doing contracts with anyone.

Regarding reimbursement, is there someone at DHS who is taking that FEMA work on? We can plan to refer agencies who apply for isolation space to that person to work on reimbursement. We do not have the capacity to seek reimbursement on behalf of agencies, and don't have the technical knowledge to seek reimbursement ourselves.

Also, can you clarify, if agencies seek reimbursement (or if the state does on behalf of them) are those funds then sent to the Fed's since this is federal money to begin with? Can we get reimbursed by the feds (through FEMA) for Federal funds spent (CRF)?

Likely need a phone call to figure out the process. If agencies have to seek FEMA reimbursement, we will want to make that loud and clear at the time of application (which will go live in a couple weeks), which will likely lead to agencies not applying for that activity.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, July 29, 2020 2:29 PM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: \$19 million

Are you still going to ask providers to seek reimbursement after the fact or are you going to offer grant contracts?

Carolyn Ham
651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Wednesday, July 29, 2020 1:02 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: FW: \$19 million

Hi Carolyn,

Eric is recommending we connect on the isolation space requests. Here is the thinking so far:

1. Requests for CRF funding for isolation space will be requested through same on-line ESP survey process
2. Entities will request funds through the "Shelter Capacity" activity bucket, which is in the survey and same activity bucket already in there.
3. When a request comes in for isolation space, we can plan to have Josh Leopold flag it as isolation space (Josh is on our review team)
4. We will then give you a heads up that we received an isolation space request, the entity applying, and the amount of the request (along with the survey info that was submitted).

Let me know if this process works for you.

Andrea

From: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Sent: Wednesday, July 29, 2020 12:16 PM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: \$19 million

If you haven't already, I would suggest that you and Carolyn Ham connect about how you both manage two sets of activities (you, the ESP, victims services, and shelter capital portions; her the isolation space portion) out of the same bucket. I suggested the same to her this morning on our At Risk Pops work group call...

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Wednesday, July 29, 2020 12:12 PM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: RE: \$19 million

Great. Thanks.

From: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Sent: Wednesday, July 29, 2020 11:40 AM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: \$19 million

Yes absolutely. Those are only estimates.

Eric I. Grumdahl, Deputy Director

Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

eric.grumdahl@state.mn.us | 651-284-0457

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Wednesday, July 29, 2020 11:37 AM

To: Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>

Subject: \$19 million

Do we have flexibility to spend under or over in the various buckets for the CRF \$19m? For example, can we spend more or less than 5% in capital?

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From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Re: 20-235.pdf
Date: Wednesday, September 16, 2020 6:43:33 PM

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Yes you are correct we are not asking for reimbursement from FEMA. Gena

Sent from my iPhone

On Sep 16, 2020, at 4:18 PM, Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us> wrote:

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I think we are good.

On another matter, can you confirm that St. Louis County will not be seeking FEMA reimbursement for the isolation space costs covered by DHS in June and July?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Tuesday, September 15, 2020 1:59 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: 20-235.pdf

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Carolyn

Do you need a resolution from the county board showing we can contract for the I & Q sites? Or did you feel like you were covered my MDH statement for FEMA?

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From: [Reisenauer, Ashley \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#)
Subject: RE: Budget for CRF Shelter response
Date: Tuesday, July 21, 2020 1:33:06 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

Done! I just included a note in the spreadsheet that it is included in the shelter response.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Tuesday, July 21, 2020 12:37 PM

To: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>

Subject: Budget for CRF Shelter response

Can you change the amount on the CRF request budget spreadsheet so it doesn't show only \$400,000 for isolation spaces? The text of the submission says isolation spaces will get 13% of the total.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

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C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Minge, Ahna B \(DHS\)](#)
To: [Irber, Kari J \(DHS\)](#); [Miller, Jaclyn S \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: COVID Minnesota Fund & Isolation Appropriations
Date: Friday, August 21, 2020 11:54:49 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Kari,

I think the plan to cancel the unencumbered grants and keep the admin make sense, if MMB is okay with that. They may ask about our plans for spending, since we have spent so little, thus far. If need be, I could let my BACT 11 funding go.

Thanks,
Ahna

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Thursday, August 20, 2020 11:17 AM
To: Miller, Jaclyn S (DHS) <Jaclyn.Miller@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: RE: COVID Minnesota Fund & Isolation Appropriations
+Ahna

Hi all,

There is \$113,832 encumbered in FY 20 and \$1,612,498 encumbered in FY 21. That money should stay in place. The payment for FY 20 should be going through soon as Carolyn had been working on getting that paid.

The EBFD is H5533725 for these grants.

In addition, we had included \$44K in salaries in H5523726 (CCOA) and \$44K in H5533727 (Operations). This funding was not expended. Carolyn told me that she would like to keep the salary funding in CCOA. I know that the Operations funding was for FEMA reimbursement as well. Ahna and I had worked on getting that in place. Ahna- I am not sure if you want to let that money rollforward as well?

Can we keep the salary funding and let the rest go except for the encumbered grants?

Thanks!

From: Irber, Kari J (DHS)
Sent: Thursday, August 20, 2020 10:21 AM
To: Miller, Jaclyn S (DHS) <Jaclyn.Miller@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: FW: COVID Minnesota Fund & Isolation Appropriations
+ Jackie- I want to make sure that the current encumbrance would carry forward and not cancel. It shouldn't but I will look at that in a bit... There is an encumbrance in FY 21 as well.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, August 20, 2020 10:18 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: FW: COVID Minnesota Fund & Isolation Appropriations
Are we okay with this?
Carolyn Ham

651-431-3766

From: Riesen, Joshua (MMB) <Joshua.Riesen@state.mn.us>

Sent: Thursday, August 20, 2020 10:17 AM

To: Miller, Jaclyn S (DHS) <Jaclyn.Miller@state.mn.us>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: COVID Minnesota Fund & Isolation Appropriations

Hi Jackie,

As you may recall back in May we set up three APIDs H1551883, H551884, and H551885 in the COVID-19 MN fund to pay for isolation space as requested by the at-risk workgroup. For some time it's been apparent given the legislative constraints around this spending this amount cannot be fully spent. Recently, DHS received funding from the CRF for isolation, sheltering, and protective space needs. As part of the process of receiving additional CRF, there was the recognition funds would need to be returned. To facilitate this process can we change the appropriation type codes on these APIDs to 01, so the balance will cancel at hard close? As a note, I've talked with Ahna about this issue and solution.

Thanks!

Josh Riesen

Executive Budget Officer | Budget Services Division

651-231-4671 (cell)

651-201-8025 (office)

Minnesota Management and Budget

658 Cedar Street, Saint Paul, MN 55155

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From: [Ham, Carolyn \(DHS\)](#)
To: [Irber, Kari J \(DHS\)](#); [Greeman, Dave X \(DHS\)](#); [Burns, Dora J \(DHS\)](#)
Subject: RE: COVID-19 Emergency Response Fund (OEO, DHS)
Date: Monday, June 29, 2020 1:39:00 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)
[St. Louis County Draft Grant Contract with County Isolation Hotel.docx](#)
[St. Louis County Single Source Justification.docx](#)
[St. Louis County Project Plan 2020.docx](#)

I have the grant contract and sole source exception ready to go to Contracts. We will need to encumber \$113,832 for June.

Carolyn Ham
651-431-3766

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Monday, June 29, 2020 10:40 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>
Subject: RE: COVID-19 Emergency Response Fund (OEO, DHS)
Sorry- One other question, do we have enough info for Contract staff to include an encumbrance by tomorrow? That would be helpful if we could do that... I don't think we can actually do an encumbrance after tomorrow in FY 20. It would have to be in Fy21.

From: Irber, Kari J (DHS)
Sent: Monday, June 29, 2020 10:39 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Greeman, Dave X (DHS) <dave.greeman@state.mn.us>
Subject: RE: COVID-19 Emergency Response Fund (OEO, DHS)
I know that we have ended up paying for prior year encumbrances out of current year funding in the past. (It resulted in a 16A but we paid it). It looks like St. Louis county has been told that they will be receiving the funds so I think as an agency we are locked into paying. Technically, the funding carries forward to FY 21 anyway...
Dave- Have you talked with contracts staff?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, June 29, 2020 10:31 AM
To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: RE: COVID-19 Emergency Response Fund (OEO, DHS)
Any updates on this question?
Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Friday, June 26, 2020 1:43 PM
To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>
Subject: FW: COVID-19 Emergency Response Fund (OEO, DHS)
More detail
Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Friday, June 26, 2020 11:07 AM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: FW: COVID-19 Emergency Response Fund (OEO, DHS)

A further complication. If we can't get the grant contract executed by 6/30/20, does that mean we are unable to reimburse for costs incurred in June, regardless of a possible 16A violation?

Carolyn Ham
 651-431-3766

From: Ham, Carolyn (DHS)
Sent: Monday, June 22, 2020 9:33 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Stamp, Joel (MMB) <Joel.Stamp@state.mn.us>

Subject: RE: COVID-19 Emergency Response Fund (OEO, DHS)
 One issue we will need to figure out is whether we can pay for expenses incurred prior to us issuing the grant.

Carolyn Ham
 651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, June 18, 2020 1:45 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Patterson, John (MHFA) <john.patterson@state.mn.us>; Stamp, Joel (MMB) <Joel.Stamp@state.mn.us>

Subject: Fw: COVID-19 Emergency Response Fund (OEO, DHS)
 Here's the email from Katelyn. They're asking for about \$113,000/month for the hotel costs. Not asking for funding for staffing or supplies.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>
Sent: Thursday, June 18, 2020 12:47 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Subject: COVID-19 Emergency Response Fund (OEO, DHS)
 Hello,

Thank you for submitting a funding request for the COVID-19 Emergency Response Funds. We are writing to inform you that you are being funded at **\$115,482**.
 Funds are to be used in the following ways:

Shelter Capacity		Hygiene/Sanitation Supplies		Staffing	
REQUESTED AMOUNT	DETERMINATION AMOUNT	REQUESTED AMOUNT	DETERMINATION AMOUNT	REQUESTED AMOUNT	DETERMINATION AMOUNT
\$228,702	\$115,482	\$0	\$0	\$0	\$0

SPECIAL CONDITION/S: Award does not include Radisson, Duluth (74 rms @ \$51/night for 30 days = \$113,220). The Radisson is not being funded, as there is another resource being offered for this space. State staff (Josh Leopold, Josh.Leopold@state.mn.us) will be in contact with county staff receiving this

funding notice. April and May for the Radisson was funded via COVID Emergency Response Fund, as other state resources were not yet available.

TIMELINE FOR USE OF FUNDS: Funds cannot be used for any expenses incurred prior to April 1, 2020. In addition, funds can only be used until February 1, 2021, or until 60 days after expiration of the peacetime emergency declared by the governor in an executive order that relates to the infectious disease known as COVID-19, whichever occurs earlier.

Please contact Katelyn Warburton (katelyn.warburton@state.mn.us) with any questions or concerns.

Sincerely,

Katelyn

Katelyn Warburton, M.A.

Office of Economic Opportunity

Minnesota Department of Human Services

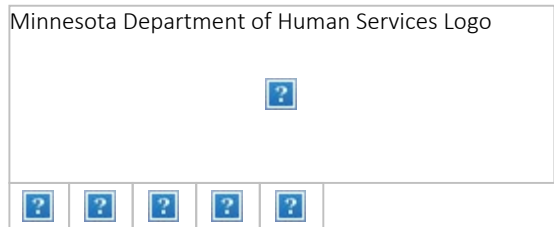
444 Lafayette Rd North

St. Paul, MN 55155

O: 651-431-3854

C: 651-238-7506

mn.gov/dhs



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From: [Ham, Carolyn \(DHS\)](#)
To: [Stirratt, Daniel A \(DHS\)](#); [Olson, Brian \(DPS\)](#)
Subject: RE: CRF Guidance from North Carolina
Date: Monday, July 13, 2020 4:36:00 PM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[north dakota cares-act-funding-for-covid-19-expenses-q-and-a.pdf](#)

North Dakota's Q and A.
Carolyn Ham
651-431-3766

From: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Sent: Monday, July 13, 2020 4:06 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: RE: CRF Guidance from North Carolina
If so, that would be good to add to our [Toolkit folder](#). Brian sent me a couple of PDFs outlining the application process, which are in the folder. I also started a Word doc with some of the raw ideas we crafted last week. It also includes a link to a recorded webinar the SEOC did on FEMA reimbursement. I like the idea of an FAQ though. Brian, can you see what you can find?
Thanks
Dan

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, July 13, 2020 4:00 PM
To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: CRF Guidance from North Carolina
Does the SEOC have a document similar to this one from North Carolina?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults
Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street
P.O. Box 64974
St. Paul, MN 55164-0974
O: 651-431-3766
C: 651-470-1941
mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Olson, Brian \(DPS\)](#)
To: [Stirratt, Daniel A \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: CRF Guidance from North Carolina
Date: Monday, July 13, 2020 4:31:12 PM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[SUM_FundingSources_FINAL_07.02.20.pdf](#)

We do not have anything like that. By the acronym at the bottom of each page, it looks like it came from the North Carolina Office of State Budget and Management (NC OSBM). I assume that is their equivalent of our MMB.

I do have the attached document that Elizabeth Dressel put together, but that's about it.

Thanks,

Brian

From: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Sent: Monday, July 13, 2020 4:06 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: RE: CRF Guidance from North Carolina

If so, that would be good to add to our [Toolkit folder](#). Brian sent me a couple of PDFs outlining the application process, which are in the folder. I also started a Word doc with some of the raw ideas we crafted last week. It also includes a link to a recorded webinar the SEOC did on FEMA reimbursement. I like the idea of an FAQ though. Brian, can you see what you can find?

Thanks

Dan

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, July 13, 2020 4:00 PM
To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: CRF Guidance from North Carolina

Does the SEOC have a document similar to this one from North Carolina?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

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St. Paul, MN 55164-0974

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From: [Stirratt, Daniel A \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Olson, Brian \(DPS\)](#)
Subject: RE: CRF Guidance from North Carolina
Date: Tuesday, July 14, 2020 11:09:46 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

Also good to know that MMB set up an office to monitor local/state CRF expenditures and set reporting requirements.

From: Stirratt, Daniel A (DHS)
Sent: Tuesday, July 14, 2020 11:07 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: RE: CRF Guidance from North Carolina
Interesting. Any sense of who received this training and when? It looks like this covers a lot of what we were thinking about adding into our toolkit.
Daniel Stirratt, Ed.D
Project Manager | At-Risk Populations Work Group

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, July 14, 2020 10:03 AM
To: Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Subject: RE: CRF Guidance from North Carolina
After doing some searching on MMB/s site I found this lengthy PowerPoint about CRF.
Carolyn Ham
651-431-3766

From: Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Sent: Tuesday, July 14, 2020 9:10 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>
Subject: RE: CRF Guidance from North Carolina
I added comments to questions 9 & 10 that are pertinent to Minnesota. The rest seems pretty helpful. I would love MMB to do something like this for Minnesota!
Thanks,
Brian

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, July 13, 2020 4:37 PM
To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: RE: CRF Guidance from North Carolina
North Dakota's Q and A.
Carolyn Ham
651-431-3766

From: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>

Sent: Monday, July 13, 2020 4:06 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>

Subject: RE: CRF Guidance from North Carolina

If so, that would be good to add to our [Toolkit folder](#). Brian sent me a couple of PDFs outlining the application process, which are in the folder. I also started a Word doc with some of the raw ideas we crafted last week. It also includes a link to a recorded webinar the SEOC did on FEMA reimbursement. I like the idea of an FAQ though. Brian, can you see what you can find?

Thanks

Dan

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, July 13, 2020 4:00 PM

To: Stirratt, Daniel A (DHS) <daniel.stirratt@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>

Subject: CRF Guidance from North Carolina

Does the SEOC have a document similar to this one from North Carolina?

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

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From: [Minge, Ahna B \(DHS\)](#)
To: [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#); [Aughenbaugh, Sarah G \(DHS\)](#); [Hanson, David M \(DHS\)](#); [Rochester, Jessica S \(DHS\)](#); [Meier, Erin \(DOT\)](#); [Ehresmann, Roger E \(DHS\)](#); [Leopold, Josh \(MHFA\)](#); [Glancey, Lynn M \(DHS\)](#)
Cc: [Christenson, Carly M \(DHS\)](#); [Cammack, Martin L \(DHS\)](#)
Subject: RE: DHS FEMA Check In
Date: Sunday, August 30, 2020 2:58:40 PM
Attachments: [FEMA Project Tracking.xlsx](#)
[FEMA Workgroup Agenda 8.31.docx](#)

Hello Everyone!

I am really looking forward to gathering with you all tomorrow morning.

See attached for an agenda (thanks, Tom!) and a list of projects currently on our radar as potential candidates for FEMA reimbursement.

We also have a [Sharepoint site](#). There are some links and documents there for your reference in the future. Please let Tom Carr know if you have trouble accessing!

Thanks again!

Ahna

-----Original Appointment-----

From: Minge, Ahna B (DHS)

Sent: Wednesday, August 26, 2020 9:39 AM

To: Minge, Ahna B (DHS); Carr, Tom L (DHS); Ham, Carolyn (DHS); Irber, Kari J (DHS); Aughenbaugh, Sarah G (DHS); Hanson, David M (DHS); Rochester, Jessica S (DHS); Meier, Erin (DOT); Ehresmann, Roger E (DHS); Leopold, Josh (MHFA); Glancey, Lynn M (DHS)

Cc: Christenson, Carly M (DHS); Cammack, Martin L (DHS)

Subject: DHS FEMA Check In

When: Monday, August 31, 2020 11:30 AM-12:30 PM (UTC-06:00) Central Time (US & Canada).

Where: Webex

Hello All,

As you have probably heard, DHS is working to maximize federal funding for COVID response measures. In particular, the Governor's Office, MMB, and DHS leadership are interested in maximizing FEMA reimbursement for eligible activities.

We have met with almost all of you individually to discuss the possibility of FEMA reimbursement in your business area or on specific COVID-response programming. Moving forward, we thought it would be helpful to schedule a recurring time for us to come together for updates, brainstorming, and troubleshooting.

Tom and I will send out additional materials later this week that include our assessment of COVID eligible projects funded by the 2020 legislature or through the Coronavirus Relief Fund. This list is informed by conversations with MMB and the Homeland Security and Emergency Management (HSEM) division of DPS.

Thank you so much for your time! Feel free to reach out if you have any questions about this meeting or our goals around FEMA reimbursement generally.

Thanks!

Ahna

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[Global call-in numbers](#)

Join from a video system or application

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If you are a host, [click here](#) to view host information.

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From: [Ham, Carolyn \(DHS\)](#)
To: [Gena Bossert](#)
Cc: [Leopold, Josh \(MHFA\)](#)
Subject: RE: FEMA reimbursement
Date: Monday, September 14, 2020 3:44:00 PM

In re-examining FEMA's guidance, I think I can use the state's determination that non-congregate shelter is necessary to prevent the spread of COVID-19. However, I have included the FEMA guidance on this topic, as you may want to issue a local directive as well going forward.

2. Who is the target population for non-congregate sheltering?

Examples of target populations include those who test positive for COVID-19 who do not require hospitalization but need isolation (including those exiting from hospitals); those who have been exposed to COVID-19 who do not require hospitalization; and asymptomatic high-risk individuals needing social distancing as a precautionary measure, such as people over 65 or with certain underlying health conditions (respiratory, compromised immunities, chronic disease).

Sheltering specific populations in non-congregate shelters should be determined by a public health official's direction or in accordance with the direction or guidance of health officials by the appropriate state or local entities. The request should specify the populations to be sheltered. Non-congregate sheltering of healthcare workers and first responders who require isolation may be eligible when determined necessary by the appropriate state, local, tribal, or territorial public health officials and when assistance is not duplicated by another federal agency.

3. What forms of non-congregate sheltering will FEMA support?

Sheltering solutions should be determined by the Applicant requesting assistance, such as hotels, motels, dormitories, or other forms of non-congregate sheltering. The solutions should meet the criteria of non-congregate sheltering for the COVID-19 emergency, including what is necessary to protect public health and safety, be in accordance with guidance provided by appropriate health officials, and be reasonable and necessary to address the threat to public health and safety.

4. Must the Centers for Disease Control and Prevention (CDC) or state/local public health officials direct the use of non-congregate sheltering? Is it okay if another state/local official (e.g., emergency management office) directs the use?

The non-congregate sheltering must be at the direction of and documented through an official order signed by a state, local, tribal, or territorial public health

official or be done in accordance with the direction or guidance of health officials by the appropriate state or local entities, in accordance with applicable state and local laws.

5. Does the non-congregate sheltering delegation apply to both emergency and major disaster declarations?

Yes, the delegation applies to all incidents declared as a result of COVID-19.

<https://www.fema.gov/news-release/20200722/coronavirus-covid-19-pandemic-non-congregate-sheltering>

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Monday, September 14, 2020 1:01 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: FEMA reimbursement

This message was sent securely using Zix®

Carolyn

I am not sure what you mean by a PH order directing the use of non-congregate shelter? Do you have an example you can share?

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]

Sent: Monday, September 14, 2020 8:58 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: FEMA reimbursement

WARNING: External email. Please verify sender before opening attachments or clicking on links.

We also need:

An order from the local public health agency directing the use of non-congregate shelter

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Tuesday, September 8, 2020 11:38 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: New funding source for isolation and quarantine spaces

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Carolyn

Does this work?

SLC choose two sites because we have a large geographic county. We have a large population in Duluth and a large number of smaller cities in northern SLC. We choose two sites because this would best meet the needs of the population, and transportation is an issue to get people from one end of the county to the next. We arrived at the numbers of rooms because we used the forecast of MDH of the possible number of homeless individuals that would get COVID-19 and we consulted with our homeless providers – AEOA in the north and CHUM in the south. We considered the number of people who are living outside who are homeless. We have been negotiating with hotels and in northern MN tourism is a big business and has been this summer. We have had a hard time getting hotels to work with us to serve people for I & Q for our homeless population. Both hotels have a separated annex or wing that make them more comfortable working with us. Because we have not had a large surge of homeless being tested or having COVID-19 we have been trying to reduce the number of hotel rooms or the amount we pay to reserve the rooms. This has been hard because of the increase the hotels have had with tourism.

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]

Sent: Tuesday, September 8, 2020 11:21 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Subject: RE: New funding source for isolation and quarantine spaces

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Gena:

I am going to submit a request for reimbursement to FEMA. Could you write up a one paragraph summary of why you choose two locations, how you arrived at the number of rooms needed and your negotiations with the hotels? I want to support that it was reasonable for us to pay for the unused rooms, given the circumstances. Could I get this by Thursday afternoon?

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Monday, September 7, 2020 3:47 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum

<BirnbaumL@StLouisCountyMN.gov>; Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: New funding source for isolation and quarantine spaces

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Josh

Are there funding sources for August?

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Friday, September 4, 2020 5:19 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: New funding source for isolation and quarantine spaces

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hi Laura,

You can request funding all at once for Sept.-Dec.

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Sent: Friday, September 4, 2020 2:06 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: New funding source for isolation and quarantine spaces

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Thank you! Really appreciate the information and link. I will dive in deeper but wondering if this is similar to the ESP funds in that we would apply monthly (once grant funds are spent down) or all at once for expenses Sept 1 – 12/30?

Thanks!

Best,

Laura

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Friday, September 4, 2020 11:14 AM

To: Laura Birnbaum; Gena Bossert; Linnea Mirsch

Cc: Ham, Carolyn (DHS)

Subject: New funding source for isolation and quarantine spaces

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hello,

Carolyn and I wanted to make sure that you're aware that tribes, local governments, and non-profits can now apply for funding for isolation and quarantine spaces through the Heading Home survey: https://docs.google.com/forms/d/1UFaukiDxn0IKKWVn6_ogN-NnP9FVavakVCl_EWvUUtw/viewform?edit_requested=true

The survey is very similar to the one St. Louis County has used for ESP funds, with additional questions for new eligible expenses related to isolation and quarantine spaces, victim service providers, and light/moderate rehab of shelter spaces for infection control. Applicants can request funds to cover eligible expenses for September 1--December 30, 2020.

I'm not sure what your plans are for the two hotels, but we're thinking you could apply for these funds once you spend-down the funds in the current grant. Please let us know if you have any questions or would like to discuss.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Simonett, Andrea L \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Olson, Brian \(DPS\)](#)
Cc: [Minge, Ahna B \(DHS\)](#)
Subject: RE: FEMA reimbursement for Non-Congregate Shelter
Date: Monday, August 3, 2020 5:12:41 PM

We can advise the providers of protection spaces only to include participants they are serving on the spreadsheet when they have documentation of the underlying health condition, and in cases where they don't have that documentation, they leave it off the spreadsheet. Is that correct?

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 3, 2020 4:53 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Subject: Re: FEMA reimbursement for Non-Congregate Shelter

Andrea,

To point #1, I think you would need some paper trail from local public health that a person is Covid+/symptomatic/exposed for isolation. I think all the isolation spaces are requiring a referral from public health, so they should be capturing this. We can find out for St. Louis County, which has the only isolation spaces we're currently funding.

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Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Subject: RE: FEMA reimbursement for Non-Congregate Shelter

A general order that people at risk be placed in non-congregate settings is sufficient- it is not project specific.

Carolyn Ham

651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Monday, August 3, 2020 3:58 PM

To: Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: FEMA reimbursement for Non-Congregate Shelter

A couple initial questions:

1. Can the provider leave blank the section on the Excel spreadsheet that says "medical notes?"

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2. Just making sure that the statement below from the FAQ's does not require approval by project, and instead just general approval to provide the shelter. Is that correct?
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3. Since the funds have to be reused for COVID activities by Dec 31 (Carolyn, you mentioned this being the case when we talked Friday), I wonder how we would ever be able to, a) collect the documentation needed from providers for FEMA, b) submit the request to FEMA, c) receive the funding back from FEMA, d) reallocate funds, all prior to Dec 31? We will be closing the survey on Dec 1, as we cannot receive surveys after that time and still get funding out the door. So essentially, any FEMA funding that would be reallocated would have to be available by Dec 1 (not Dec 31). Are we certain there will be an extension beyond Dec 31? If not, it would not be feasible to meet the above timeline.

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Sent: Monday, August 3, 2020 3:32 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: FEMA reimbursement for Non-Congregate Shelter

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Ahna helped put together the attached spreadsheet for applicants to use as a template to track individuals in non-congregate shelters. (FEMA uses the terms congregate and non-congregate. "Protective Spaces" are equivalent to non-congregate sheltering for FEMA reimbursement purposes.) Based upon our reading of the FEMA guidance in the attached pdf and word documents, this template should meet FEMA's data requirements for reimbursement.

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Let me know if this helps or not.

Thanks,

Brian

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Sent: Monday, August 3, 2020 3:11 PM

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Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: FEMA reimbursement for Non-Congregate Shelter

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Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

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Pronouns: [REDACTED]

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To: [Ham, Carolyn \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#); [Olson, Brian \(DPS\)](#); [Leopold, Josh \(MHFA\)](#)
Subject: RE: FEMA reimbursement for Non-Congregate Shelter
Date: Monday, August 3, 2020 4:48:59 PM

Hi Andrea,

Regarding number 3, we are not certain that there will be an extension. However, we could think about chunking out the project into month-by-month subprojects and pursue reimbursement in smaller increments. That would allow for funds back in the door prior to the end of your survey. Also, if the funds are returned to the state it is possible they could be spent on a different use that has a less lead time (like administrative reimbursement or revenue replacement if the feds allow it). Although that would not have the same impact on providers in this space, it would help mitigate the effects of the budget shortfall on human services programming generally.

Thanks!

Ahna

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, August 3, 2020 4:24 PM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Subject: RE: FEMA reimbursement for Non-Congregate Shelter

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651-431-3766

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Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

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Let me know if this helps or not.

Thanks,

Brian

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To: [Minge, Ahna B \(DHS\)](#); [Olson, Brian \(DPS\)](#); [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Mathes, Francie M \(DHS\)](#)
Subject: RE: FEMA reimbursement for Non-Congregate Shelter
Date: Tuesday, August 4, 2020 2:40:26 PM

Thanks Ahna. I did see the spreadsheet and see now that a client number would be assigned. Thanks for pointing that out.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Tuesday, August 4, 2020 2:27 PM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Subject: RE: FEMA reimbursement for Non-Congregate Shelter
+ Tom Carr

Andrea – I agree that we cannot require the underlying condition for shelter, but rather something we should capture where it exists to maximize our resources.
We should talk more about roles in data collection/review. I'll find a time to discuss.
Regarding data privacy, I believe the document Tom set up does not use names, but rather assigns an ID. Tom, can you share with the group? We should run it by our privacy folks to make sure we're on super solid ground.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Tuesday, August 4, 2020 2:24 PM
To: Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Subject: RE: FEMA reimbursement for Non-Congregate Shelter
+Francie

Having documentation of an underlying medical condition cannot be a requirement for someone to receive shelter, though I understand it is a requirement to receive FEMA reimbursement for that shelter stay. If someone happens to have that documentation, then they could be added to the spreadsheet for reimbursement, however, it cannot be a requirement that someone has this documentation to be served.

Just to clarify, the role OEO will be playing is to provide the spreadsheet to providers who receive funding for shelter and ask them to document information on this spreadsheet when possible. However, we will not be collecting the information from providers, or reviewing it for thoroughness or accuracy. Just want to make sure that it is not expected that this be our role. I think we clarified that, Josh and Carolyn, on the call we had, but just making sure.

Also, has there been discussion about data privacy? I know, currently, we are not allowed to receive client level data from any provider, for any of our existing funding. This is for any information at all (shelter stay dates, health conditions, etc.). Due to data privacy rules, we are only able to obtain aggregate data. I am not sure how this situation gets around the data privacy rules that we have to follow for all of our other funding. It is particularly an issue for any victim service provider, as I believe they not only have MN data privacy laws to follow but requirements outlined in VOWA. This

may have already been addressed, but wanted to make sure.

From: Olson, Brian (DPS) <Brian.Olson@state.mn.us>

Sent: Tuesday, August 4, 2020 9:52 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Cc: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Subject: RE: FEMA reimbursement for Non-Congregate Shelter

Hey Gang,

To Josh's question in paragraph two below; this is what the FEMA Guidance says (attached pdf, page 4, bottom of item #7):

"Tracking mechanisms must be in place to provide data and documentation to establish the eligibility of costs for which the Applicant is requesting Public Assistance funding (**including the need for non-congregate sheltering of each individual, length of stay, and costs**). Lack of support documentation may result in FEMA determining that some or all of the costs are ineligible." (I added the highlighting, bold and italics.)

To Andrea's question #2 below: To be an eligible, reimbursable expense, non-congregate sheltering must be at the direction of a public health official. An emergency manager's direction, a Governor's direction, a mayor's direction, etc. is only valid if done with the guidance of a public health official. In normal disasters, local jurisdictions will establish shelters in congregate settings (e.g. gymnasiums, community centers, etc.) for individuals and/ or families (including pets). Those congregate shelters are eligible expenses in accordance with the Stafford Act, US Federal code and FEMA's Public Assistance Policy and Procedures Guide (PAPPG).

Non-congregate sheltering is not usually an eligible expense to FEMA. However, Because of the nature of this pandemic, FEMA, at the direction of the President, put together the attached guidance for establishing and requesting reimbursement for non-congregate sheltering. The reason that FEMA is requiring such detailed information is because, by Federal law FEMA can only reimburse eligible applicants for eligible expenses related to a federally declared disaster. Thus, applicants must show that the requested reimbursement for non-congregate sheltering is only for those individuals needing shelter because of Covid19. FEMA will not reimburse for any other reason. Funding for sheltering that is not related to a declared disaster is a HUD responsibility, which is why FEMA will eventually discontinue reimbursement for non-congregate sheltering and the funding responsibility will revert back to HUD.

I apologize if this is more info than anyone needs, but I think it is important to understand the legal limitations of what FEMA can do.

Thanks,

Brian

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Sent: Monday, August 3, 2020 4:53 PM

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From: [Santiago Rodriguez, Genevieve M - DHS](#)
To: [Torres Ramirez, Mariel D - DHS](#); [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Follow-up call on FEMA applications?
Date: Friday, September 11, 2020 10:28:26 AM

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Good Morning Josh,

I will reach out to our colleague that develops and submits the letter to FEMA to setup a meeting (I mainly work on pulling together the data so I want to ensure we can get your questions answered). Are there specific times next week that would work for y'all to meet?

Best,
Gen

From: Torres Ramirez, Mariel D - DHS <mariel.torresramirez@dhs.wisconsin.gov>
Sent: Friday, September 11, 2020 10:06 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Santiago Rodriguez, Genevieve M - DHS <genevieve.santiagorodriguez@dhs.wisconsin.gov>
Subject: RE: Follow-up call on FEMA applications?

Good morning Josh,

Thank you for having us at your workgroup call this week! It was truly a great conversation. I have CC'd Gen on this email so please feel to touch base with her on a time to schedule a call.

Best,
Mariel

Mariel D. Torres Ramírez MT(ASCP)MLS, MPH
Office of Preparedness and Emergency Health Care (OPEHC)
Wisconsin Department of Health Services
O: 608.266.3558 | C: 608.332.8235

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, September 11, 2020 9:56 AM
To: Torres Ramirez, Mariel D - DHS <mariel.torresramirez@dhs.wisconsin.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Follow-up call on FEMA applications?

Hi Mariel,

Thank you so much for joining our At-Risk Populations Work Group call this week. It was really valuable to us to hear about what Wisconsin has been doing and the lessons learned. I did not realize the state had been operating its own isolation hotels.

Your colleague Jen mentioned during the meeting that she's been submitting monthly requests to FEMA for reimbursement for non-congregate shelter. Carolyn and I are starting to pull applications together for Minnesota's isolation and protection hotels. We were hoping to set up a call to discuss the process, and the feedback you've gotten back from the FEMA regional office. Can you share this email with Jen, or send us her contact info so that we can try to schedule a call?

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: 

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Torres Ramirez, Mariel D - DHS](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Santiago Rodriguez, Genevieve M - DHS](#)
Subject: RE: Follow-up call on FEMA applications?
Date: Friday, September 11, 2020 10:06:17 AM

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Good morning Josh,

Thank you for having us at your workgroup call this week! It was truly a great conversation. I have CC'd Gen on this email so please feel to touch base with her on a time to schedule a call.

Best,

Mariel

Mariel D. Torres Ramírez MT(ASCP)MLS, MPH
Office of Preparedness and Emergency Health Care (OPEHC)
Wisconsin Department of Health Services
O: 608.266.3558 | C: 608.332.8235

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, September 11, 2020 9:56 AM
To: Torres Ramirez, Mariel D - DHS <mariel.torresramirez@dhs.wisconsin.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Follow-up call on FEMA applications?

Hi Mariel,

Thank you so much for joining our At-Risk Populations Work Group call this week. It was really valuable to us to hear about what Wisconsin has been doing and the lessons learned. I did not realize the state had been operating its own isolation hotels.

Your colleague Jen mentioned during the meeting that she's been submitting monthly requests to FEMA for reimbursement for non-congregate shelter. Carolyn and I are starting to pull applications together for Minnesota's isolation and protection hotels. We were hoping to set up a call to discuss the process, and the feedback you've gotten back from the FEMA regional office. Can you share this email with Jen, or send us her contact info so that we can try to schedule a call?

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

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From: [Leopold, Josh \(MHFA\)](#)
To: [Simonett, Andrea L \(DHS\)](#); [Mathes, Francie M \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#)
Subject: Re: Isolation and protection space question for CRF survey
Date: Monday, August 3, 2020 2:37:11 PM
Attachments: [IsoSpace_Tracking \(1\).xlsx](#)

Thanks Andrea,

Our work group developed the attached spreadsheet for tracking the necessary data points for FEMA reimbursement for isolation spaces. I imagine the requirements for protective spaces would be similar but there would be some additional documentation needed to show that a person meets the high-risk definition. I'll see what I can find out from places that have gone through the process already, particularly if they're in the same FEMA region.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Monday, August 3, 2020 12:19 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: RE: Isolation and protection space question for CRF survey
Thanks for this Josh. This is really helpful. We will add these questions to the survey. Also, let us know when you have information on the reporting requirements and data that providers will need to start tracking.
Thanks,
Andrea

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, August 3, 2020 10:43 AM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>
Subject: Isolation and protection space question for CRF survey

Hello,

Following-up on our conversation from Friday, here's my proposed additional survey questions to flag proposals for non-congregate sheltering that might be FEMA reimbursable:

Isolation Spaces Flag: Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to support isolation for people who have COVID-19, or are symptomatic or were recently exposed to COVID-19, and cannot safely isolate at home?

- Yes
- No

- Not sure (please explain)

Protective Spaces Flag: Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

- Yes
- No
- Not sure (please explain)

Carolyn and I can figure out the reimbursement process for isolation space requests. I think we decided that we do want to pursue FEMA reimbursement for protective space requests over a certain amount, but we still need to sort out who would be submitting the request and what incentive they'd have to complete it.

Let me know if you have questions or suggestions.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

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From: [Warburton, Katelyn X \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#)
Subject: RE: Isolation Space Survey
Date: Monday, August 31, 2020 2:54:46 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Hello,

We are reviewing all ESG-CV1 proposals today, so I haven't made final updates to the survey yet. I will send it to you for review once complete.

Thanks,
Katelyn

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, August 31, 2020 2:53 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: Re: Isolation Space Survey

Thanks. Katelyn, is the final version ready?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, August 31, 2020 10:31 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: RE: Isolation Space Survey

Yes. Looks good from my perspective

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 10:25 AM

To: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: Isolation Space Survey

Ok.

Isolation = test confirmed COVID-cases

Quarantine = suspected COVID-cases but waiting for test confirmation

Protective = not test-confirmed or suspected for COVID but in a high-risk group because of age or medical conditions

Our work group would be responsible for isolation and quarantine but not protective spaces.

Carolyn, let me know if that's consistent with how you'd define it.

Edits below in red...

Can I see the survey draft once all the edits are in?

Katelyn, I'm free before 11:30 if you have questions: 978-505-7481

thanks,

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Monday, August 31, 2020 10:15 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Correct, not all have. I am waiting to make final edits until I have confirmation on the language about isolation, protection, quarantine, etc. Please make all edits in this version—I got lost with the addition of quarantine language and email exchange about what should/shouldn't be included.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 10:12 AM

To: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: Isolation Space Survey

Thanks. It doesn't look like some of my edits from yesterday separating protection and isolation spaces have made it in there.

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Monday, August 31, 2020 10:01 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Hello,

Below is the current version of the survey:

Survey for COVID-19 Emergency Response Fund

This survey serves as the request for COVID-19 Emergency Response Funds.

The purpose of these funds is to address COVID-19 related needs of providers serving people experiencing homelessness as well as people who have been victims of domestic violence, sexual violence, and human trafficking **and people who are COVID-19 positive or symptomatic and cannot safely isolate at home**. Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.

This is a rolling survey. You can fill out additional surveys as your needs increase or change. Requests may be made for COVID-19 response related expenses for a timeframe through December 30, 2020. If funding is approved, and the entity requesting funds is an eligible applicant, funds will be sent to the provider approximately 3 weeks after a request is made.

Please note, you are NOT able to save your progress along the way.

There are **FIVE** eligible uses for this funding. Administrative expenses (up to 10% of request) are allowable per budget category.

1) CATEGORY 1-SHELTER CAPACITY (not including staffing OR food needs): Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can quarantine.

2) CATEGORY 2-HYGIENE/SANITATION AND CLEANING SUPPLIES: Resources needed for purchasing hygiene, sanitation, and cleaning supplies to support compliance with Centers for Disease Control and Prevention guidance on sanitation and personal protective equipment.

3) CATEGORY 3-STAFFING: Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are quarantined or cannot work because they are caring for someone with

COVID-19.

4) CATEGORY 4-FOOD: Funds for meals for persons experiencing sheltered or unsheltered homelessness (usually bag or box meals, some hot meals).

5) CATEGORY 5-Light/Moderate Rehab: Paying for light capital expenditures necessary due to the COVID-19 public health emergency. Funds to make capital improvements that directly help to increase COVID-19 response capacity and improve mitigation measures. Examples including dividing large rooms for sleeping accommodations into smaller rooms, installing plexiglass at front desks, or increasing spacing for bunks, upgrading HVAC filtration including mechanical, electronic or UV air filters, ionizers etc.

Before beginning a survey request, complete a Budget Request Excel document which can be downloaded from the [Heading Home Alliance](#) website. This tool is a REQUIRED upload, and no request can be submitted/considered without a completed Budget Request Excel document. The survey cannot be saved along the way, so do not begin a survey without a completed Budget Request Excel document. The Budget Request Excel document is how you will a) report on previous funds received (if applicable), and b) provide budget details on the new funds being requested.

By submitting this form you agree to:

- *Provide a W-9 form (if applicable);
- *Use funds only for approved purposes;
- *Document and maintain records of all expenses;
- *Be monitored by the Office of Economic Opportunity.

Survey Questions (highlighted in yellow):

* Response Required

(Funding Request Component of Survey)

Provider Information (Section 1):

1. Provider name: *

2. Provider's primary address: *

3. If services will be provided at a different location than the main address above, please list address(es)/detail(s) below: *

4. This request is being submitted by a: *

Select one

Tribal Government

Local unit of government

Non-profit organization

Non-profit Organizations (Section 2) (This section only applies to non-profit organizations as indicated in question #4.):

5. Provide total revenue from your most recently completed fiscal year:

6. Provide employer identification number, also known as the federal employer identification number or the federal tax identification number (##-#####):

Local unit of government (Section 3) (This section only applies to local units of government as indicated in question #4)

7. Describe how the city/county is using direct allocations of Coronavirus Relief Funds (CRF) toward

homelessness services. Include details on the level of CRF funding going towards homeless response efforts, as well as a description of activities supported with the CRF funds. Include information on any CRF funds allocated to the county, whether allocated directly from the Federal government or from State government.

Primary Program Contact (Section 4)

8. Full Name (First and Last): *

9. Email Address: *

10. Phone Number (###-###-####): *

Fiscal Contact (Section 5)

11. Name (First and Last): *

12. Email Address: *

13. Phone Number (###-###-####): *

Targeted Services (Section 6):

Is the proposed project targeting for People Experiencing Homelessness defined as follows: *Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.*

14. The proposed project(s) target peoples experiencing homelessness as defined above: *

Yes/No

15. Is your agency's primary mission is to provide direct, specialized services to victims of domestic violence, sexual violence, and/or human trafficking/exploitation. *

Yes/No

If no to both Question #14 or #15:

Isolation or Protective Space (Section 7):

16. Is your proposed request for Isolation and/or Protective space? *

Isolation and Quarantine Space: Non-congregate shelter (e.g. hotel rooms, mobile homes/trailers, etc.) with no shared living space for people to isolate who have tested positive for COVID-19 or quarantine if they are displaying COVID-19 symptoms or have been in close contact with a positive case and are awaiting test results.

Protective Space: Non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19. (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

Yes/No

If yes, go to "Isolation and Protective Spaces Section":

Isolation and Protective Spaces ONLY (Section 8):

Thank you. You have indicated that you are applying ONLY for isolation and protective spaces, NOT targeting individuals/families experiencing homelessness and/or a victim service provider. Please click next to submit your survey. Someone from the state will reach out soon to collect detailed

information about your request. To end of survey.

If no, go to "End":

17. No to Homeless Service Provider, VSP, or Isolation/Protective Spaces (Section 9):

You have indicated that you are not applying for isolation/protective space and that you are not targeting individuals/families experiencing homelessness or VSP. Based on your responses, you are not eligible to submit a survey request for these funds. To end of survey.

Isolation and Projective Spaces: Homeless/VSP Providers (Section 10):

18. Isolation Space: Will any of this funding be used for non-congregate shelter (e.g. hotel rooms, mobile homes/trailers, etc.) with no shared living space for people to isolate who have tested positive for COVID-19 or quarantine if they are displaying COVID-19 symptoms or have been in close contact with a positive case and are awaiting test results.

Yes/No/Not Sure, Please Explain (text field)

19. Protective Spaces: Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

*

Yes/No/Not Sure, Please Explain (text field)

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 9:51 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Subject: Re: Isolation Space Survey

Good point. I can make those changes. Katelyn, do you want to send me the most recent version of the survey and I can make edits?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, August 31, 2020 9:46 AM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Subject: RE: Isolation Space Survey

No, we can take out the protective spaces references as indicated by Josh.

We refer to isolation spaces and quarantine in different ways –in those contexts, I would include both isolation and quarantine.

Carolyn Ham

651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Monday, August 31, 2020 9:28 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Subject: RE: Isolation Space Survey

So Carolyn, are you saying we should keep the "protection space" language throughout? Or take it out as Josh recommended. Not sure where quarantine space is now coming in.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, August 31, 2020 9:14 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Isolation and quarantine are different, isolation is for people who are COVID positive and quarantine is for people who are suspected positive.

We should use both terms throughout the survey.

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Sunday, August 30, 2020 7:57 PM

To: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Isolation Space Survey

Thanks Katelyn,

I've made my proposed changes in red. Our work group only covers isolation spaces, so the protective hotels should be part of the regular review process. Although it's worth keeping a flag for them for FEMA reimbursement. I also tweaked the definition of isolation space a little bit because some isolation spaces, like Boys Totem in St. Paul, can be congregate.

Carolyn, can you also take a look at this by tomorrow at noon?

JOsh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Friday, August 28, 2020 5:37 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Isolation Space Survey

Hey Josh,

Andrea mentioned you wanted to review the survey questions and overall flow based on the addition of isolation and protective spaces. This might be strange to review, as it's difficult to track the "logic" outside of Google Forms. Please let us know any edits/suggestions you have by noon on Monday (31st).

We are specifically wondering about the language you want in the "what happens next" (Section 8).

Thanks!

Katelyn

Survey for COVID-19 Emergency Response Fund

This survey serves as the request for COVID-19 Emergency Response Funds.

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This is a rolling survey. You can fill out additional surveys as your needs increase or change. Requests may be made for COVID-19 response related expenses for a timeframe through December 30, 2020. If funding is approved, and the entity requesting funds is an eligible applicant, funds will be sent to the provider approximately 3 weeks after a request is made.

Please note, you are NOT able to save your progress along the way.

There are **FIVE** eligible uses for this funding:

- 1) CATEGORY 1-SHELTER CAPACITY** (not including staffing OR food needs): Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can **isolate or quarantine**.
- 2) CATEGORY 2-HYGIENE/SANITATION AND CLEANING SUPPLIES:** Resources needed for purchasing hygiene, sanitation, and cleaning supplies to support compliance with Centers for Disease Control and Prevention guidance on sanitation and personal protective equipment.
- 3) CATEGORY 3-STAFFING:** Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are **isolated or quarantined** or cannot work because they are caring for someone with COVID-19.
- 4) CATEGORY 4-FOOD:** Funds for meals for persons experiencing sheltered or unsheltered homelessness (usually bag or box meals, some hot meals).
- 5) CATEGORY 5-Light/Moderate Rehab:** Paying for light capital expenditures necessary due to the COVID-19 public health emergency. Funds to make capital improvements that directly help to increase COVID-19 response capacity and improve mitigation measures. Examples including dividing

large rooms for sleeping accommodations into smaller rooms, installing plexiglass at front desks, or increasing spacing for bunks.

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- *Document and maintain records of all expenses;
- *Be monitored by the Office of Economic Opportunity.

Survey Questions (highlighted in yellow):

* Response Required

(Funding Request Component of Survey)

Provider Information (Section 1):

1. Provider name: *

2. Provider's primary address: *

3. If services will be provided at a different location than the main address above, please list address(es)/detail(s) below: *

4. This request is being submitted by a: *

Select one

Tribal Government

Local unit of government

Non-profit organization

Non-profit Organizations (Section 2) (This section *only* applies to non-profit organizations as indicated in question #4.):

5. Provide total revenue from your most recently completed fiscal year:

6. Provide employer identification number, also known as the federal employer identification number or the federal tax identification number (##-#####):

Local unit of government (Section 3) (This section *only* applies to local units of government as indicated in question #4)

7. Describe how the city/county is using direct allocations of Coronavirus Relief Funds (CRF) toward homelessness services. Include details on the level of CRF funding going towards homeless response efforts, as well as a description of activities supported with the CRF funds. Include information on any CRF funds allocated to the county, whether allocated directly from the Federal government or from State government.

(NOTE: If you are only applying for funding for isolation spaces not primarily targeted to people experiencing homelessness you can skip this question)

Primary Program Contact (Section 4)

12. Full Name (First and Last): *

13. Email Address: *

14. Phone Number (###-###-####): *

Fiscal Contact (Section 5)

15. Name (First and Last): *

16. Email Address: *

17. Phone Number (###-###-####): *

Targeted Services (Section 6):

8. Is the proposed project targeting for People Experiencing Homelessness defined as follows: *Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.*

The proposed project(s) target peoples experiencing homelessness as defined above:*

Yes/No*

9. Is the proposed project targeting for Victim Service Providers through an agency’s primary mission is to provide direct, specialized services to victims of domestic violence, sexual violence, and/or human trafficking/exploitation. *

Yes/No

If no to both Question #8 or #9:

Isolation or Protective Space (Section 7):

10. Is your proposed request for Isolation and/or Protective space? This is defined as temporary housing (e.g. hotel rooms, mobile homes/trailers, shelter) for suspected or confirmed COVID-19 positive people who are experiencing homelessness or who cannot safely isolate at home and who do not require a hospital level of care.

Protective Space: Non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

Yes/No

If yes, go to “Isolation and Protective Spaces Section”:

Isolation and Protective Spaces ONLY (Section 8):

Thank you. You have indicated that you are applying ONLY for isolation and protective spaces, NOT targeting individuals/families experiencing homelessness and/or a victim service providers. Please click next to submit your survey. Someone from the state will reach out soon to collect detailed information about your request. To end of survey.

If no, go to “No to Homeless Service Provider, VSP, or Isolation/Protective Spaces”:

No to Homeless Service Provider, VSP, or Isolation/Protective Spaces (Section 8):

You have indicated that you are not applying for isolation/protective space and that you are not

targeting individuals/families experiencing homelessness or VSP. Based on your responses, you are not eligible to submit a survey request for these funds. *To end of survey.*

Isolation and Projective Spaces: Homeless/VSP Providers (Section 9):

10. Isolation Space: Will any of this funding be used for isolation spaces (e.g. hotel rooms, mobile homes/trailers, temporary shelter) for suspected or confirmed COVID-positive people who cannot safely isolate at home and who do not require a hospital level of care?

Yes/No/Not Sure, Please Explain (text field)

11. Protective Spaces: Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

*

Yes/No/Not Sure, Please Explain (text field)

Katelyn Warburton, M.A.

Office of Economic Opportunity

Minnesota Department of Human Services

444 Lafayette Rd North

St. Paul, MN 55155

O: 651-431-3854

C: 651-238-7506

mn.gov/dhs

Minnesota Department of Human Services Logo



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From: [Leopold, Josh \(MHFA\)](#)
To: [Warburton, Katelyn X \(DHS\)](#)
Cc: [Simonett, Andrea L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: Isolation Space Survey
Date: Sunday, August 30, 2020 7:57:08 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

Thanks Katelyn,

I've made my proposed changes in red. Our work group only covers isolation spaces, so the protective hotels should be part of the regular review process. Although it's worth keeping a flag for them for FEMA reimbursement. I also tweaked the definition of isolation space a little bit because some isolation spaces, like Boys Totem in St. Paul, can be congregate.

Carolyn, can you also take a look at this by tomorrow at noon?

JOsh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Friday, August 28, 2020 5:37 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Isolation Space Survey

Hey Josh,

Andrea mentioned you wanted to review the survey questions and overall flow based on the addition of isolation and protective spaces. This might be strange to review, as it's difficult to track the "logic" outside of Google Forms. Please let us know any edits/suggestions you have by noon on Monday (31st).

We are specifically wondering about the language you want in the “what happens next” (Section 8).
Thanks!
Katelyn

Survey for COVID-19 Emergency Response Fund

This survey serves as the request for COVID-19 Emergency Response Funds. The purpose of these funds is to address COVID-19 related needs of providers serving people experiencing homelessness as well as people who have been victims of domestic violence, sexual violence, and human trafficking **and people who are COVID-19 positive or symptomatic and cannot safely isolate at home**. Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.

This is a rolling survey. You can fill out additional surveys as your needs increase or change. Requests may be made for COVID-19 response related expenses for a timeframe through December 30, 2020. If funding is approved, and the entity requesting funds is an eligible applicant, funds will be sent to the provider approximately 3 weeks after a request is made.

Please note, you are NOT able to save your progress along the way.

There are **FIVE** eligible uses for this funding:

- 1) **CATEGORY 1-SHELTER CAPACITY** (not including staffing OR food needs): Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can quarantine.
- 2) **CATEGORY 2-HYGIENE/SANITATION AND CLEANING SUPPLIES:** Resources needed for purchasing hygiene, sanitation, and cleaning supplies to support compliance with Centers for Disease Control and Prevention guidance on sanitation and personal protective equipment.
- 3) **CATEGORY 3-STAFFING:** Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are quarantined or cannot work because they are caring for someone with COVID-19.
- 4) **CATEGORY 4-FOOD:** Funds for meals for persons experiencing sheltered or unsheltered homelessness (usually bag or box meals, some hot meals).
- 5) **CATEGORY 5-Light/Moderate Rehab:** Paying for light capital expenditures necessary due to the COVID-19 public health emergency. Funds to make capital improvements that directly help to increase COVID-19 response capacity and improve mitigation measures. Examples including dividing large rooms for sleeping accommodations into smaller rooms, installing plexiglass at front desks, or increasing spacing for bunks.

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survey cannot be saved along the way, so do not begin a survey without a completed Budget Request Excel document. The Budget Request Excel document is how you will a) report on previous funds received (if applicable), and b) provide budget details on the new funds being requested.

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- *Be monitored by the Office of Economic Opportunity.

Survey Questions (highlighted in yellow):

* Response Required

(Funding Request Component of Survey)

Provider Information (Section 1):

1. Provider name: *

2. Provider's primary address: *

3. If services will be provided at a different location than the main address above, please list address(es)/detail(s) below: *

4. This request is being submitted by a: *

Select one

Tribal Government

Local unit of government

Non-profit organization

Non-profit Organizations (Section 2) (This section *only* applies to non-profit organizations as indicated in question #4.):

5. Provide total revenue from your most recently completed fiscal year:

6. Provide employer identification number, also known as the federal employer identification number or the federal tax identification number (##-#####):

Local unit of government (Section 3) (This section *only* applies to local units of government as indicated in question #4)

7. Describe how the city/county is using direct allocations of Coronavirus Relief Funds (CRF) toward homelessness services. Include details on the level of CRF funding going towards homeless response efforts, as well as a description of activities supported with the CRF funds. Include information on any CRF funds allocated to the county, whether allocated directly from the Federal government or from State government.

(NOTE: If you are only applying for funding for isolation spaces not primarily targeted to people experiencing homelessness you can skip this question)

Primary Program Contact (Section 4)

12. Full Name (First and Last): *

13. Email Address: *

14. Phone Number (###-###-####): *

Fiscal Contact (Section 5)

15. Name (First and Last): *

16. Email Address: *

17. Phone Number (###-###-####): *

Targeted Services (Section 6):

8. Is the proposed project targeting for People Experiencing Homelessness defined as follows: *Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.*

The proposed project(s) target peoples experiencing homelessness as defined above: *

Yes/No*

9. Is the proposed project targeting for Victim Service Providers through an agency's primary mission is to provide direct, specialized services to victims of domestic violence, sexual violence, and/or human trafficking/exploitation. *

Yes/No

If no to both Question #8 or #9:

Isolation or Protective Space (Section 7):

10. Is your proposed request for Isolation and/or Protective space? This is defined as temporary housing (e.g. hotel rooms, mobile homes/trailers, shelter) for suspected or confirmed COVID-19 positive people who are experiencing homelessness or who cannot safely isolate at home and who do not require a hospital level of care.

Protective Space: Non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

Yes/No

If yes, go to "Isolation and Protective Spaces Section":

Isolation and Protective Spaces ONLY (Section 8):

Thank you. You have indicated that you are applying ONLY for isolation and protective spaces, NOT targeting individuals/families experiencing homelessness and/or a victim service providers. Please click next to submit your survey. Someone from the state will reach out soon to collect detailed information about your request. To end of survey.

If no, go to "No to Homeless Service Provider, VSP, or Isolation/Protective Spaces":

No to Homeless Service Provider, VSP, or Isolation/Protective Spaces (Section 8):

You have indicated that you are not applying for isolation/protective space and that you are not targeting individuals/families experiencing homelessness or VSP. Based on your responses, you are not eligible to submit a survey request for these funds. To end of survey.

Isolation and Projective Spaces: Homeless/VSP Providers (Section 9):

10. Isolation Space: Will any of this funding be used for isolation spaces (e.g. hotel rooms, mobile homes/trailers, temporary shelter) for suspected or confirmed COVID-positive people who cannot safely isolate at home and who do not require a hospital level of care?

Yes/No/Not Sure, Please Explain (text field)

11. Protective Spaces: Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

*

Yes/No/Not Sure, Please Explain (text field)

Katelyn Warburton, M.A.

Office of Economic Opportunity

Minnesota Department of Human Services

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From: [Leopold, Josh \(MHFA\)](#)
To: [Warburton, Katelyn X \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#)
Subject: Re: Isolation Space Survey
Date: Monday, August 31, 2020 6:57:06 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Thanks, We can't pay for protective spaces for groups who aren't homeless, so we'll need to change the skip pattern and it looks like some of the edits to the definition of isolation and quarantine spaces didn't make it into this version. I can make edits a little later tonight.

Josh Leopold, Special Adviser, Homelessness Response to COVID-19
Minnesota Interagency Council on Homelessness
400 Wabasha Street North, Suite 400 | St. Paul, MN 55102
josh.leopold@state.mn.us | 978-505-7481
Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>
Sent: Monday, August 31, 2020 5:11 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: RE: Isolation Space Survey

Hi all,

I made updates from the last round of suggestions—can you confirm this is correct? We left protection spaces in, as we will need to have that information.

Thanks,
Katelyn

Survey for COVID-19 Emergency Response Fund

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violence, human trafficking, and/or people who are COVID-19 positive or symptomatic and cannot safely isolate at home. Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.

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Please note, you are NOT able to save your progress along the way.

There are **FIVE** eligible uses for this funding. Administrative expenses (up to 10% of request) are allowable per budget category.

1) CATEGORY 1-SHELTER CAPACITY (not including staffing OR food needs): Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can quarantine.

2) CATEGORY 2-HYGIENE/SANITATION AND CLEANING SUPPLIES: Resources needed for purchasing hygiene, sanitation, and cleaning supplies to support compliance with Centers for Disease Control and Prevention guidance on sanitation and personal protective equipment.

3) CATEGORY 3-STAFFING: Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are quarantined or cannot work because they are caring for someone with COVID-19.

4) CATEGORY 4-FOOD: Funds for meals for persons experiencing sheltered or unsheltered homelessness (usually bag or box meals, some hot meals).

5) CATEGORY 5-Light/Moderate Rehab: Paying for light capital expenditures necessary due to the COVID-19 public health emergency. Funds to make capital improvements that directly help to increase COVID-19 response capacity and improve mitigation measures. Examples include dividing large rooms for sleeping accommodations into smaller rooms, installing plexiglass at front desks, or increasing spacing for bunks, upgrading HVAC filtration including mechanical, electronic or UV air filters, ionizers etc.

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- *Document and maintain records of all expenses;
- *Be monitored by the Office of Economic Opportunity.

Survey Questions (highlighted in yellow):

* Response Required

(Funding Request Component of Survey)

Provider Information (Section 1):

1. Provider name: *

2. Provider's primary address: *

3. If services will be provided at a different location than the main address above, please list address(es)/detail(s) below: *

4. This request is being submitted by a: *

Select one

Tribal Government

Local unit of government

Non-profit organization

Non-profit Organizations (Section 2) (This section *only* applies to non-profit organizations as indicated in question #4.):

5. Provide total revenue from your most recently completed fiscal year:

6. Provide employer identification number, also known as the federal employer identification number or the federal tax identification number (##-#####):

Local unit of government (Section 3) (This section *only* applies to local units of government as indicated in question #4)

7. Describe how the city/county is using direct allocations of Coronavirus Relief Funds (CRF) toward homelessness services. Include details on the level of CRF funding going towards homeless response efforts, as well as a description of activities supported with the CRF funds. Include information on any CRF funds allocated to the county, whether allocated directly from the Federal government or from State government.

Primary Program Contact (Section 4)

8. Full Name (First and Last): *

9. Email Address: *

10. Phone Number (###-###-####): *

Fiscal Contact (Section 5)

11. Name (First and Last): *

12. Email Address: *

13. Phone Number (###-###-####): *

Targeted Services (Section 6):

Is the proposed project targeting for People Experiencing Homelessness defined as follows:

Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless

due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.

14. The proposed project(s) target peoples experiencing homelessness as defined above:*

Yes/No

15. Is your agency's primary mission is to provide direct, specialized services to victims of domestic violence, sexual violence, and/or human trafficking/exploitation. *

Yes/No

If no to both Question #14 or #15:

Isolation/Quarantine or Protective Space (Section 7):

16. Is your proposed request for Isolation, Quarantine, and/or Protective space? *

Isolation/Quarantine Space: Non-congregate shelter (e.g. hotel rooms, mobile homes/trailers, etc.) with no shared living space for people to isolate who have tested positive for COVID-19 or quarantine if they are displaying COVID-19 symptoms or have been in close contact with a positive case and are awaiting test results.

Protective Space: Non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19. (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

Yes/No

If yes, go to "Isolation, Quarantine, and/or Protective Spaces Section":

Isolation, Quarantine, and/or Protective Spaces ONLY (Section 8):

Thank you. You have indicated that you are applying ONLY for isolation/quarantine and protective spaces, NOT targeting individuals/families experiencing homelessness and/or a victim service provider. Please click next to submit your survey. Someone from the state will reach out soon to collect detailed information about your request. To end of survey.

If no, go to "End":

17. No to Homeless Service Provider, VSP, Isolation, Quarantine, and/or Protective Spaces (Section 9):

You have indicated that you are not applying for isolation/quarantine and/or protective space and that you are not targeting individuals/families experiencing homelessness or VSP. Based on your responses, you are not eligible to submit a survey request for these funds. To end of survey.

Isolation, Quarantine, and Projective Spaces: Homeless/VSP Providers (Section 10):

18. Isolation/Quarantine Space: Will any of this funding be used for isolation/quarantine spaces (e.g. hotel rooms, mobile homes/trailers, temporary shelter) for suspected or confirmed COVID-positive people who cannot safely isolate at home and who do not require a hospital level of care? *

Yes/No/Not Sure, Please Explain (text field)

19. **Protective Spaces:** Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

*

Yes/No/Not Sure, Please Explain (text field)

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 2:53 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: Isolation Space Survey

Thanks. Katelyn, is the final version ready?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, August 31, 2020 10:31 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Yes. Looks good from my perspective

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 10:25 AM

To: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: Isolation Space Survey

Ok.

Isolation = test confirmed COVID-cases

Quarantine = suspected COVID-cases but waiting for test confirmation

Protective = not test-confirmed or suspected for COVID but in a high-risk group because of age or medical conditions

Our work group would be responsible for isolation and quarantine but not protective spaces.

Carolyn, let me know if that's consistent with how you'd define it.

Edits below in red...

Can I see the survey draft once all the edits are in?

Katelyn, I'm free before 11:30 if you have questions: 978-505-7481

thanks,

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Monday, August 31, 2020 10:15 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Correct, not all have. I am waiting to make final edits until I have confirmation on the language about isolation, protection, quarantine, etc. Please make all edits in this version—I got lost with the addition of quarantine language and email exchange about what should/shouldn't be included.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 10:12 AM

To: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Re: Isolation Space Survey

Thanks. It doesn't look like some of my edits from yesterday separating protection and isolation spaces have made it in there.

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Monday, August 31, 2020 10:01 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Hello,

Below is the current version of the survey:

Survey for COVID-19 Emergency Response Fund

This survey serves as the request for COVID-19 Emergency Response Funds.

The purpose of these funds is to address COVID-19 related needs of providers serving people experiencing homelessness as well as people who have been victims of domestic violence, sexual violence, and human trafficking **and people who are COVID-19 positive or symptomatic and cannot safely isolate at home**. Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.

This is a rolling survey. You can fill out additional surveys as your needs increase or change. Requests may be made for COVID-19 response related expenses for a timeframe through December 30, 2020. If funding is approved, and the entity requesting funds is an eligible applicant, funds will be sent to the provider approximately 3 weeks after a request is made.

Please note, you are NOT able to save your progress along the way.

There are **FIVE** eligible uses for this funding. Administrative expenses (up to 10% of request) are allowable per budget category.

1) CATEGORY 1-SHELTER CAPACITY (not including staffing OR food needs): Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can quarantine.

2) CATEGORY 2-HYGIENE/SANITATION AND CLEANING SUPPLIES: Resources needed for purchasing hygiene, sanitation, and cleaning supplies to support compliance with Centers for Disease Control and Prevention guidance on sanitation and personal protective equipment.

3) CATEGORY 3-STAFFING: Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are quarantined or cannot work because they are caring for someone with COVID-19.

4) CATEGORY 4-FOOD: Funds for meals for persons experiencing sheltered or unsheltered homelessness (usually bag or box meals, some hot meals).

5) CATEGORY 5-Light/Moderate Rehab: Paying for light capital expenditures necessary due to the COVID-19 public health emergency. Funds to make capital improvements that directly help to increase COVID-19 response capacity and improve mitigation measures. Examples including dividing large rooms for sleeping accommodations into smaller rooms, installing plexiglass at front desks, or increasing spacing for bunks, upgrading HVAC filtration including mechanical, electronic or UV air filters, ionizers etc.

Before beginning a survey request, complete a Budget Request Excel document which can be downloaded from the [Heading Home Alliance](#) website. This tool is a REQUIRED upload, and no request can be submitted/considered without a completed Budget Request Excel document. The survey cannot be saved along the way, so do not begin a survey without a completed Budget

Request Excel document. The Budget Request Excel document is how you will a) report on previous funds received (if applicable), and b) provide budget details on the new funds being requested.

By submitting this form you agree to:

- *Provide a W-9 form (if applicable);
- *Use funds only for approved purposes;
- *Document and maintain records of all expenses;
- *Be monitored by the Office of Economic Opportunity.

Survey Questions (highlighted in yellow):

* Response Required

(Funding Request Component of Survey)

Provider Information (Section 1):

1. Provider name: *

2. Provider's primary address: *

3. If services will be provided at a different location than the main address above, please list address(es)/detail(s) below: *

4. This request is being submitted by a: *

Select one

Tribal Government

Local unit of government

Non-profit organization

Non-profit Organizations (Section 2) (This section *only* applies to non-profit organizations as indicated in question #4.):

5. Provide total revenue from your most recently completed fiscal year:

6. Provide employer identification number, also known as the federal employer identification number or the federal tax identification number (##-#####):

Local unit of government (Section 3) (This section *only* applies to local units of government as indicated in question #4)

7. Describe how the city/county is using direct allocations of Coronavirus Relief Funds (CRF) toward homelessness services. Include details on the level of CRF funding going towards homeless response efforts, as well as a description of activities supported with the CRF funds. Include information on any CRF funds allocated to the county, whether allocated directly from the Federal government or from State government.

Primary Program Contact (Section 4)

8. Full Name (First and Last): *

9. Email Address: *

10. Phone Number (###-###-####): *

Fiscal Contact (Section 5)

11. Name (First and Last): *

12. Email Address: *

13. Phone Number (###-###-####): *

Targeted Services (Section 6):

Is the proposed project targeting for People Experiencing Homelessness defined as follows: *Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.*

14. The proposed project(s) target peoples experiencing homelessness as defined above:*

Yes/No

15. Is your agency's primary mission is to provide direct, specialized services to victims of domestic violence, sexual violence, and/or human trafficking/exploitation. *

Yes/No

If no to both Question #14 or #15:

Isolation or Protective Space (Section 7):

16. Is your proposed request for Isolation and/or Protective space? *

Isolation and Quarantine Space: Non-congregate shelter (e.g. hotel rooms, mobile homes/trailers, etc.) with no shared living space for people to isolate who have tested positive for COVID-19 or quarantine if they are displaying COVID-19 symptoms or have been in close contact with a positive case and are awaiting test results.

Protective Space: Non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19. (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

Yes/No

If yes, go to "Isolation and Protective Spaces Section":

Isolation and Protective Spaces ONLY (Section 8):

Thank you. You have indicated that you are applying ONLY for isolation and protective spaces, NOT targeting individuals/families experiencing homelessness and/or a victim service provider. Please click next to submit your survey. Someone from the state will reach out soon to collect detailed information about your request. To end of survey.

If no, go to "End":

17. No to Homeless Service Provider, VSP, or Isolation/Protective Spaces (Section 9):

You have indicated that you are not applying for isolation/protective space and that you are not targeting individuals/families experiencing homelessness or VSP. Based on your responses, you are not eligible to submit a survey request for these funds. To end of survey.

Isolation and Projective Spaces: Homeless/VSP Providers (Section 10):

18. Isolation Space: Will any of this funding be used for non-congregate shelter (e.g. hotel rooms, mobile homes/trailers, etc.) with no shared living space for people to isolate who have tested positive for COVID-19 or quarantine if they are displaying COVID-19 symptoms or have been in close contact with a positive case and are awaiting test results.

Yes/No/Not Sure, Please Explain (text field)

19. **Protective Spaces:** Will any of this funding be used for non-congregate shelter (e.g., hotel rooms

or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

*

Yes/No/Not Sure, Please Explain (text field)

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Monday, August 31, 2020 9:51 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Subject: Re: Isolation Space Survey

Good point. I can make those changes. Katelyn, do you want to send me the most recent version of the survey and I can make edits?

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, August 31, 2020 9:46 AM

To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Subject: RE: Isolation Space Survey

No, we can take out the protective spaces references as indicated by Josh.

We refer to isolation spaces and quarantine in different ways –in those contexts, I would include both isolation and quarantine.

Carolyn Ham

651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Sent: Monday, August 31, 2020 9:28 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Subject: RE: Isolation Space Survey

So Carolyn, are you saying we should keep the “protection space” language throughout? Or take it out as Josh recommended. Not sure where quarantine space is now coming in.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Monday, August 31, 2020 9:14 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: RE: Isolation Space Survey

Isolation and quarantine are different, isolation is for people who are COVID positive and quarantine is for people who are suspected positive.

We should use both terms throughout the survey.

Carolyn Ham

651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Sent: Sunday, August 30, 2020 7:57 PM

To: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Isolation Space Survey

Thanks Katelyn,

I've made my proposed changes in red. Our work group only covers isolation spaces, so the protective hotels should be part of the regular review process. Although it's worth keeping a flag for them for FEMA reimbursement. I also tweaked the definition of isolation space a little bit because some isolation spaces, like Boys Totem in St. Paul, can be congregate.

Carolyn, can you also take a look at this by tomorrow at noon?

JOsh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>

Sent: Friday, August 28, 2020 5:37 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>

Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Isolation Space Survey

Hey Josh,

Andrea mentioned you wanted to review the survey questions and overall flow based on the addition of isolation and protective spaces. This might be strange to review, as it's difficult to track the "logic" outside of Google Forms. Please let us know any edits/suggestions you have by noon on Monday (31st).

We are specifically wondering about the language you want in the "what happens next" (Section 8).

Thanks!

Katelyn

Survey for COVID-19 Emergency

Response Fund

This survey serves as the request for COVID-19 Emergency Response Funds.

The purpose of these funds is to address COVID-19 related needs of providers serving people experiencing homelessness as well as people who have been victims of domestic violence, sexual violence, and human trafficking **and people who are COVID-19 positive or symptomatic and cannot safely isolate at home**. Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.

This is a rolling survey. You can fill out additional surveys as your needs increase or change. Requests may be made for COVID-19 response related expenses for a timeframe through December 30, 2020. If funding is approved, and the entity requesting funds is an eligible applicant, funds will be sent to the provider approximately 3 weeks after a request is made.

Please note, you are NOT able to save your progress along the way.

There are **FIVE** eligible uses for this funding:

1) **CATEGORY 1-SHELTER CAPACITY** (not including staffing OR food needs): Resources needed for purchasing vouchers for the cost of a motel or hotel room; or for funding other housing/shelter options, in order to provide shelter that promotes health and safety, or so individuals exposed to the COVID-19 virus or who are experiencing symptoms can **isolate or quarantine**.

2) **CATEGORY 2-HYGIENE/SANITATION AND CLEANING SUPPLIES**: Resources needed for purchasing hygiene, sanitation, and cleaning supplies to support compliance with Centers for Disease Control and Prevention guidance on sanitation and personal protective equipment.

3) **CATEGORY 3-STAFFING**: Resources needed for hiring staff necessary to protect the health and wellness of program participants, for increasing the number of persons served, or for providing staffing when workers are **isolated or quarantined** or cannot work because they are caring for someone with COVID-19.

4) **CATEGORY 4-FOOD**: Funds for meals for persons experiencing sheltered or unsheltered homelessness (usually bag or box meals, some hot meals).

5) **CATEGORY 5-Light/Moderate Rehab**: Paying for light capital expenditures necessary due to the COVID-19 public health emergency. Funds to make capital improvements that directly help to increase COVID-19 response capacity and improve mitigation measures. Examples including dividing large rooms for sleeping accommodations into smaller rooms, installing plexiglass at front desks, or increasing spacing for bunks.

Before beginning a survey request, complete a Budget Request Excel document which can be downloaded from the [Heading Home Alliance](#) website. This tool is a REQUIRED upload, and no request can be submitted/considered without a completed Budget Request Excel document. The survey cannot be saved along the way, so do not begin a survey without a completed Budget Request Excel document. The Budget Request Excel document is how you will a) report on previous funds received (if applicable), and b) provide budget details on the new funds being requested.

By submitting this form you agree to:

*Provide a W-9 form (if applicable);

*Use funds only for approved purposes;

- *Document and maintain records of all expenses;
- *Be monitored by the Office of Economic Opportunity.

Survey Questions (highlighted in yellow):

* Response Required

(Funding Request Component of Survey)

Provider Information (Section 1):

1. Provider name: *

2. Provider's primary address: *

3. If services will be provided at a different location than the main address above, please list address(es)/detail(s) below: *

4. This request is being submitted by a: *

Select one

Tribal Government

Local unit of government

Non-profit organization

Non-profit Organizations (Section 2) (This section *only* applies to non-profit organizations as indicated in question #4.):

5. Provide total revenue from your most recently completed fiscal year:

6. Provide employer identification number, also known as the federal employer identification number or the federal tax identification number (##-#####):

Local unit of government (Section 3) (This section *only* applies to local units of government as indicated in question #4)

7. Describe how the city/county is using direct allocations of Coronavirus Relief Funds (CRF) toward homelessness services. Include details on the level of CRF funding going towards homeless response efforts, as well as a description of activities supported with the CRF funds. Include information on any CRF funds allocated to the county, whether allocated directly from the Federal government or from State government.

(NOTE: If you are only applying for funding for isolation spaces not primarily targeted to people experiencing homelessness you can skip this question)

Primary Program Contact (Section 4)

12. Full Name (First and Last): *

13. Email Address: *

14. Phone Number (###-###-####): *

Fiscal Contact (Section 5)

15. Name (First and Last): *

16. Email Address: *

17. Phone Number (###-###-####): *

Targeted Services (Section 6):

8. Is the proposed project targeting for People Experiencing Homelessness defined as follows: *Homelessness is defined as literally homeless or doubled-up, this includes people who are homeless due to fleeing a domestic violence situation. For the purposes of this funding we are using all four categories of homelessness or at-risk of homelessness provided by HUD.*

The proposed project(s) target peoples experiencing homelessness as defined above:*

Yes/No*

9. Is the proposed project targeting for Victim Service Providers through an agency's primary mission is to provide direct, specialized services to victims of domestic violence, sexual violence, and/or human trafficking/exploitation. *

Yes/No

If no to both Question #8 or #9:

Isolation or Protective Space (Section 7):

10. Is your proposed request for Isolation and/or Protective space? This is defined as temporary housing (e.g. hotel rooms, mobile homes/trailers, shelter) for suspected or confirmed COVID-19 positive people who are experiencing homelessness or who cannot safely isolate at home and who do not require a hospital level of care.

Protective Space: Non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

Yes/No

If yes, go to "Isolation and Protective Spaces Section":

Isolation and Protective Spaces ONLY (Section 8):

Thank you. You have indicated that you are applying ONLY for isolation and protective spaces, NOT targeting individuals/families experiencing homelessness and/or a victim service providers. Please click next to submit your survey. Someone from the state will reach out soon to collect detailed information about your request. To end of survey.

If no, go to "No to Homeless Service Provider, VSP, or Isolation/Protective Spaces":

No to Homeless Service Provider, VSP, or Isolation/Protective Spaces (Section 8):

You have indicated that you are not applying for isolation/protective space and that you are not targeting individuals/families experiencing homelessness or VSP. Based on your responses, you are not eligible to submit a survey request for these funds. To end of survey.

Isolation and Projective Spaces: Homeless/VSP Providers (Section 9):

10. **Isolation Space:** Will any of this funding be used for isolation spaces (e.g. hotel rooms, mobile homes/trailers, temporary shelter) for suspected or confirmed COVID-positive people who cannot safely isolate at home and who do not require a hospital level of care?

Yes/No/Not Sure, Please Explain (text field)

11. **Protective Spaces:** Will any of this funding be used for non-congregate shelter (e.g., hotel rooms or trailers) to protect high-risk individuals, including people 65 or older and those with certain underlying health conditions, from acquiring COVID-19? (see: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>)

*

Yes/No/Not Sure, Please Explain (text field)

Katelyn Warburton, M.A.

Office of Economic Opportunity

Minnesota Department of Human Services

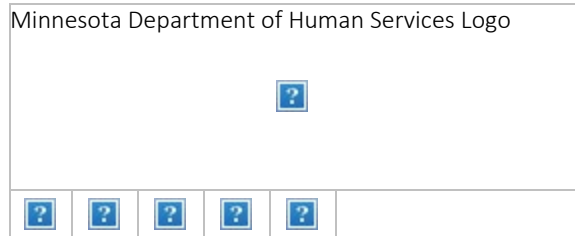
444 Lafayette Rd North

St. Paul, MN 55155

O: 651-431-3854

C: 651-238-7506

mn.gov/dhs



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From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Leopold, Josh \(MHFA\)](#)
Subject: RE: New funding source for isolation and quarantine spaces
Date: Tuesday, September 8, 2020 11:37:55 AM

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Carolyn

Does this work?

SLC choose two sites because we have a large geographic county. We have a large population in Duluth and a large number of smaller cities in northern SLC. We choose two sites because this would best meet the needs of the population, and transportation is an issue to get people from one end of the county to the next. We arrived at the numbers of rooms because we used the forecast of MDH of the possible number of homeless individuals that would get COVID-19 and we consulted with our homeless providers – AEOA in the north and CHUM in the south. We considered the number of people who are living outside who are homeless. We have been negotiating with hotels and in northern MN tourism is a big business and has been this summer. We have had a hard time getting hotels to work with us to serve people for I & Q for our homeless population. Both hotels have a separated annex or wing that make them more comfortable working with us. Because we have not had a large surge of homeless being tested or having COVID-19 we have been trying to reduce the number of hotel rooms or the amount we pay to reserve the rooms. This has been hard because of the increase the hotels have had with tourism.

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Ham, Carolyn (DHS) [mailto:Carolyn.Ham@state.mn.us]
Sent: Tuesday, September 8, 2020 11:21 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: New funding source for isolation and quarantine spaces

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Gena:

I am going to submit a request for reimbursement to FEMA. Could you write up a one paragraph summary of why you choose two locations, how you arrived at the number of rooms needed and your negotiations with the hotels? I want to support that it was reasonable for us to pay for the unused rooms, given the circumstances. Could I get this by Thursday afternoon?

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Monday, September 7, 2020 3:47 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Linnea Mirsch <MirschL@StLouisCountyMN.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: New funding source for isolation and quarantine spaces

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Josh

Are there funding sources for August?

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Friday, September 4, 2020 5:19 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: New funding source for isolation and quarantine spaces

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hi Laura,

You can request funding all at once for Sept.-Dec.

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Sent: Friday, September 4, 2020 2:06 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: New funding source for isolation and quarantine spaces

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Thank you! Really appreciate the information and link. I will dive in deeper but wondering if this is similar to the ESP funds in that we would apply monthly (once grant funds are spent down) or all at once for expenses Sept 1 – 12/30?

Thanks!

Best,

Laura

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Friday, September 4, 2020 11:14 AM

To: Laura Birnbaum; Gena Bossert; Linnea Mirsch

Cc: Ham, Carolyn (DHS)

Subject: New funding source for isolation and quarantine spaces

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hello,

Carolyn and I wanted to make sure that you're aware that tribes, local governments, and non-profits can now apply for funding for isolation and quarantine spaces through the Heading Home survey: https://docs.google.com/forms/d/1UFaukiDxn0IKKWVn6_ogN-NnP9FVavakVCl_EWvUUtw/viewform?edit_requested=true

The survey is very similar to the one St. Louis County has used for ESP funds, with additional questions for new eligible expenses related to isolation and quarantine spaces, victim service providers, and light/moderate rehab of shelter spaces for infection control. Applicants can request funds to cover eligible expenses for September 1--December 30, 2020.

I'm not sure what your plans are for the two hotels, but we're thinking you could apply for these funds once you spend-down the funds in the current grant. Please let us know if you have any questions or would like to discuss.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Pollock, Daniel L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Notes from 7/21/20 mtg with Hennepin County regarding costs of isolation and quarantine spaces
Date: Thursday, July 23, 2020 9:07:33 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

I think it's a Gov's Office decision.

From: Ham, Carolyn (DHS)
Sent: Thursday, July 23, 2020 8:59 AM
To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Subject: RE: Notes from 7/21/20 mtg with Hennepin County regarding costs of isolation and quarantine spaces

I agree, but I am not sure whose call it is to make. That is why I copied Ahna.

Carolyn Ham
651-431-3766

From: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Sent: Wednesday, July 22, 2020 10:08 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Notes from 7/21/20 mtg with Hennepin County regarding costs of isolation and quarantine spaces
This seems like a no brainer, they should return the money! I suppose we could can give them until the end of the calendar year to pay it back.

From: Ham, Carolyn (DHS)
Sent: Wednesday, July 22, 2020 12:25 PM
To: tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; McQuerry, Dominic (GOV) <Dominic.McQuerry@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Cc: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Subject: Notes from 7/21/20 mtg with Hennepin County regarding costs of isolation and quarantine spaces

Meeting held 7/21/20

Attendees:

Dave Lawless- Hennepin County CFO
Cindy Twistol- Hennepin County Comptroller
Cari Brunkow-Hennepin County Attorney Office
Betsy David- Hennepin County Financial Admin for Public Health
Carolyn Ham-CAO for CCOA, DHS
Andrea Simonett-DHS
Tom Carr-DHS

Background: Hennepin County previously received \$1.3 million in ESP dollars from the state for operating its isolation and protective spaces and submitted a request for an additional \$6,266,859.

DHS did not immediately approve the \$6 million request after learning that Hennepin received \$220 million in CRF dollars. DHS asked Hennepin County to show that it had no funds available to cover these costs.

Meeting: We had a regularly scheduled meeting with Betsy David of Hennepin County to talk about FEMA reimbursement for isolation spaces. The meeting was repurposed to talk about the ESP grants that Hennepin County submitted to DHS.

Betsy David said that she had submitted the request for \$6 million before she became aware that Hennepin County had its own CRF funds. Dave Lawless indicated that at least through the end of the year, Hennepin County would not be applying for any Isolation and Quarantine (I&Q) space costs since it has its own funds. He also indicated that they do not intend to apply for FEMA reimbursement for any of their I&Q costs due to the complexity involved in the application, the delay in getting reimbursement and the uncertainty as to which costs FEMA will allow (or later disallow).

Follow up: Hennepin County wants to know if DHS is requesting the \$1.3 million be returned. They pointed out that they made the application before they received the CRF funds. We discussed that the legislation appropriating the ESP dollars required repayment if they received money from other sources that exceeded their costs.

We agreed that we will get back to them shortly on the issue of whether we are requesting that they formally repay the \$1.3 M.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

Minnesota Department of Human Services Logo with Census 2020



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From: [Simonett, Andrea L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#)
Subject: Re: Notes from yesterday's meeting with Hennepin County review requested
Date: Wednesday, July 22, 2020 12:11:01 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

Looks good to me.

Sent from my iPhone

On Jul 22, 2020, at 11:14 AM, Ham, Carolyn (DHS)
<Carolyn.Ham@state.mn.us> wrote:

How's this? See below.

Carolyn Ham
651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Wednesday, July 22, 2020 11:03 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Carr, Tom L (DHS)
<tom.carr@state.mn.us>
Subject: RE: Notes from yesterday's meeting with Hennepin County review requested
[Some comments below in red...](#)

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, July 22, 2020 10:43 AM
To: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Simonett, Andrea L (DHS)
<andrea.simonett@state.mn.us>
Subject: Notes from yesterday's meeting with Hennepin County review requested
Tom and Andrea: Please review and make corrections or additions. The Governor's
Office wants the notes:
Meeting held 7/21/20
Attendees:
Dave Lawless- Hennepin County CFO
Cindy Twistol- Hennepin County Comptroller
Cari Brunkow-Hennepin County Attorney Office
Betsy David- Hennepin County Financial Admin for Public Health
Carolyn Ham-DHS
Andrea Simonett-DHS
Tom Carr-DHS
Background: Hennepin County previously received \$1.3 million in ESP dollars from the
state for operating its isolation and protective [spaces](#) and submitted a request for an

additional \$6,266,859. DHS did not [immediately](#) approve the \$6 million request after learning that Hennepin received \$220 million in CRF dollars. [DHS asked Hennepin County to show that it had no funds available to cover these costs.](#)

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Betsy David said that she had submitted the request for \$6 million before she became aware that Hennepin County had its own CRF funds. Dave Lawless indicated that at least through the end of the year, Hennepin County would not be applying for any Isolation and Quarantine space costs since it has its own funds. He also indicated that they do not intend to apply for FEMA reimbursement for any of their I&Q costs due to the complexity involved in the application, the delay in getting reimbursement as well as the uncertainty as to which costs FEMA will allow.

[Follow up:](#) Hennepin County wants to know if DHS is requesting the \$1.3 million be returned. The pointed out that they made the application before they received the CRF funds. We discussed that the legislation appropriating the ESP dollars required [repayment if they received money from other sources that exceeded their costs.](#) We agreed that we will get back to them shortly on the issue of whether we are requesting that they formally repay the \$1.3 M.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

St. Paul, MN 55164-0974

O: 651-431-3766

C: 651-470-1941

mn.gov/dhs

<image001.jpg>

[<image002.png>](#)

[<image003.png>](#)

[<image004.png>](#)

[<image005.jpg>](#)

[<image006.jpg>](#)

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From: [Ham, Carolyn \(DHS\)](#)
To: [Simonett, Andrea L \(DHS\)](#); [Carr, Tom L \(DHS\)](#)
Subject: RE: Notes from yesterday's meeting with Hennepin County review requested
Date: Wednesday, July 22, 2020 11:14:00 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

How's this? See below.

Carolyn Ham
651-431-3766

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Wednesday, July 22, 2020 11:03 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>
Subject: RE: Notes from yesterday's meeting with Hennepin County review requested
[Some comments below in red...](#)

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, July 22, 2020 10:43 AM
To: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: Notes from yesterday's meeting with Hennepin County review requested
Tom and Andrea: Please review and make corrections or additions. The Governor's Office wants the notes:
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Attendees:
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reimbursement as well as the uncertainty as to which costs FEMA will allow.

Follow up: Hennepin County wants to know if DHS is requesting the \$1.3 million be returned. The pointed out that they made the application before they received the CRF funds. We discussed that the legislation appropriating the ESP dollars required repayment if they received money from other sources that exceeded their costs.

We agreed that we will get back to them shortly on the issue of whether we are requesting that they formally repay the \$1.3 M.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

P.O. Box 64974

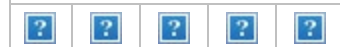
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From: [Simonett, Andrea L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Carr, Tom L \(DHS\)](#)
Subject: RE: Notes from yesterday's meeting with Hennepin County review requested
Date: Wednesday, July 22, 2020 11:03:12 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

Some comments below in red...

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Sent: Wednesday, July 22, 2020 10:43 AM

To: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>

Subject: Notes from yesterday's meeting with Hennepin County review requested

Tom and Andrea: Please review and make corrections or additions. The Governor's Office wants the notes:

Meeting held 7/21/20

Attendees:

Dave Lawless- Hennepin County CFO

Cindy Twistol- Hennepin County Comptroller

Cari Brunkow-Hennepin County Attorney Office

Betsy David- Hennepin County Financial Admin for Public Health

Carolyn Ham-DHS

Andrea Simonett-DHS

Tom Carr-DHS

Background: Hennepin County previously received \$1.3 million in ESP dollars from the state for operating its **isolation and protective spaces** (I am not sure their whole request was all for "isolation space." They received funds for University Inn, Holiday In Express and Holiday Inn and I am not sure those are considered "isolation space.") and submitted a request for an additional \$6(Exact amount was \$6,266,859) million. DHS did not approve the \$6 million request after learning that Hennepin received \$220 million in CRF dollars.

Meeting: We had a regularly scheduled meeting with Betsy David of Hennepin County to talk about FEMA reimbursement for isolation spaces. The meeting was repurposed to talk about the ESP grants that Hennepin County submitted to DHS.

Betsy David said that she had submitted the request for \$6 million before she became aware that Hennepin County had its own CRF funds. Dave Lawless indicated that at least through the end of the year, Hennepin County would not be applying for any Isolation and Quarantine space costs since it has its own funds. He also indicated that they do not intend to apply for FEMA reimbursement for any of their I&Q costs due to the complexity involved in the application, the delay in getting reimbursement as well as the uncertainty as to which costs FEMA will allow.

Hennepin County wants to know if DHS is requesting the \$1.3 million be returned. The pointed out that they made the application before they received the CRF funds. We discussed that the legislation appropriating the ESP dollars required (Andrea can you fill in?)

Here is the exact language-

(e) If a grant recipient receives funds from a nonstate source, other than a local unit of 2.27

government or a tribe, for activities listed in paragraph (a), clauses (1) to (3), the grant 2.28 recipient must notify the commissioner of the amount received from the nonstate source. 2.29 If the commissioner determines that the total amount the grant recipient received under this 2.30 section and from the nonstate source exceeds the grant recipient's costs for the activities in 2.31 paragraph (a), clauses (1) to (3), the grant recipient must pay the commissioner the amount 2.32 that exceeds the costs, up to the amount of funding provided under this section. All money 2.33 paid to the commissioner under this section must be deposited in the general fund.

My understanding from the language is that the county wouldn't necessarily be ineligible for the ESP funds, but that they had to be able to show that they needed the funds above and beyond what they already have. When we went back to them on their \$6m request we simply were asking the question, "can you show us that you need these funds above and beyond what you have." So funding them was not off the table we just needed more info.

We agreed that we will get back to them shortly on the issue of whether we are requesting that they formally repay the \$1.3 M.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

540 Cedar Street

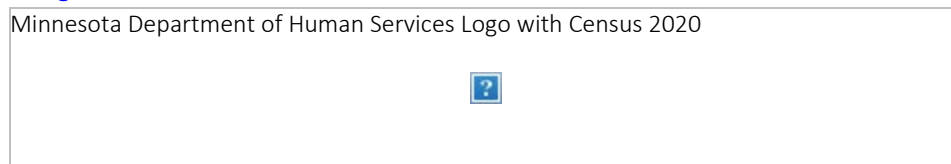
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From: [Leopold, Josh \(MHFA\)](#)
To: [Minge, Ahna B \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Irber, Kari J \(DHS\)](#)
Subject: Re: Question about isolation space funding
Date: Thursday, July 2, 2020 10:30:55 AM

Thanks Ahna,

I agree about swapping out the funding and expanding the definition. I think we may have limited the eligibility to match the FEMA reimbursement criteria, but if we're using federal funds that doesn't matter. We may have also wanted to prioritize people experiencing homelessness, but it really seems like overcrowded housing is where the need is now.

What would the process be for expanding the definition? I'll check with Minneapolis, but I think having the funds available within 2-3 weeks would work.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Thursday, July 2, 2020 10:19 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: RE: Question about isolation space funding

Hi Josh,

Unfortunately, the document that was submitted to and approved by the LCRC includes a narrower definition than was listed in the fiscal note. MMB has determined that we cannot apply a broader definition without resubmitting the request.

I think we should push harder on the conversation to swap our COVID-19 MN fund funding for CRF funding and expand the definition in the process. If we could have funding available within 2-3 weeks, would that work for your conversations with the City? We could draft it to include retroactive funding.

Thanks,
Ahna

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, July 2, 2020 10:10 AM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: Question about isolation space funding

Hello,

I have a call with the City of Minneapolis today at 4 to talk about isolation spaces for people in overcrowded housing. Before we get much further in these discussions, I wanted to check to see if our work group can use its funds for this purpose. I reviewed the fiscal note and it says, "This proposal appropriates \$7.2 million to the Minnesota Department of Human Services (DHS) from the COVID-19 Minnesota Fund (Minn. Laws 2020, chapter 71), to establish and scale up isolation spaces for people who are symptomatic or confirmed to be COVID-19 positive **who cannot**

isolate in their residential setting or who lack permanent housing altogether and are experiencing homelessness. " So, I think they would be covered, but I wanted to make sure.

thanks,


Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: 

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

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From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Wednesday, July 15, 2020 12:06:36 PM

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Or if you tell me it really is the same pot of money that would be great!

Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street
Duluth, MN 55802
218 726-2085

From: Gena Bossert
Sent: Wednesday, July 15, 2020 11:52 AM
To: 'Ham, Carolyn (DHS)' <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
I do if the pot of money changed – so before it was the ESP funds and now if it is different – COVID Relief funds then I do have to get board approval.

Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street
Duluth, MN 55802
218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Wednesday, July 15, 2020 11:12 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Do you have to get Board Approval at a formal meeting?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Wednesday, July 15, 2020 8:11 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Josh and Carolyn
Good Morning

I am working on a county board letter for the July funding and wanted to get it off for approval. I just had a couple questions:

Where are the funds coming from (what pot of money)?

What will the not to exceed amount of money be?

Thank you for your help!

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Wednesday, July 1, 2020 1:21 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

WARNING: External email. Please verify sender before opening attachments or clicking on links.

Hi Laura and Gena,

I just wanted to let you know that we received the necessary encumbrances for the grant yesterday. We're on track to get you an agreement for your review and signature by next week. Let us know if you have any questions.

thanks,

Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Sent: Friday, June 26, 2020 9:00 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thanks Josh,

Below are number that Gena put together for July. Please note that this is the absolute maximum (if we were at full capacity) and likely significantly more than we would need. Please let us know if you have any questions. Thanks again – truly appreciate you and this partnership.

Best,

Laura

July - Rooms

Radisson – 72 rooms X \$51 a night X 31 nights = \$113,832

Coates – 43 rooms x \$50 a night x 31 nights = \$ 66,650

Security Radisson - \$28 an hour x 24 hours x 31 days \$20,832

Food Radisson - \$45 a day x 72 rooms x 31 days \$100,440

Food Coates – Food box 14 days \$100 x 43 rooms X 2 weeks \$8,600

Cleaning costs - \$150 a week x 115 rooms total x 4.5 weeks \$77, 625

Laundry costs \$25 a week x 115 rooms total x 4.5 weeks \$12,937.50
Pest control \$850 per room x 115 (we haven't needed to use this yet but if we did rooms once)
\$97,750

Possible grant total if all rooms were full \$\$498,666.50

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

Duluth, MN 55802

P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Thursday, June 25, 2020 8:38 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thanks Laura,

We look forward to working with you. For the June request, we're assuming you're asking for the same amount that was in the ESP request to cover the hotel costs for the Radisson. For July, can you send Carolyn and me an itemized estimate of what you'd need for each isolation hotel plus if you project needing any additional funding for staff, supplies, cleaning contracts, etc?

Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Sent: Thursday, June 25, 2020 8:16 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi Josh and Carolyn,

First, thank you for your partnership and support. It was great to meet with you all yesterday. I don't know if this would be helpful or not but to show the breadth of our isolation and quarantine work, I've attached our original narrative that outlines the various components. Please note that this is when we had multiple hotel sites (now only two) and have now contracted with a different cleaning service. I hope this helps provide additional background. Thank you!

Best,

Laura

Laura Birnbaum, MSW, LGSW
Pronouns: [REDACTED]
Housing and Homelessness Programs Supervisor
ACT & TACT (SLC) South Supervisor
320 West Second Street, 101
Duluth, MN 55802
P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Wednesday, June 24, 2020 11:15 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

1. Introductions
2. Background on the Isolation Space work group
3. Requirements for FEMA reimbursement
4. Review draft grant agreement and project plan
5. Radisson funding for June
6. Radisson funding for July and beyond

thanks,
Josh

From: Leopold, Josh (MHFA)
Sent: Friday, June 19, 2020 8:34 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>
Subject: St Louis County Isolation Hotel Funding
When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.
Where: [https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09](https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09;);
Meeting ID: 716 0875 4628

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From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Wednesday, July 15, 2020 11:52:02 AM

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I do if the pot of money changed – so before it was the ESP funds and now if it is different – COVID Relief funds then I do have to get board approval.

Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street
Duluth, MN 55802
218 726-2085

From: Ham, Carolyn (DHS) [mailto:Carolyn.Ham@state.mn.us]
Sent: Wednesday, July 15, 2020 11:12 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Do you have to get Board Approval at a formal meeting?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Wednesday, July 15, 2020 8:11 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Josh and Carolyn

Good Morning

I am working on a county board letter for the July funding and wanted to get it off for approval. I just had a couple questions:

Where are the funds coming from (what pot of money)?

What will the not to exceed amount of money be?

Thank you for your help!

Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street
Duluth, MN 55802
218 726-2085

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Wednesday, July 1, 2020 1:21 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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Hi Laura and Gena,
I just wanted to let you know that we received the necessary encumbrances for the grant yesterday. We're on track to get you an agreement for your review and signature by next week. Let us know if you have any questions.
thanks,
Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Sent: Friday, June 26, 2020 9:00 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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Best,
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Possible grant total if all rooms were full \$\$498,666.50

Laura Birnbaum, MSW, LGSW
Pronouns: [REDACTED]
Housing and Homelessness Programs Supervisor
ACT & TACT (SLC) South Supervisor
320 West Second Street, 101
Duluth, MN 55802
P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Thursday, June 25, 2020 8:38 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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3. Requirements for FEMA reimbursement
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6. Radisson funding for July and beyond

thanks,

Josh

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Subject: St Louis County Isolation Hotel Funding

When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.

Where: [https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09](https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09;);
Meeting ID: 716 0875 4628

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From: [Burns, Dora J \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Thursday, July 9, 2020 4:05:28 PM

I will change that.

From: Ham, Carolyn (DHS)
Sent: Thursday, July 09, 2020 4:03 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
You are correct the end date on the project plan should be 12/31/20
Carolyn Ham
651-431-3766

From: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Sent: Thursday, July 9, 2020 4:02 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Hopefully this is my last question...
The contract ends on 12-31-20 but the dates on the workplan for FY21 are 7-1-20 to 6-30-21.
Shouldn't this be 12-31-20 or is the end date wrong in the contract?
Dora

From: Ham, Carolyn (DHS)
Sent: Thursday, July 09, 2020 3:56 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
I accepted all the changes on it as well.
Carolyn Ham
651-431-3766

From: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Sent: Thursday, July 9, 2020 3:46 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
What about the single source document?

From: Ham, Carolyn (DHS)
Sent: Thursday, July 09, 2020 3:30 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: FW: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Here are the names of the people signing. The contract documents are in final form.
Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, July 9, 2020 3:17 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Cc: Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Carolyn

Thank you Linnea will sign the contract and I have copied her on this email. Her physical address is the same as mine below. Thanks

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]

Sent: Thursday, July 9, 2020 2:00 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Gena: The grant contract is ready to go. Can you provide me with the names and addresses of the people will be signing for St. Louis County and we will use DocuSign to complete.

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Wednesday, July 1, 2020 5:44 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thank you Josh, I had shared the original template with our county attorney and he had one change

—

Paragraph 8.1 - the following should be added to the end of the first sentence: "...insofar as that statutory provision is applicable to counties."

Thank you

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

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Best,

Laura

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Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

Duluth, MN 55802

P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Thursday, June 25, 2020 8:38 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

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Laura

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Where: <https://us04web.zoom.us/j/71608754628?pwd=dVFYb1ZSR2NDY1p5bG5pV2c2VWlmZz09;>
Meeting ID: 716 0875 4628

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From: [Laura Birnbaum](#)
To: [Leopold, Josh \(MHFA\)](#); [Gena Bossert](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Wednesday, July 1, 2020 1:27:17 PM

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Thanks Josh, appreciate the update!

Best,

Laura

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

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Subject: St Louis County Isolation Hotel Funding

When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.

Where: <https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09;>
Meeting ID: 716 0875 4628

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From: [Burns, Dora J \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Date: Thursday, July 16, 2020 4:31:44 PM

This is now with Kevin.

From: Ham, Carolyn (DHS)
Sent: Thursday, July 16, 2020 3:34 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: FW: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Carolyn Ham
651-431-3766
From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, July 16, 2020 3:08 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Kevin Gray <GrayK@StLouisCountyMN.gov>
Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street
Duluth, MN 55802
218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Thursday, July 16, 2020 2:54 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Sorry. I need his email as well.

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, July 16, 2020 2:48 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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No different address – St. Louis County Courthouse, 100 North 5th Avenue West, Duluth, MN 55802
Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street

Duluth, MN 55802
218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Thursday, July 16, 2020 2:35 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Same address?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, July 16, 2020 1:46 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Cc: Linnea Mirsch <MirschL@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Yes if it had Linnea Listed to sign it would change to Kevin Gray County Administrator – does that help?

Gena Bossert
Behavioral Health Director
St. Louis County Public Health & Human Services
Government Services Center
320 West 2nd Street
Duluth, MN 55802
218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Thursday, July 16, 2020 1:24 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Cc: Linnea Mirsch <MirschL@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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I recommend you have your county administrator sign. Do we need to change the signature blocks on the contract?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, July 16, 2020 11:59 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Cc: Linnea Mirsch <MirschL@StLouisCountyMN.gov>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Carolyn

Linnea can't sign the contract until we get board approval which would be the end of July. We could have Kevin Gray our County Administrator sign the contract under his emergency powers right away and this may be the best option. Thoughts?

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]

Sent: Wednesday, July 15, 2020 9:58 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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The source of the funding is currently the state Covid Relief Fund, but may ultimately be the Federal CRF fund. The maximum is \$611, 886.50.

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Wednesday, July 15, 2020 8:11 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Josh and Carolyn

Good Morning

I am working on a county board letter for the July funding and wanted to get it off for approval. I just had a couple questions:

Where are the funds coming from (what pot of money)?

What will the not to exceed amount of money be?

Thank you for your help!

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Wednesday, July 1, 2020 1:21 PM

To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi Laura and Gena,

I just wanted to let you know that we received the necessary encumbrances for the grant yesterday. We're on track to get you an agreement for your review and signature by next week. Let us know if you have any questions.

thanks,
Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Sent: Friday, June 26, 2020 9:00 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thanks Josh,

Below are number that Gena put together for July. Please note that this is the absolute maximum (if we were at full capacity) and likely significantly more than we would need. Please let us know if you have any questions. Thanks again – truly appreciate you and this partnership.

Best,
Laura

July - Rooms

Radisson – 72 rooms X \$51 a night X 31 nights = \$113,832
Coates – 43 rooms x \$50 a night x 31 nights = \$ 66,650
Security Radisson - \$28 an hour x 24 hours x 31 days \$20,832
Food Radisson - \$45 a day x 72 rooms x 31 days \$100,440
Food Coates – Food box 14 days \$100 x 43 rooms X 2 weeks \$8,600
Cleaning costs - \$150 a week x 115 rooms total x 4.5 weeks \$77, 625
Laundry costs \$25 a week x 115 rooms total x 4.5 weeks \$12,937.50
Pest control \$850 per room x 115 (we haven't needed to use this yet but if we did rooms once) \$97,750
Possible grant total if all rooms were full \$\$498,666.50

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

Duluth, MN 55802

P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Thursday, June 25, 2020 8:38 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thanks Laura,

We look forward to working with you. For the June request, we're assuming you're asking for the same amount that was in the ESP request to cover the hotel costs for the Radisson. For July, can you send Carolyn and me an itemized estimate of what you'd need for each isolation hotel plus if you project needing any additional funding for staff, supplies, cleaning contracts, etc?

Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Sent: Thursday, June 25, 2020 8:16 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi Josh and Carolyn,

First, thank you for your partnership and support. It was great to meet with you all yesterday. I don't know if this would be helpful or not but to show the breadth of our isolation and quarantine work, I've attached our original narrative that outlines the various components. Please note that this is when we had multiple hotel sites (now only two) and have now contracted with a different cleaning service. I hope this helps provide additional background. Thank you!

Best,

Laura

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

Duluth, MN 55802

P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]

Sent: Wednesday, June 24, 2020 11:15 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

1. Introductions
2. Background on the Isolation Space work group
3. Requirements for FEMA reimbursement
4. Review draft grant agreement and project plan
5. Radisson funding for June
6. Radisson funding for July and beyond

thanks,

Josh

From: Leopold, Josh (MHFA)

Sent: Friday, June 19, 2020 8:34 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding

When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.

Where: <https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09>;
Meeting ID: 716 0875 4628

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From: [Burns, Dora J \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials/SP 4920
Date: Thursday, July 9, 2020 4:36:46 PM

This is now with Linnea via DocuSign. After she signs, it will come to you for signature. Typically we sign the single source first but since Megan will be out, we will sign it later. Right now, this is only encumbered in FY20 for the \$113,832. The budget has not been set up in SWIFT yet for FY21. Kari Irber is aware that I need this budget set up so that I can encumber the rest of this grant.

Let me know if you have questions.

Dora

From: Ham, Carolyn (DHS)
Sent: Thursday, July 09, 2020 4:03 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
You are correct the end date on the project plan should be 12/31/20
Carolyn Ham
651-431-3766

From: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Sent: Thursday, July 9, 2020 4:02 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Hopefully this is my last question...
The contract ends on 12-31-20 but the dates on the workplan for FY21 are 7-1-20 to 6-30-21. Shouldn't this be 12-31-20 or is the end date wrong in the contract?
Dora

From: Ham, Carolyn (DHS)
Sent: Thursday, July 09, 2020 3:56 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
I accepted all the changes on it as well.
Carolyn Ham
651-431-3766

From: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Sent: Thursday, July 9, 2020 3:46 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
What about the single source document?

From: Ham, Carolyn (DHS)
Sent: Thursday, July 09, 2020 3:30 PM
To: Burns, Dora J (DHS) <dora.burns@state.mn.us>
Subject: FW: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials
Here are the names of the people signing. The contract documents are in final form.
Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Thursday, July 9, 2020 3:17 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Cc: Linnea Mirsch <MirschL@StLouisCountyMN.gov>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Carolyn

Thank you Linnea will sign the contract and I have copied her on this email. Her physical address is the same as mine below. Thanks

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802

218 726-2085

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]

Sent: Thursday, July 9, 2020 2:00 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Gena: The grant contract is ready to go. Can you provide me with the names and addresses of the people will be signing for St. Louis County and we will use DocuSign to complete.

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Wednesday, July 1, 2020 5:44 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thank you Josh, I had shared the original template with our county attorney and he had one change

—

Paragraph 8.1 - the following should be added to the end of the first sentence: "...insofar as that statutory provision is applicable to counties."

Thank you

Gena Bossert

Behavioral Health Director

St. Louis County Public Health & Human Services

Government Services Center

320 West 2nd Street

Duluth, MN 55802
218 726-2085

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Wednesday, July 1, 2020 1:21 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi Laura and Gena,
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thanks,
Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Sent: Friday, June 26, 2020 9:00 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Thanks Josh,
Below are number that Gena put together for July. Please note that this is the absolute maximum (if we were at full capacity) and likely significantly more than we would need. Please let us know if you have any questions. Thanks again – truly appreciate you and this partnership.

Best,
Laura

July - Rooms

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Possible grant total if all rooms were full \$\$498,666.50

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

Duluth, MN 55802

P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Thursday, June 25, 2020 8:38 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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Thanks Laura,

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Josh

From: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Sent: Thursday, June 25, 2020 8:16 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Best,

Laura

Laura Birnbaum, MSW, LGSW

Pronouns: [REDACTED]

Housing and Homelessness Programs Supervisor

ACT & TACT (SLC) South Supervisor

320 West Second Street, 101

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P: 218-726-2492

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Wednesday, June 24, 2020 11:15 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham,

Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>;
Patterson, John (MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding Meeting--Agenda and Materials

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Hi everyone,

For our meeting today at 2, I am attaching a draft grant agreement, project plan, and tracking spreadsheet. Here is our proposed agenda for our meeting, feel free to add items and let me know if you have any questions.

1. Introductions
2. Background on the Isolation Space work group
3. Requirements for FEMA reimbursement
4. Review draft grant agreement and project plan
5. Radisson funding for June
6. Radisson funding for July and beyond

thanks,

Josh

From: Leopold, Josh (MHFA)

Sent: Friday, June 19, 2020 8:34 AM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>;
Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Ham, Carolyn (DHS)
<Carolyn.Ham@state.mn.us>; Salzer, Joel (MHFA) <joel.salzer@state.mn.us>; Patterson, John
(MHFA) <john.patterson@state.mn.us>

Subject: St Louis County Isolation Hotel Funding

When: Wednesday, June 24, 2020 2:00 PM-3:00 PM.

Where: [https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09](https://us04web.zoom.us/j/71608754628?pwd=dVFYm1ZSR2NDY1p5bG5pV2c2VWlmZz09;);
Meeting ID: 716 0875 4628

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From: [Olson, Brian \(DPS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Hoernemann, Ross A \(DHS\)](#); [Jensen, David A \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Hirte, Bill \(DPS\)](#); [Wynn, Angela D \(DPS\)](#); [Reed, Kevin \(DPS\)](#)
Subject: Re: Tracking non-congregate shelter use for FEMA reimbursement
Date: Thursday, June 25, 2020 12:18:41 PM

I want to clear up any confusion from the email chain below.

I spoke with Dewey Johnson, St. Louis County Emergency Manager. He understands that St. Louis County is the applicant and will request FEMA reimbursement for non-congregate sheltering expenses.

FEMA will reimburse St. Louis County for 75% of approved expenses. The state bears the 25% non-federal share of approved expenses.

Dewey has submitted reports to DHS in order to fulfill our reporting requirements to FEMA IAW our non-congregate sheltering agreement.

Recovering any 'up front' state funding is an issue for the state and St. Louis County to resolve.

I hope this helps. Let me know if you have further questions.

Thanks,
Brian

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From: Olson, Brian (DPS)
Sent: Thursday, June 25, 2020 10:30:28 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Hoernemann, Ross A (DHS) <ross.hoernemann@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>
Cc: Carr, Tom L (DHS) <tom.carr@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Tracking non-congregate shelter use for FEMA reimbursement

Josh,

Do you have time for a call around 1:00 to go over this? Sounds like there may be some confusion.

Thanks,
Brian

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, June 25, 2020 9:56 AM
To: Hoernemann, Ross A (DHS) <ross.hoernemann@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>
Cc: Olson, Brian (DPS) <Brian.Olson@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Tracking non-congregate shelter use for FEMA reimbursement

Hi Ross and David,

Carolyn and I had a call with St. Louis County yesterday to talk about our Isolation Space work group providing them a grant to cover the costs for their isolation hotels. We talked to them about the need to provide documentation for FEMA reimbursement and Dewey Johnson, the

local emergency manager, says he is already providing that documentation to the two of you. Our work group had been assuming that we would be responsible for collecting whatever data we needed for FEMA reimbursement for isolation spaces and Tom had developed the attached spreadsheet, which Brian reviewed, for this purpose. My question is, do we still need the county to use this spreadsheet, or are we satisfied that we're already getting whatever documentation we need, through Ross and David, for FEMA reimbursement?

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Hendges, Lynn \(DHHS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: USICH E-Intro to MHFA and MDHHS
Date: Wednesday, September 9, 2020 5:51:17 AM

Thanks Josh and Carolyn – Let me see what I can find out and I will get right back to you. L

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, September 08, 2020 5:54 PM
To: [Hendges, Lynn \(DHHS\) <HendgesL2@michigan.gov>](#); [Ham, Carolyn \(DHS\) <Carolyn.Ham@state.mn.us>](#)
Subject: Re: USICH E-Intro to MHFA and MDHHS

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Thanks Lynn. My colleague Carolyn is currently working on the NCS package for isolation hotels, so she may have some more specific questions. I know we were wondering if our FEMA region has signaled whether they would only reimburse for occupied rooms, since a lot of the expenses incurred were for holding empty hotel rooms. We also have FEMA approval for NCS for high-risk groups, and I'm working what kind of documentation FEMA is asking for to confirm that someone is in a high-risk group.

Josh

From: [Hendges, Lynn \(DHHS\) <HendgesL2@michigan.gov>](#)
Sent: Tuesday, September 8, 2020 3:31 PM
To: [Leopold, Josh \(MHFA\) <Josh.Leopold@state.mn.us>](#)
Subject: RE: USICH E-Intro to MHFA and MDHHS

Hi Josh – My apologies for the delayed response! We have not submitted a package yet for NCS but is there anything specific that is causing difficulty? I can ask my colleague who is our Michigan gatekeeper for FEMA applications as he might have seen something similar and could help. Thanks - L

From: [Leopold, Josh \(MHFA\) <Josh.Leopold@state.mn.us>](#)
Sent: Thursday, August 27, 2020 2:02 PM
To: [Hendges, Lynn \(DHHS\) <HendgesL2@michigan.gov>](#)
Cc: [Ham, Carolyn \(DHS\) <Carolyn.Ham@state.mn.us>](#)
Subject: Re: USICH E-Intro to MHFA and MDHHS

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Thanks Bev! Moving you to bcc and copying my colleague Carolyn who is working on a FEMA reimbursement package for non-congregate shelter. Lynn, we're wondering if Michigan has submitted a FEMA reimbursement package yet and, if so, whether you could share your experiences with us?

thanks for your time,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

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josh.leopold@state.mn.us | 978-505-7481

Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: Beverley Ebersold <beverley.ebersold@usich.gov>

Sent: Thursday, August 27, 2020 11:30 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Hedges, Lynn (DHHS) <HedgesL2@michigan.gov>

Subject: USICH E-Intro to MHFA and MDHHS

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Hi Lynn,

I wanted to e-introduce you to Josh Leopold, a former USICH'er and currently a Special Adviser at Minnesota Housing Finance Agency on the Homelessness Response to COVID-19. He reached out to me to find a peer contact in the Midwest with a few questions related to FEMA reimbursement for non-congregate shelter.

Josh: Lynn Hedges is a longtime colleague in MI at the Michigan Department of Health and Human Services who has been coordination the FEMA response with state partners. She should be able to help you out.

Josh please reach out to Lynn directly. After the two of you connect, please do not hesitate to follow up with any questions or if I can direct you to any additional resources.

Be well,

Bev

Beverley Ebersold

Director of National Initiatives

U.S. Interagency Council on Homelessness

202-754-1585

Beverley.Ebersold@usich.gov

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From: [Leopold, Josh \(MHFA\)](#)
To: [Hoernemann, Ross A \(DHS\)](#); [Jensen, David A \(DHS\)](#)
Cc: [Olson, Brian \(DPS\)](#); [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Tracking non-congregate shelter use for FEMA reimbursement
Date: Thursday, June 25, 2020 9:56:53 AM
Attachments: [IsoSpace_Tracking.xlsx](#)

Hi Ross and David,

Carolyn and I had a call with St. Louis County yesterday to talk about our Isolation Space work group providing them a grant to cover the costs for their isolation hotels. We talked to them about the need to provide documentation for FEMA reimbursement and Dewey Johnson, the local emergency manager, says he is already providing that documentation to the two of you.

Our work group had been assuming that we would be responsible for collecting whatever data we needed for FEMA reimbursement for isolation spaces and Tom had developed the attached spreadsheet, which Brian reviewed, for this purpose. My question is, do we still need the county to use this spreadsheet, or are we satisfied that we're already getting whatever documentation we need, through Ross and David, for FEMA reimbursement?

thanks,

Josh

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Pronouns: [REDACTED]

Note: Employee of The Urban Institute temporarily assigned to support the Minnesota Interagency Council on Homelessness.

From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Wisconsin follow-up
Date: Thursday, September 10, 2020 3:17:10 PM

Hi Carolyn,

Were you going to reach out to Jen(?) in Wisconsin about the non-congregate shelter reimbursement? I don't have her contact info, but I can get it through Dan S if you don't have it either. I'm starting to piece together what OEO has been asking for from grantees and what additional information FEMA requires, but it would be good to get more details on exactly what Wisconsin's been submitting and what feedback they've gotten from the regional office.

thanks,

Josh

Josh Leopold, Special Adviser, Homelessness Response to COVID-19

Minnesota Interagency Council on Homelessness

400 Wabasha Street North, Suite 400 | St. Paul, MN 55102

josh.leopold@state.mn.us | 978-505-7481

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