

From: [Leopold, Josh \(MHFA\)](#)
To: [Minge, Ahna B \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: FEMA eligibility issue
Date: Thursday, October 22, 2020 3:51:16 PM

Thanks Ahna! I think this clause would make sheltering a state responsibility, but I'll see if Angie agrees:

Subd. 2. Program established; purpose. An emergency services grant program is established to provide homeless persons essential services and emergency shelter in safe, sanitary, and decent facilities. The grant program is to help eligible organizations improve the quality of existing shelters, make available other emergency housing, meet the operating and maintenance costs of shelters, and provide essential services to homeless persons. The program shall be administered by the commissioner.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Thursday, October 22, 2020 3:10 PM
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>
Subject: RE: FEMA eligibility issue

Hi Josh,

I would reference the ESP statute to establish legal responsibility, since that is the program through which the funds were distributed.

<https://www.revisor.mn.gov/statutes/cite/256E.36>

We could probably also make the case around some sort of Governor's emergency authority under Chapter 12.

We'd love to have you on the MMB call, but it also isn't always a good use of time, honestly. So it's up to you. I just forwarded you the invite.

Thanks,

Ahna

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, October 22, 2020 2:59 PM
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>
Subject: FEMA eligibility issue

Hi Ahna,

I had a meeting with Angie Wynn today to talk through the Hennepin County project application. She says that, in order for the state to be the applicant it has to be the legally responsible entity. Do we know if DHS has a legal responsibility for overseeing shelters? If we can't show that the state is legally responsible, then we'd need Hennepin County to submit the application and turn over any reimbursement they receive to us.

Carolyn, did you run into this issue with St. Louis County? Angie thought that one might have been different since DHS entered into a contract whereas the ESP funding was grants made through Catholic Charities as the fiscal agent.

Let me know how I should proceed with this. I think I'm mostly done with the documentation for Hennepin's application. I'm just waiting on a more detailed breakdown of their staffing costs.

Angie also recommended that I join the Tuesday afternoon MMB calls about 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: 

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From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: FEMA reimbursement
Date: Thursday, September 17, 2020 8:48:57 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

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Yes I will send you the contracts
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, September 16, 2020 4:50 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>
Subject: FEMA reimbursement

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In an effort to try to supply too much documentation rather than too little, can you provide copies of the rental agreements SLC had with the Radisson and Quality Inn for June and July?

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: [Waldrop, Mary \(ADM\)](#)
To: [Mo French](#); [Leopold, Josh \(MHFA\)](#)
Cc: [Ham, Carolyn \(DHS\)](#); [Dougherty, Rachel \(ADM\)](#)
Subject: RE: Final contract for signature
Date: Wednesday, November 25, 2020 3:25:06 PM
Attachments: [EXHIBT C to Richfield Hotel Lease 12368.docx](#)
[image001.jpg](#)
[image002.jpg](#)
[12368 Richfield Lodging - FINAL FOR EXECUTION REVISED 11-25-20\(V2\) .pdf](#)

Attached please find the updated document to modify Section 16.3 to reflect your dollar amounts. You will need to provide us a drawing of the hotel floor plans for Exhibit A and a site plan for Exhibit B. These can follow execution.

Please scan back the signature page executed by Landlord. We will obtain the necessary signatures for the State and provide you a copy of the fully executed documents once it is processed.

From: Mo French <empirehotelsregional@gmail.com>

Sent: Wednesday, November 25, 2020 2:32 PM

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

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Dougherty, Rachel (ADM) <rachel.dougherty@state.mn.us>

Subject: Re: Final contract for signature

Sorry

I didn't read down it does have to be what I just sent based on our experience



MO FRENCH
EMPIRE HOTELS LLC.
651-983-8052
empirehotelsregional@gmail.com



On Wed, Nov 25, 2020 at 1:57 PM Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us> wrote:

Thanks Mo,

Here's what we have drafted in the contract. This is based on the itemized list of damages and amounts that you included in your proposed agreement to us on June 25th:

16.3 Guest Damages. In the event damages ("Damages") are done to the Guest Rooms by Tenant's Guests, Tenant will reimburse Landlord based upon the following schedule. In no event shall the Damages exceed fifteen thousand and no/00 (\$15,000.00) during the Lease Term.

Furniture Destroyed:

Mattress \$500.00

Chair/Couch \$200.00 - \$500.00

Carpet (not repairable) up to \$1,500.00

Intentional water damage \$300.00 - \$700.00

Television

Wire Cutting – Internet or Phones \$200.00 - \$2,000.00

Subject to Section 16.3 above damages done to drywall and electrical service shall be based upon actual charges not to exceed normal and customary charges as provided by licensed contractors with no Landlord markup.

From: Mo French <empirehotelsregional@gmail.com>

Sent: Wednesday, November 25, 2020 1:43 PM

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

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Waldrop, Mary (ADM)

<mary.waldrop@state.mn.us>; Dougherty, Rachel (ADM) <rachel.dougherty@state.mn.us>

Subject: Re: Final contract for signature

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Per our conversation

These are the main items over the past that we have invoiced charges for above and beyond smoking on a monthly lease term.

1. Guest Room Carpet up to \$2500
2. Guest Room TV / Lobby TV \$600-\$800
3. Guest Room Furniture up to \$2000
4. Guest Room lighting up to \$500
5. Guest Room Mattress \$800
6. Guest Room Window up to \$1000
7. Guest Room Bathroom fixtures, flooring, Tub surrounds up to \$2000
8. Guest Room Drywall and Wallcovering up to \$2000

Image removed by sender.



MO FRENCH
EMPIRE HOTELS LLC.
651-983-8052
empirehotelsregional@gmail.com



On Wed, Nov 25, 2020 at 9:15 AM Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us> wrote:

Hi Mo,

I am sending you the final hotel contract for signature. I'm also sending the redlined versions so you can see the changes from the previous version, but please execute the document marked "Final for execution". Because of the holiday, we will need to get everything signed by 12:45 today.

Please let me know if you have any questions.

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: [Ham, Carolyn \(DHS\)](#)
To: [Monica Nilsson](#)
Cc: [Leopold, Josh \(MHFA\)](#)
Subject: RE: Haven Healing Hotel
Date: Monday, November 23, 2020 4:34:00 PM
Attachments: [Haven Housing contract.docx](#)

Monica:

Here is a draft of the grant contract. Do you have time to discuss it tomorrow morning?

Carolyn Ham

651-431-3766

From: Monica Nilsson <mnilsson@havenhousing.org>

Sent: Sunday, November 22, 2020 11:45 AM

To: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Nancy Pazahanick <npazahanick@havenhousing.org>; Sesany Fennie-Jones <sfenniejones@havenhousing.org>; Stephanie Abel <stephanie.abel@hennepin.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>

Subject: Haven Healing Hotel

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That's our internal working name - or Haven Healing Place to match Ascension Place and St. Anne's Place. :)

I don't think we need a meeting today but emails this evening may be going back and forth. Sesany, Nancy and I met this morning and plan to meet at 6pm to continue work.

Here are questions and notes of the moment:

Open noon Wednesday, Nov 25 (target)

Contacts

Josh Leopold, state Covid contracts, 978-505-7481, josh.leopold@state.mn.us

Mo French, Empire Hotels Group, 651-983-8052.

Tony Lawler, Manager, 952.239.8208, tlawler@empirehotelsgroup.com

Hotel: Four Points by Sheraton at 7745 Lyndale Ave S in Richfield. 146 rooms, 134 usable.

They also operate Holiday Inn 94th St, 171 people, no social service staff overnight, only security + hotel, LuMinn, 55 rooms, Holiday Inn Express, 150 people.

Hotel items: locked meeting room, staff bathroom with hotel staff, may install hotel phone for us, internet 200mg, speed over 60, **Question: does county or state pay for damages?**

Haven staffing: up to 4 staff on-site, 7am-10pm, small overlap

Haven: make a job description: prepare meal requests, deliver food on carts/welfare check, clean high touch points, wear PPE at all times, code of conduct signed at intake, snack disbursement, lost key mgmt. **Question to hotel: linens, trash process, guest**

laundry

Set Up: Blair Harrison or Stephanie Abel site review?, Intakes: from who? hours?
Microsoft teams needed?

Supplies: Code of Conduct document, intake document, 3 laptops, plexiglass, PPE,
guest sanitizer stations, dream: 134 tablets or laptops

Communications:

Board Chairs inform Board

Inform Haven staff, be prepared for questions

Gov's office inform Richfield state Reps, Mayor, City Council, police, fire

Contracting: Question to state: through Dec 31 or Jan 31? Haven apply for Covid \$?
To when?

budget: reduced from initial \$150,000 thought of to \$101,000 for 31 days - DRAFT
but close

Billing or contract?

Please share things we should be thinking of, questions.

Monica

Monica Nilsson | Executive Director

haven HOUSING

Ascension Place | St. Anne's Place | Next Step Housing

612.239.4789 | havenhousing.org

fax: 612-588-8827

office: 1803 Bryant Ave North, Minneapolis, MN 55411

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We're hiring! Click [HERE](#) to join our team!

From: [Leopold, Josh \(MHFA\)](#)
To: [Simonett, Andrea L \(DHS\)](#); [Warburton, Katelyn X \(DHS\)](#); [Wengerd, Isaac D \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: Re: Hennepin County ESP funding
Date: Tuesday, October 13, 2020 3:25:35 PM
Attachments: [University Inn C19MAR312020.pdf](#)

Thanks. That matches what I have on the application. Do we have any documentation of how much of that money they spent with ESP funds? Some of the invoices we received from Hennepin, like the attached, cover a longer period than the ESP funding allowed, which I think was just for April, so I'm trying to figure out how we document expenses.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Tuesday, October 13, 2020 3:11 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Wengerd, Isaac D (DHS) <isaac.wengerd@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Hennepin County ESP funding
They received \$600,000 for Shelter Capacity (which would include hotel room expenses), \$120,000 for Supplies, and \$630,000 for Staffing. Let me know if this is the information you were looking for.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, October 13, 2020 1:13 PM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Wengerd, Isaac D (DHS) <isaac.wengerd@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Hennepin County ESP funding

Hello,

I am working on the FEMA reimbursement application for Hennepin County's non-congregate shelter. Hennepin received \$1.35m to cover funds for April 2020 for three hotels: the University Inn, the Holiday Inn, and the Holiday Inn Express. Do you have documentation of how much of that funding they spent and, if so, is out broken by hotel vs staffing vs supplies? I have the hotel invoices from Hennepin but the dates don't always align with the ESP funding period.

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: [Simonett, Andrea L \(DHS\)](#)
To: [Leopold, Josh \(MHFA\)](#)
Cc: [Warburton, Katelyn X \(DHS\)](#); [Wengerd, Isaac D \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: Hennepin County ESP funding
Date: Tuesday, October 13, 2020 3:49:08 PM

It was all ESP funds they received from us (no CRF).

The request was made April 10 with the request being for expenses for a 30 days period. However, technically, they have between April 1 and 60 days after the peacetime emergency is lifted or Feb 1, 2021, whichever comes first, to spend the funding. We do have entities who thought they would spend the money they received within 30 days and ended up not needing it for that month. In these cases we have allowed a lot of flexibility since the funds are able to be used anytime between April and February-ish. So entities are not required to spend it in the 30 days.

We do not know if they have spent the funds yet or not.

On Oct 13, 2020, at 3:25 PM, Leopold, Josh (MHFA)
<Josh.Leopold@state.mn.us> wrote:

Thanks. That matches what I have on the application. Do we have any documentation of how much of that money they spent with ESP funds? Some of the invoices we received from Hennepin, like the attached, cover a longer period than the ESP funding allowed, which I think was just for April, so I'm trying to figure out how we document expenses.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Tuesday, October 13, 2020 3:11 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Wengerd, Isaac D (DHS) <isaac.wengerd@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Hennepin County ESP funding
They received \$600,000 for Shelter Capacity (which would include hotel room expenses), \$120,000 for Supplies, and \$630,000 for Staffing. Let me know if this is the information you were looking for.

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Sent: Tuesday, October 13, 2020 1:13 PM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Wengerd, Isaac D (DHS)

<isaac.wengerd@state.mn.us>

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

Subject: Hennepin County ESP funding

Hello,

I am working on the FEMA reimbursement application for Hennepin County's non-congregate shelter. Hennepin received \$1.35m to cover funds for April 2020 for three hotels: the University Inn, the Holiday Inn, and the Holiday Inn Express. Do you have documentation of how much of that funding they spent and, if so, is out broken by hotel vs staffing vs supplies? I have the hotel invoices from Hennepin but the dates don't always align with the ESP funding period.

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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<University Inn C19MAR312020.pdf>

From: [Irber, Kari J \(DHS\)](#)
To: [Reisenauer, Ashley \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#); [Stockert, Nicole C \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Homelessness Package Next Steps - Agency/GO Thread
Date: Thursday, December 3, 2020 12:35:16 PM
Attachments: [SS LTC Funding Proposal Emergency Temporary Staffing Pool.ki3 AR2 dp edits.docx](#)

Hi all,

Do you have any other edits? We haven't heard back from Dave but he can add it to the tracking sheet as needed. We would need the full appropriation of \$2 million in the language even with FFP. I changed the number of staff in this paragraph to 100:

Staff Costs: The staffing entities will be required to set wages, administer pay and benefits, and comply with requirements in the contract. This includes any hazard pay and other wage-related costs. Based on current staffing costs, this proposal is expected to maintain about 100 staff through February 2021, with phase down during the last week of February. There is also a projected administrative cost of \$125,000 for a multi-agency team triaging provider requests and managing the staffing contracts.

And Dan- I took out the spending reference of \$64K as we discussed.

From: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>
Sent: Thursday, December 3, 2020 11:03 AM
To: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Homelessness Package Next Steps - Agency/GO Thread
Over time, we have rolled many of those supporting costs (isolation space, travel, etc.) into the average weekly cost per FTE. Since we have seen some costs coming in higher and some lower than we originally estimated, I thought it would be helpful to just keep the overall estimate broad. I have adjusted the narrative a bit to show that the estimated weekly cost includes those things, but haven't assigned a breakout to each one.
I did adjust it back to 100 FTE to show the math, but it does seem like in some cases an FTE may actually include more than one worker.

From: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Sent: Thursday, December 3, 2020 8:52 AM
To: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>; Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Homelessness Package Next Steps - Agency/GO Thread
Added some edits from me. I think the \$1m probably buys more than 100 deployed staff based on the vendors more recent billing history, so I raised the expected pool size. There's some problems with the math still that I've highlighted in yellow.
Best
DP

From: Reisenauer, Ashley (DHS) <ashley.reisenauer@state.mn.us>
Sent: Thursday, December 3, 2020 6:09 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Stockert, Nicole C (DHS) <Nicole.Stockert@state.mn.us>

Cc: Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>

Subject: RE: Homelessness Package Next Steps - Agency/GO Thread

Thanks for pulling this together! Attached are a few edits to the assumptions.

Yes, I think we would keep the 100 staff per week. Carolyn was comfortable with our ability to deploy that level.

If we are able to claim the administrative FFP on this, would we still go ahead and ask for the \$2m appropriation? In the fiscal assumptions we would add in the \$640k in FFP that goes back to the general fund, so the cost to the GF would only be \$1.36M?

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From: [Pollock, Daniel L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Brown, Tikki N \(DHS\)](#)
Cc: [Mathes, Francie M \(DHS\)](#)
Subject: RE: Isolation spaces- a question
Date: Wednesday, December 2, 2020 4:01:40 PM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

It's fine with me to combine back into ESP operations and grant-making in a CFS account. I think there was originally a perception that only older adults would be segregated out for isolation space services.

Best

DP

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, December 2, 2020 3:59 PM
To: Brown, Tikki N (DHS) <tikki.brown@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Cc: Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Subject: RE: Isolation spaces- a question

Mainly because the legislature separately appropriated the money for isolation spaces originally.

Carolyn Ham

651-431-3766

From: Brown, Tikki N (DHS) <tikki.brown@state.mn.us>
Sent: Wednesday, December 2, 2020 3:58 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Cc: Mathes, Francie M (DHS) <francie.mathes@state.mn.us>
Subject: Isolation spaces- a question

Carolyn and Dan,

We are still getting questions from our legislative staff around why we are separating the isolation space funds to your area and have this seemingly convoluted process in place. I'm not quite clear on this myself, is the reason we did so related to FEMA reimbursement?

Thanks,

Tikki Brown

Director | Economic Opportunity and Nutrition Assistance

Minnesota Department of Human Services

PO Box 64951

St. Paul, MN 55164-0951

O: 651-431-3822

mn.gov/dhs

Minnesota Department of Human Services Logo



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From: [Irber, Kari J \(DHS\)](#)
To: [Greeman, Dave X \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#); [Carr, Tom L \(DHS\)](#)
Subject: Re: Isolation spaces state COVID fund encumbrance for staffing firm
Date: Tuesday, November 24, 2020 7:52:40 PM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)

It was through the workgroup- it was a lac request.

Sent from my iPhone

On Nov 24, 2020, at 7:07 PM, Greeman, Dave X (DHS)
<dave.greeman@state.mn.us> wrote:

Hi Carolyn,
Sorry for not getting back to you sooner. Yes, if funds are encumbered by 12/31/20 they can be spent after that date. In terms of this particular set of funds, how did we receive them? Was it a request through the LAC or legislation. If it was an LAC request, we may or may not need to first complete a request to amend how the funds are spent. It depends on how broadly the request was written.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, November 24, 2020 3:37 PM
To: Greeman, Dave X (DHS) <dave.greeman@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>
Cc: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: Isolation spaces state COVID fund encumbrance for staffing firm
Dave:

We have \$1 million encumbered for a staffing contract with 22nd Century for isolation spaces in the MN State Covid fund, out of which no funds have been paid. It is my understanding that we can pay for services in January from this fund as long as the money is encumbered by 12/31/20. Is this correct?

If so, I propose we amend 22nd Century's contract downward to \$200,000 and unencumber \$800,000 and use the \$800,000 to pay for our isolation hotel in January or potentially into February. Is this possible?

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>

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[<image005.png>](#)

[<image006.jpg>](#)

[<image007.jpg>](#)

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From: [Leopold, Josh \(MHFA\)](#)
To: [Meier, Erin \(DOT\)](#); [Minge, Ahna B \(DHS\)](#)
Cc: [Carr, Tom L \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: Login to FEMA grants portal
Date: Thursday, October 1, 2020 1:29:42 PM

Hi everyone,

The call with Hennepin County went really well. They've already sent me their hotel contracts and expense reports. I can get into the portal and see information, but I can't figure out how to create a new application. Could someone please advise? Happy to take instruction via email or over the phone: 978-505-7481.

thanks!

Josh

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, October 1, 2020 11:38 AM
To: Meier, Erin (DOT) <erin.meier@state.mn.us>; 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>
Subject: Re: Login to FEMA grants portal
Thanks. I'm in the portal now.

From: Meier, Erin (DOT) <erin.meier@state.mn.us>
Sent: Thursday, October 1, 2020 11:38 AM
To: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Login to FEMA grants portal
Hi,

Angie Wynn might be able to reset your log in. We've had problems with password tests going to the spam filter too. I think you are looking at a project with materials being purchased, right? Here is more or less the documents to portal asks for:

Material summary: FEMA is asking for a summary of the materials you are requesting reimbursement for. They have a form you can use (<https://www.fema.gov/media-library/assets/documents/10592>) or you can use your own existing documentation if it contains all of the information from the FEMA form.

Stock cost documentation: If you used existing stock, you need to document how much you paid for that existing stock or how much you paid for the stock to be replaced. Also, if you have documentation on how you arrived at the cost, it could go here.

Stock supporting documentation: They will be looking for things like purchasing policies, the name

of the vendor, description of the material, quantity, unit price, total price, date of purchase, date used and whether purchased or taken from stock

Purchase invoices/receipts: You need to show the invoices and proof of payment. They will be looking for the date paid and amount paid.

Not Used Justifications: If you purchased food but did not use all of the purchase, you will need to explain why you didn't.

Acquisition Threshold Documentation: Right now, we think this is a copy of your procurement policy. This is a new requirement for state entities.

The project creation guide on the share point site might also give you an idea if you can't log in.

Erin

Erin Meier, MPH

erin.meier@state.mn.us

Emergency Management Principal Planner

MnDOT Central Office

395 John Ireland Blvd.

St Paul, MN 55155

Office [651-366-3367](tel:651-366-3367)

Cell [651-335-0993](tel:651-335-0993)

On Oct 1, 2020, at 11:31 AM, Minge, Ahna B (DHS)
<Ahna.B.Minge@state.mn.us> wrote:

Adding Erin who might be able to help you poke around before 1:00. I am wondering if you could look at Carolyn's St. Louis County submission as an example of what is required. Let me know if you can't find it.

Thanks!

Ahna

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

Sent: Thursday, October 1, 2020 11:30 AM

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

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

Subject: Re: Login to FEMA grants portal

Just got the notification that my account was setup. So I think I'm good. Thanks!

From: Leopold, Josh (MHFA)

Sent: Thursday, October 1, 2020 11:22 AM

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

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

Subject: Login to FEMA grants portal

Hello,

I'm wondering if I've been set up to login yet? It looks like the system recognizes my username (josh.leopold@state.mn.us) but I don't have a password and when I try to get an email password reminder it doesn't show up (It might be going into a spam filter).

Is there a way to see the FEMA application without logging into the portal?

Hoping to see what information is required before 1pm today.

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: [Leopold, Josh \(MHFA\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Ham, Carolyn \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#)
Subject: Re: Outreach to OEO grantees on FEMA reimbursement
Date: Thursday, September 24, 2020 2:00:37 PM

I think Hennepin is the only one over 1m that's not already on the list. We can ask them, although I don't know how willing they'll be to work with us.

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Thursday, September 24, 2020 1:22 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: RE: Outreach to OEO grantees on FEMA reimbursement
[That's a good point. What would it look like if we lowered the threshold to \\$1M?](#)

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, September 24, 2020 1:07 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@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: Outreach to OEO grantees on FEMA reimbursement
[Why wouldn't we want to seek reimbursement for \\$1.3M—should be one of the easier ones, I would think.](#)
Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, September 24, 2020 12:56 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: Re: Outreach to OEO grantees on FEMA reimbursement
They were under the threshold. They got 1.35m

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, September 24, 2020 12:27 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Subject: RE: Outreach to OEO grantees on FEMA reimbursement
[Shouldn't Hennepin County be on this list?](#)
Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, September 24, 2020 12:24 PM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Outreach to OEO grantees on FEMA reimbursement

Hello,

Andrea and I met yesterday to discuss how to get started on pursuing FEMA reimbursement for non-congregate shelter. Moving forward, we're thinking that OEO can include a "special condition" for non-congregate shelter awards above a certain size involving requiring grantees to collect and share with us information needed for the FEMA application.

For the ESP funds that have already been distributed, we decided to prioritize organizations that have received at least \$1.5m in state funds for hotel shelters and isolation/quarantine sites. The organizations on that list are:

- Avivo
- Catholic Charities
- Our Saviour/St. Stephens (they jointly operate a hotel)
- Ramsey County

I've drafted the email below that we were thinking Katelyn could send out to initiate these conversations. Let us know if you have any concerns about this approach or suggested edits to the email.

Hello,

Since March of this year, your organization has received more than \$1.5 million in funding from the State of Minnesota's Coronavirus Relief Fund/Emergency Services Program (CRF-ESP). Many of these expenses, particularly related to isolation and quarantine spaces and protective spaces for people at elevated risk for COVID-19, may be eligible for reimbursement from the Federal Emergency Management Agency (FEMA).

The State is seeking FEMA reimbursement for eligible costs to minimize the projected budget shortfall for the 2021-2022 cycle. We have attached a spreadsheet with the information we think may be required for FEMA reimbursement. Josh Leopold from Minnesota Housing will be reaching out shortly with more information. Please let us know if you have any questions.

thanks,

Katelyn

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: [Leopold, Josh \(MHFA\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Simonett, Andrea L \(DHS\)](#)
Cc: [Warburton, Katelyn X \(DHS\)](#); [Carr, Tom L \(DHS\)](#); [Grumdahl, Eric \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: Re: Outreach to OEO grantees on FEMA reimbursement
Date: Friday, September 25, 2020 10:26:17 AM

Ok. That's fine with me. We can let you know what kind of response we get. Katelyn, if there are no other changes, maybe you could start contacting the grantees (copying me) on Monday?

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Friday, September 25, 2020 10:24 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Outreach to OEO grantees on FEMA reimbursement
I agree with Carolyn that we should add Hennepin County. Maybe we just lower the threshold to \$1 million, which has the effect of capturing Hennepin. It also seems like a reasonable line for future efforts.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, September 25, 2020 9:10 AM
To: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Outreach to OEO grantees on FEMA reimbursement
Does anyone else have any suggestions for either the approach or the email? Carolyn, also recommended we add Hennepin County, which received \$1.3m in ESP funds.

From: Simonett, Andrea L (DHS) <andrea.simonett@state.mn.us>
Sent: Thursday, September 24, 2020 5:20 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Outreach to OEO grantees on FEMA reimbursement
Great suggestions Ahna! We can incorporate them for sure.

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

Sent: Thursday, September 24, 2020 12:54 PM

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

Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Outreach to OEO grantees on FEMA reimbursement

Those look good to me. Thanks!

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

Sent: Thursday, September 24, 2020 12:29 PM

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

Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Outreach to OEO grantees on FEMA reimbursement

This is amazing, you guys! I am so excited and grateful.

I am suggesting a couple of edits:

- 1) I want to be careful about how we talk about this being done to reduce the budget deficit... there may be some sensitivity there.
- 2) I am a little nervous about sending the spreadsheet and grantees freaking out. So I propose some comfort language to say we are going to work with them. Feel free to tweak.

Thanks!

Ahna

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

Sent: Thursday, September 24, 2020 12:24 PM

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

Cc: Warburton, Katelyn X (DHS) <katelyn.warburton@state.mn.us>; Carr, Tom L (DHS) <tom.carr@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Outreach to OEO grantees on FEMA reimbursement

Hello,

Andrea and I met yesterday to discuss how to get started on pursuing FEMA reimbursement for non-congregate shelter. Moving forward, we're thinking that OEO can include a "special condition" for non-congregate shelter awards above a certain size involving requiring grantees to collect and share with us information needed for the FEMA application.

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- Avivo
- Catholic Charities
- Our Saviour/St. Stephens (they jointly operate a hotel)
- Ramsey County

I've drafted the email below that we were thinking Katelyn could send out to initiate these conversations. Let us know if you have any concerns about this approach or suggested edits to the email.

Hello,

Since March of this year, your organization has received more than \$1.5 million in funding from the State of Minnesota's Coronavirus Relief Fund/Emergency Services Program (CRF-ESP). Many of these expenses, particularly related to isolation and quarantine spaces and protective spaces for people at elevated risk for COVID-19, may be eligible for reimbursement from the Federal Emergency Management Agency (FEMA).

The State is seeking FEMA reimbursement for eligible costs to maximize federal funding and reduce state outlays ~~minimize the projected budget shortfall for the 2021-2022 cycle.~~ We have attached a spreadsheet with the information we think may be required for FEMA reimbursement. We hope to partner with you to understand your ability to provide this information in support of our efforts. Josh Leopold from Minnesota Housing will be reaching out shortly with more information. Please let us know if you have any questions.

thanks,

Katelyn

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: [King, Margaret \(MHFA\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Gordon, Sarah \(MDH\)](#); [Harrison, Blair \(MDH\)](#); [tenBroeke, Cathy \(MHFA\)](#); [Grumdahl, Eric \(MHFA\)](#); [Patterson, John \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#); [Dressel, Elizabeth \(MHFA\)](#)
Subject: Re: Responding to Monica's questions
Date: Tuesday, November 24, 2020 11:37:36 AM

In my experience it is preferable to have the hotel (or other staff) handle the laundry. Guests can leave it in bags for pickup and delivery, but as Sarah says it prevents lots of people moving about the hotel.

-Margaret

Margaret King

Regional Manager for Unsheltered Homelessness
Pronouns: [REDACTED]

Minnesota Interagency Council on Homelessness
400 Wabasha Street North, Suite 400 | St. Paul, MN 55102
Direct: 651-296-2387 | Main: 800-657-3769 | Cell: [REDACTED] |

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, November 24, 2020 11:34 AM
To: Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>
Subject: Re: Responding to Monica's questions
Thanks Sarah. When do you think the PPE will be available?

To answer your questions, both Hennepin and Ramsey will be using the hotel and I think if they end up getting too much PPE they could always redistribute it.

I can ask Hennepin what they've been doing around laundry for their isolation hotels since I think they have the same arrangement.

From: Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>
Sent: Tuesday, November 24, 2020 11:25 AM
To: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>

Subject: RE: Responding to Monica's questions

For PPE (not the items John is handling), I'm providing gloves, face shields, and masks. Still working on source and amounts. We don't have access to goggles – John, do you have access to ordering goggles? Maybe 20?

Question for the group – **is it safer to have laundry service provided by the hotel than have patients wondering around and in the laundry room in closer contact with hotel staff?** I would think that the hotel is trained on this service and just needs to add wearing additional PPE during laundry times, and that cutting down on movement of positive persons around staff is a better option.

Josh – will both Ramsey and Hennepin be using this hotel? If I sent an enormous amount of PPE, would the counties be able to access it if the hotel didn't need it all?

-sarah

From: Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>

Sent: Tuesday, November 24, 2020 11:16 AM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>

Subject: RE: Responding to Monica's questions

See below on CDC guidance for laundry. Guests do not need to wear gloves to wash their own laundry- but should wash their hands after putting things into the washing machine (if a sink is not nearby, having hand sanitizer right there would be good). Does the hotel provide hampers/laundry bags? Or should we be ordering one per room on the supply list? I'm thinking the net bags that can be washed along with the clothes? Other ideas?

Linens, clothing, and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. [Clean hands](#) immediately after gloves are removed.
 - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

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

Sent: Tuesday, November 24, 2020 10:53 AM

To: tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Grumdahl, Eric (MHFA) <Eric.Grumdahl@state.mn.us>; Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Harrison, Blair (MDH) <Blair.Harrison@state.mn.us>; Gordon, Sarah (MDH) <sarah.gordon@state.mn.us>; Dressel, Elizabeth (MHFA) <Elizabeth.Dressel@state.mn.us>; King, Margaret (MHFA) <Margaret.King@state.mn.us>

Subject: Responding to Monica's questions

Hello,

Here are my thoughts on how to respond to Monica's questions (in red). Can people review and send me their thoughts and I will try to send her a coordinated response by 1 today?

Supplies

I think we will need four tabletop plexiglass barriers. Haven could loan some.

Who is providing hygiene products? **Housekeeping staff is providing shampoo and soap. John, are we including other hygiene products in our order? If so, can we say what and when we think they will arrive?**

When will PPE arrive: guest masks, staff N95, goggles, face shields, plexiglass, cleaning supplies for high touch areas? **Sarah, can you answer?** Should we have emergency clothing, underwear there for guests? **I'd defer to Mo and to Hennepin on what they've been doing for their hotels on this** The hotel offered guest laundry but does MDH advise that? **Blair or Sarah, can we provide guidance on social distancing practices for this? Guests have unlimited access to the hotel's washer and dryer, but they would need to wash their own personal items (housekeeping is washing linens)**

Training

Who is providing PPE training? **Will confirm with Stephanie that Hennepin Healthcare could do this**

Who is orienting staff to the hotel? **I think the hotel staff or Mo French** **What time should staff be there Wednesday for said training and how long before guests arrive? Again, a hotel question**

Contracting

Does hotel contract include linen pick up/drop off, room garbage pick up? **Yes, it's in their contract.**

Does the state pay for property damages and guest bodily injury claims? Haven commercial insurance asked for something that says that property damage and bodily injury of anyone other than staff is covered by.....

Carolyn, I'm thinking we can address this with Monica when we talk at 12:30

Should Monica apply for Nov 30 deadline Covid funding through June 2021? Another one we can address when we talk to her. Plan

is to do a contract rather than apply for funds through the survey

Hotel - Let hotel answer

Need 4 staff tables/8 chairs in the media room please.

Will the hotel set us up with phones for guests to call us from their rooms?

Is there staff shower access? at pool maybe?

What has worked best in guests going out to smoke and not congregate? A schedule?

How often should staff get tested? or be supplied saliva tests?

Are we pet friendly?

Technology - John, can you answer any of these questions?

145 laptops from PCs for People progressing, who in IT knows what is a good bandwidth for 200 people streaming videos and video conferencing, phones at the same time from a 146 room hotel?

Can we get walkie talkies with earpieces?

Does Haven need Microsoft teams?

Is Haven bringing our own computers? We would need 3 maximum for social service staff.

Communications

What intake paperwork, occupancy data, etc...is needed? **I can respond on the FEMA requirements.**

What is the phone number to call? **Don't understand the question.**

What intake paperwork, occupancy data, etc...is needed? Use Hennepin County Code of Conduct? Anything else? **This is probably for Hennepin and Ramsey to work out with them.**

Has the Governor's office informed Richfield state Reps, Mayor, City Council, police, fire? **Yes**

What media can we do and when, keeping location secret? Would be helpful if we need to collect items (puzzles, books, hygiene) to have public delivery to Haven in north Mpls, utilizing the generosity of Thanksgiving, holiday season. **I think this would be ok if we didn't mention the location, right?**

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 \(DHS\)](#)
Subject: Re: SLC FEMA reimbursement August
Date: Thursday, October 29, 2020 12:59:33 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image001.jpg](#)

Thanks. What is the PA ID #?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, October 29, 2020 10:47 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: FW: SLC FEMA reimbursement August
This is the example of the FEMA spreadsheet you would need for Hennepin County.
Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Thursday, October 29, 2020 9:30 AM
To: Gillen, Toni L (DHS) <Toni.Gillen@state.mn.us>
Subject: SLC FEMA reimbursement August
Use this spreadsheet as your template for August.

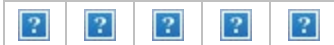
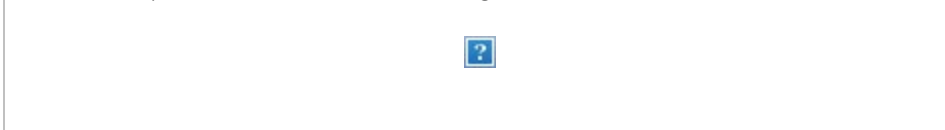
Carolyn Ham

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: [Waldrop, Mary \(ADM\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Some upcoming urgent EIORS
Date: Monday, November 30, 2020 12:18:05 PM
Attachments: [12368 DHS-RICHFIELD HOTEL LEASE - MN STATE.pdf](#)
[image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

Carolyn, attached is the document with the Exhibits incorporated. I will give you a call to discuss.

From: Waldrop, Mary (ADM)
Sent: Monday, November 30, 2020 9:19 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Some upcoming urgent EIORS

Let me see what I can do on the vendor number. The exhibits came in and so we can put those together as a PDF and resend you the document which has been signed by the Landlord. If we cannot get it signed today we have 2 options. Re-do the date or DHS can sign a 16A/C for having the contract signed after the commencement date.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Monday, November 30, 2020 9:00 AM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Subject: FW: Some upcoming urgent EIORS

Mary:

Can you help us with a vendor number? See below.

Carolyn Ham

651-431-3766

From: Kuechenmeister, Susan M (DHS) <susan.m.kuechenmeister@state.mn.us>
Sent: Monday, November 30, 2020 8:51 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Subject: RE: Some upcoming urgent EIORS

RECS is Real Estate Construction Serv-Admin, this is who does the leases. I don't know who you were working with but they need to inform the vendor to register in SWIFT or provide their Vendor #. There are also Exhibits noted A,B and C which are part of the lease and need to be attached to the EIOR. TY

The encumbrance for potential damages/smoking of \$17,500 will have to be a blanket order, not part of the lease. I will add a line to the EIOR for this and reduce the lease line to the \$325,824 for the lease and meals only. So I will be issuing 2 PO's which will be attached.

My hands are tied to encumber funds until we have a vendor #.

Thanks for the quick response.

Sue Kuechenmeister
DCT CBS PROCUREMENT

Minnesota Department of Human Services
3301 7th Ave N
Anoka MN 55303

O: 651-431-5195

F: 651-431-7727

Minnesota Department of Human Services Logo



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

Sent: Monday, November 30, 2020 8:31 AM

To: Kuechenmeister, Susan M (DHS) <susan.m.kuechenmeister@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Subject: RE: Some upcoming urgent EIORs

Thank you for your prompt review Susan. What is RECS?

We are encumbering for the total amount possibly owed, so 80 rooms at \$60 for 32 days = \$153,600 plus 54 rooms at \$55 for 32 days = \$95,040 for a total room cost of \$248,640, plus the maximum number of meals \$77,184 plus \$2500 for potential smoking charges and \$15,000 for potential room damages. If you think we should encumber the food separately, that is fine but keep in mind this contract is already operational. We want to get it executed today.

As I understand the sales tax issue, if you are renting a hotel room for 30 days or more, than the typical hotel taxes don't apply.

Carolyn Ham

651-431-3766

From: Kuechenmeister, Susan M (DHS) <susan.m.kuechenmeister@state.mn.us>

Sent: Monday, November 30, 2020 8:06 AM

To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Some upcoming urgent EIORs

Hi Carolyn,

I have been reviewing EIOR 238037 for lease 12368 for Richfield Lodging Group and we have some issues that will delay this encumbrance.

1. This vendor is not in SWIFT unless another name. Please let RECS know as the vendor will need to register with MMB. This can take a few days.
2. The lease calculation for rooms is not to exceed \$248,640 so not understanding the amount on the EIOR.
3. The lease amount for rooms is \$60 and noted as tax exempt, RECS needs to explain as sales tax is paid on rooms. It does not state inclusive of tax which would mean included.
4. Meals are noted not to exceed \$77,184 – even though noted on the lease I am not sure if we need to encumber as lease or issue a blanket order as this amount is going to fluctuate often. Mike, your thoughts?
5. Increase of \$15,000 noted below for what? Leases are encumbered based on the Lease document only.
6. The Vendor address entered on the EIOR does not match the lease payment address so I will update this based on the lease remit to.

Thanks,

Sue Kuechenmeister

DCT CBS PROCUREMENT

Minnesota Department of Human Services
3301 7th Ave N
Anoka MN 55303
O: 651-431-5195
F: 651-431-7727



From: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Sent: Wednesday, November 25, 2020 1:46 PM

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

Cc: Kuechenmeister, Susan M (DHS) <susan.m.kuechenmeister@state.mn.us>

Subject: RE: Some upcoming urgent EIORS

Done and as an FYI this is a lease that will be processed by Susan Kuechenmeister who will be back in the office on Monday morning. I have already notified her that we need this done first thing on Monday morning

Mike LaValle

Procurement and Acquisitions Division

Minnesota Department of Human Services

P.O. Box 64238
Saint Paul, MN 55164-0238
651.431.3636
mn.gov/dhs



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

Sent: Wednesday, November 25, 2020 1:41 PM

To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Subject: FW: Some upcoming urgent EIORS

Can you increase this EIOR 238037 by \$15,000 to \$346,144?

Carolyn Ham

651-431-3766

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Wednesday, November 25, 2020 10:42 AM

To: Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>; Gordy, Shawn D (DHS) <Shawn.Gordy@state.mn.us>; Funches, Andrea N (DHS) <andrea.funches@state.mn.us>

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

Subject: RE: Some upcoming urgent EIORs

I approved too- It should be with Mike, Shawn and Andrea.

From: Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>

Sent: Wednesday, November 25, 2020 10:32 AM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>; Gordy, Shawn D (DHS) <Shawn.Gordy@state.mn.us>; Funches, Andrea N (DHS) <andrea.funches@state.mn.us>

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

Subject: RE: Some upcoming urgent EIORs

I just approved

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Wednesday, November 25, 2020 10:23 AM

To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>; Gordy, Shawn D (DHS) <Shawn.Gordy@state.mn.us>; Funches, Andrea N (DHS) <andrea.funches@state.mn.us>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>

Subject: RE: Some upcoming urgent EIORs

Importance: High

Hi, I just processed another EIOR to for Richfield Lodging group- EIOR # 238037. This has to be processed before 12:45 today for admin to get this into Docusign.

Thanks!

From: Irber, Kari J (DHS)

Sent: Wednesday, November 25, 2020 10:09 AM

To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>; Gordy, Shawn D (DHS) <Shawn.Gordy@state.mn.us>; Funches, Andrea N (DHS) <andrea.funches@state.mn.us>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>

Subject: RE: Some upcoming urgent EIORs

Hi Mike,

Carolyn was wondering if we could update the Haven contract to \$300k?

Thanks!

From: Irber, Kari J (DHS)

Sent: Tuesday, November 24, 2020 4:04 PM

To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>; Gordy, Shawn D (DHS) <Shawn.Gordy@state.mn.us>; Funches, Andrea N (DHS) <andrea.funches@state.mn.us>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Sullivan Sutton, Erin (DHS) <erin.sullivan-sutton@state.mn.us>

Subject: RE: Some upcoming urgent EIORs

Adding Erin—Erin- I am sending through an EIOR for \$292K for an isolation space manager.

Andrea, Mike and Gordy- Can you change something on the EIOR? I accidentally sent hit the Fixed Asset drop down and added in a fake fixed asset to continue this EIOR on its way. Please delete this. The EIOR number is 238026.

From: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Sent: Tuesday, November 24, 2020 2:53 PM

To: Gordy, Shawn D (DHS) <Shawn.Gordy@state.mn.us>; Funches, Andrea N (DHS) <andrea.funches@state.mn.us>

Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>

Subject: Some upcoming urgent EIORs

Importance: High

Shawn/Andrea,

Bringing you in a little late however I have saved you on dozens of emails and communications that were needed before we needed to take action.

We are going to see a few EIORs come in for supplies that are needed for an isolation space that is being set up and coordinated by CCOA. Because the range of these supplies runs from bed covers to oximeters to toothbrushes etc. and they are working with various vendors I have suggested that we set up blanket PO's for them as the amount of the spend is in question and most items will be need to be ordered on an as needed basis. Assuming since there will be multiple vendors and suppliers this will need to be a BPM to start and as we learn more about the type and frequency of the spend we can adjust as needed. First priority is to get a process in place so we can get these spaces equipped immediately.

So with that please be prepared to act on these requests as soon as they hit our in box. I will keep you posted on things as they happen.

Mike LaValle

Procurement and Acquisitions Division

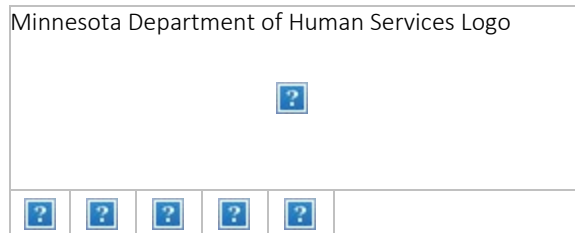
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From: [Leopold, Josh \(MHFA\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Re: State staffing resources
Date: Tuesday, November 24, 2020 9:17:21 AM

Ok. Can I tell her the contract will be ready next week?

We should also figure out what we can offer in terms of funding for 2021. Have we said anything to St. Louis County about that?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Tuesday, November 24, 2020 9:14 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: State staffing resources

I don't. I didn't mark it as a priority so it may not happen until after the holiday.

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, November 24, 2020 9:11 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Fw: State staffing resources

Do you know the status of the contract with Beltrami?

From: Becky Secore <becky.secure@co.beltrami.mn.us>
Sent: Tuesday, November 24, 2020 9:09 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: Re: State staffing resources

Hi Josh,

I have not received an updated contract. Also wondering if this resource will be available in 2021?

Thank you for any updates!

Becky Secore

Sent from my iPhone

On Nov 16, 2020, at 10:23 AM, Leopold, Josh (MHFA)
<Josh.Leopold@state.mn.us> wrote:

[EXTERNAL]

Thanks Becky!

We needed to add a few clauses to Section 10: Information Privacy and Security to cover the guest information FEMA is asking for and then I had forgotten that the signatures need to be done through DocuSign. We will be sending the amended contract and other materials to you through DocuSign.

Josh

From: Becky Secore <becky.secure@co.beltrami.mn.us>

Sent: Friday, November 13, 2020 4:19 PM

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

Subject: RE: State staffing resources

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Good Afternoon Josh,

Attached is the signed contract from Beltrami County Health and Human Services. Let me know if you need anything else. I am working on getting summary reporting your way.

Becky Secore

Becky Secore, MS LMTA

Director, Beltrami County Health and Human Services

616 America Ave. NW

Bemidji MN 56601

Office (218)333-4195

Cell (218)838-0230

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

Sent: Thursday, November 12, 2020 4:11 PM

To: Becky Secore <becky.secure@co.beltrami.mn.us>; Cynthia Borgen <Cynthia.Borgen@co.beltrami.mn.us>

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

Subject: State staffing resources

[EXTERNAL]

Hi Becky and Cynthia,

Here's some more information about the two temporary staffing resources I mentioned on the call today. Let me know if you have any questions about either or both.

- For isolation spaces, such as the Super 8, the State of Minnesota has a temporary staffing contact with 22nd Century Technologies to provide both general and medical staff. This contract could potentially be used to find staff that could do the deep cleans between guests or provide other supports. Staff can be assigned for as long as the contract is active and the contract can support costs incurred after 12/30
- All homeless and supportive housing residential programs with at least one test-confirmed or suspected COVID case among staff or residents can apply for temporary staff through the emergency staffing pool:
<https://edocs.mn.gov/forms/DHS-6818-ENG> Staff assigned through the emergency staffing pool can work in a program for up to 14-days. The staffing pool is also currently only funded through 12/30

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: [Irber, Kari J \(DHS\)](#)
To: [LaValle, Mike P \(DHS\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Supplies
Date: Friday, November 20, 2020 9:22:43 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)

Carolyn- What do you think a good maximum amount would be?

From: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Sent: Friday, November 20, 2020 9:18 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Supplies

Yes that would make the most sense if you are not sure on exactly what the immediate as well as the long term needs are

Mike LaValle

Procurement and Acquisitions Division

Minnesota Department of Human Services

P.O. Box 64238

Saint Paul, MN 55164-0238

651.431.3636

mn.gov/dhs

Minnesota Department of Human Services Logo



From: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Sent: Friday, November 20, 2020 9:17 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Subject: RE: Supplies

Mike- Can we do a blanket purchase order for this? We could then just have a maximum amount.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Friday, November 20, 2020 9:04 AM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Subject: RE: Supplies

I don't think we know the exact amount at this time. Is it possible to have a range or a maximum amount?

Carolyn Ham

651-431-3766

From: Irber, Kari J (DHS) <kari.irber@state.mn.us>

Sent: Thursday, November 19, 2020 3:04 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Subject: RE: Supplies
Yes- How much was it?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Thursday, November 19, 2020 2:35 PM
To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Cc: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: RE: Supplies
Kari:
Can you work on the EIOR?
Carolyn Ham
651-431-3766

From: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Sent: Wednesday, November 18, 2020 4:44 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: RE: Supplies
Yes we can, just need an EIOR submitted and of course should contain the information below as well as any quotes that Doug has secured

Mike LaValle
Procurement and Acquisitions Division

Minnesota Department of Human Services

P.O. Box 64238
Saint Paul, MN 55164-0238
651.431.3636
mn.gov/dhs



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, November 18, 2020 4:38 PM
To: LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>
Cc: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Subject: FW: Supplies
Importance: High

Mike:
are you able to help us with this procurement? It is for equipment for isolation spaces and will be paid for out of CRF \$\$\$.
Carolyn Ham

651-431-3766

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Wednesday, November 18, 2020 4:32 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: RE: Supplies

Importance: High

Carolyn:

Doug and I now have a list of supplies to order, the quantities, the vendor and contact information. With the funding coming from DHS, Doug thought it would be easiest DHS' procurement staff to use this information to make the purchases. **Can you arrange that?**

Doug has done all the leg work other than placing the order.

Outstanding Questions:

- To where do we send the supplies? The hotel makes the most sense, once we are under contract.
- How long will it take to have the supplies delivered? That will depend on the item and supplier.

If DHS procurement staff have any questions they can contact Doug

Doug Heeschen | Division Procurement Coordinator

50 Sherburne Avenue, Suite 112

Saint Paul, MN 55155

(651) 201-2422

doug.heeschen@state.mn.us

John Patterson

Director of Planning, Research & Evaluation

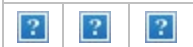
Pronouns: [REDACTED]

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

Sent: Wednesday, November 18, 2020 1:55 PM

To: Patterson, John (MHFA) <john.patterson@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Re: Supplies

Thanks John. I think a 14-day order makes sense. I asked Mo French about the pet policy, but I haven't heard back yet. I know our original contract didn't include anything about pets, so I doubt they're allowed.

From: Patterson, John (MHFA) <john.patterson@state.mn.us>

Sent: Wednesday, November 18, 2020 1:10 PM

To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>

Subject: Supplies

I have a call with Doug at 3:30 to iron out the details. Here are a few questions for you:

- Based initial order on a 14 day supply for 100 rooms. Later orders will depend on what actual needs and use after a few days of being open. Does that make sense?
- I will ask Doug to find the vendors, develop purchase orders, and run them through DHS. Carolyn, should Doug reach out to you or someone else at DHS.
- Should we be prepared for pets?
- Some supplies depend on what the hotel can directly provide and what will be provided by the food vendor. Here the things that we **won't** order because we will assume that others will provide:
 - Cleaning/custodial supplies (we will order a canister of Chlorox wipes for guests and on-the-spot cleaning by staff)
 - Printer (Richfield hotel said that we could use on-site one)
 - Paper plates and plastic utensils (provided by food vendor)
 - Paper/classic cups (provided by hotel)
 - Snacks? (hotel or food vendor)

John Patterson

Director of Planning, Research & Evaluation

Pronouns: [REDACTED]

Minnesota Housing

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

Direct: 651.296.0763 | Main: 800.657.3769

Housing is the foundation for success. | mnhousing.gov



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From: [Ham, Carolyn \(DHS\)](#)
To: [Tucci, DeeAnn J \(DHS\)](#); [Vincent, Megan X \(DHS\)](#)
Subject: RE: URGENT Grant contract to be processed today!
Date: Wednesday, November 25, 2020 11:01:00 AM
Attachments: [image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image009.jpg](#)
[image011.jpg](#)
[gk103-single-source-request-form_tcm1127-421527_\(002\).dotx](#)

They operate several shelters under different names, including Ascension Place.

Here is the single source document.

Carolyn Ham

651-431-3766

From: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>
Sent: Wednesday, November 25, 2020 10:50 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Vincent, Megan X (DHS) <megan.vincent@state.mn.us>
Cc: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>
Subject: FW: URGENT Grant contract to be processed today!

Carolyn,

As I was searching for a vendor number I located the name of Ascension Place tied to the tax id number provided, not Haven Housing as listed on the contract template? Please advise

DeeAnn Tucci

Contracts Coordinator | Contracting & Legal Compliance Division

Minnesota Department of Human Services

O: 651-431-2792

mn.gov/dhs



From: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>
Sent: Wednesday, November 25, 2020 10:43 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Vincent, Megan X (DHS) <megan.vincent@state.mn.us>; Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>
Subject: FW: URGENT Grant contract to be processed today!

Hi Carolyn,

I just have a couple of questions/comments.

Can you please advise me what the EIOR number is that Mike LaValle is going to update? Also, has a SharePoint packet been created?

I am noticing you have completed a Professional Technical Single Source form instead of the Grant

Single Source form. Please complete the attached Grant Single Source form and send to Megan and myself.

I have also noticed that you completed a Professional/Technical Temporary Employment Services Master Contract Work order Certification Form. If your request is a Grant Single Source this form will not be needed.

Please advise.

Thank you,

DeeAnn Tucci

Contracts Coordinator | Contracting & Legal Compliance Division

Minnesota Department of Human Services

O: 651-431-2792

mn.gov/dhs



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

Sent: Wednesday, November 25, 2020 10:16 AM

To: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>

Cc: Vincent, Megan X (DHS) <megan.vincent@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Subject: URGENT Grant contract to be processed today!

Thanks for your help with getting this done. Mike LaValle will update the amount on the EIOR to \$300,000.

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



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From: [Vincent, Megan X \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#); [Tucci, DeeAnn J \(DHS\)](#)
Subject: RE: URGENT Grant contract to be processed today!
Date: Wednesday, November 25, 2020 11:12:19 AM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image010.jpg](#)
[Haven Housing contract 11-25-20 MV edits.docx](#)

Carolyn, attached is the grant with my revisions and comments (showing up as 'author'). Feel free to give me a call via Skype.

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, November 25, 2020 11:01 AM
To: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>; Vincent, Megan X (DHS) <megan.vincent@state.mn.us>
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DeeAnn Tucci

Contracts Coordinator | Contracting & Legal Compliance Division

Minnesota Department of Human Services

O: 651-431-2792

mn.gov/dhs

Minnesota Department of Human Services Logo



From: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>
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DeeAnn Tucci

Contracts Coordinator | Contracting & Legal Compliance Division

Minnesota Department of Human Services

O: 651-431-2792

mn.gov/dhs



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Sent: Wednesday, November 25, 2020 10:16 AM

To: Tucci, DeeAnn J (DHS) <deeann.j.tucci@state.mn.us>

Cc: Vincent, Megan X (DHS) <megan.vincent@state.mn.us>; LaValle, Mike P (DHS) <mike.lavalle@state.mn.us>

Subject: URGENT Grant contract to be processed today!

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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

O: 651-431-3766

C: 651-470-1941

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From: [Minge, Ahna B \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: Submitted!
Date: Wednesday, October 7, 2020 10:15:04 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)
[FEMA Application Submitted.PNG](#)

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: [Tucci, DeeAnn J \(DHS\)](#)
Cc: [Vincent, Megan X \(DHS\)](#); [LaValle, Mike P \(DHS\)](#)
Subject: URGENT Grant contract to be processed today!
Date: Wednesday, November 25, 2020 10:15:00 AM
Attachments: [Haven Housing sole source justification.docx](#)
[Haven Housing workordercertform.docx](#)
[Emergency Auth - Isolation Spaces May 2020.pdf](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[Haven Housing contract 11-24-20 final.docx](#)
[image002.jpg](#)

Thanks for your help with getting this done. Mike LaValle will update the amount on the EIOR to \$300,000.

Carolyn Ham

Chief Administrative Officer | Continuing Care for Older Adults

Pronouns: [REDACTED]

Minnesota Department of Human Services

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St. Paul, MN 55164-0974

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