

From: [Katherine A. Cole](#)
To: [Ham, Carolyn \(DHS\)](#)
Cc: [Leopold, Josh \(MHFA\)](#); [Jonelle Hubbard](#)
Subject: RE: Anoka County Sept-Oct Shelter invoice
Date: Friday, November 20, 2020 1:34:08 PM
Attachments: [image001.jpg](#)
[image003.jpg](#)
[C0007881 Hampton Inn Amendment I fully executed.pdf](#)
[C0007881 Anoka County-Hampton Inn Fully Executed.pdf](#)

Hi Carolyn,
Attached is our Hampton Inn contract and one amendment.
Thank you,
Katherine

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Friday, November 20, 2020 12:40 PM
To: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Jonelle K. Hubbard <Jonelle.Hubbard@co.anoka.mn.us>
Subject: RE: Anoka County Sept-Oct Shelter invoice

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Thank you. Could you also send us a copy of your contract with the Hampton?
Carolyn Ham
651-431-3766

From: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>
Sent: Friday, November 20, 2020 11:03 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Jonelle Hubbard <Jonelle.Hubbard@co.anoka.mn.us>
Subject: Anoka County Sept-Oct Shelter invoice

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Hi Carolyn,
Attached is the Anoka County invoice for September through October shelter expense. I have also attached the Hampton Inn invoices and a report from our financial system with check number/date, showing that they have been paid. Please let me know if this is an acceptable format or if you need something different.

Here is the FEMA data requested for September and October:

All clients receive pre-made grocery bags that the Facilities Management Shelter Team prepares.

September

Guest 1- female, 29 years old

- Entered: 9/28/2020
- Exited: 10/10/2020

- Disability/functional needs include: Hep C, Bilateral ear infection, and thyroid problems

October 2020

Guest 1- male, 32 years old

- Entered: 10/22/2020
- Exited: 10/31/2020
- Disability/functional needs include: Alcoholism and high blood pressure

Guest 2- female, 58 years old

- Entered: 10/23/2020
- Exited: 10/30/2020
- Disability/functional needs include: constant pain from past injuries, and tendinitis

Thank you,

Katherine Cole

Program and Budget Manager

2100 3rd Ave STE 600 | Anoka, MN 55303

Phone: 763.324.4292

Katherine.Cole@co.anoka.mn.us

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From: [Irber, Kari J \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Anoka County Sept-Oct Shelter invoice
Date: Tuesday, December 1, 2020 3:34:12 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

PO#- 185744

Vendor- 0000195348 001

Contract#- 185744

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

Sent: Tuesday, December 1, 2020 3:23 PM

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

Subject: FW: Anoka County Sept-Oct Shelter invoice

Can you get me the vendor id and PO # for Anoka County so I can forward to FOD?

Carolyn Ham

651-431-3766

From: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>

Sent: Friday, November 20, 2020 11:03 AM

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

Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Jonelle Hubbard <Jonelle.Hubbard@co.anoka.mn.us>

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From: [Leopold, Josh \(MHFA\)](#)
To: katherine.cole@co.anoka.mn.us; [Ham, Carolyn \(DHS\)](#)
Cc: [Jonelle Hubbard](#)
Subject: Re: Anoka County shelter documents
Date: Wednesday, November 18, 2020 9:38:32 AM
Attachments: [image002.jpg](#)
[image004.jpg](#)

Hi Katherine,

No rush on sharing those documents. Our behavioral health work is on hiatus for the moment while we deal with all the issues related to the surge in cases.

In terms of the information requested by FEMA, yes, we would want you to track that information moving forward. I will check to see how the other counties we work with are collecting this information.

Do you know if there getting close to capacity at The Hampton Inn? Our work group is trying to get a sense of where there may be additional need for isolation spaces as the number of cases for people experiencing homelessness increases.

thanks,

Josh

From: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>
Sent: Tuesday, November 17, 2020 4:11 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Jonelle Hubbard <Jonelle.Hubbard@co.anoka.mn.us>
Subject: RE: Anoka County shelter documents

Hi Josh,

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We do not currently gather the data requested by FEMA. Do we need to start collecting this going forward? How are other counties/groups collecting this data?

Thank you,



Katherine Cole

Program and Budget Manager
2100 3rd Ave STE 600 | Anoka, MN 55303
Phone: 763.324.4292
Katherine.Cole@co.anoka.mn.us

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, November 9, 2020 4:03 PM
To: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>; Ham, Carolyn (DHS)

<Carolyn.Ham@state.mn.us>

Subject: Re: Anoka County shelter documents

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Hi Katherine,

Thank you for sharing these documents. I am part of a working group on improving the behavioral health response for people experiencing homelessness. Do you mind if I share what you sent with the work group as a potential model for other counties?

Also, I wanted to give you a heads-up that we heard from FEMA on Friday about our reimbursement application for a different isolation and quarantine space. FEMA has asked us to report on the number of guests by age group (0-2, 3-6, 7-12, 13-17, 18-21, 22-65, and 66+) and the number of guests with disabilities or access and functional needs. They also want to know, for each guest, when they entered and exited and information on any meals or wraparound services we're requesting reimbursement for. We're not supposed to include names or other identifying information, just a list of Guest 1, Guest 2, etc., when they entered, when they exited, and the number of meals and wraparound services they received.

Let me know if you have any questions or concerns about that.

thanks,

Josh

From: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>

Sent: Friday, October 30, 2020 3:27 PM

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

Subject: Anoka County shelter documents

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Hello,

Thank you for meeting with Jonelle and myself this morning. Per your inquiry, attached are some documents related to our shelter process including the Disaster Behavioral Health team.

Have a good weekend,



Katherine Cole

Program and Budget Manager

2100 3rd Ave STE 600 | Anoka, MN 55303

Phone: 763.324.4292

Katherine.Cole@co.anoka.mn.us

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To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Jonelle Hubbard](#)
Subject: RE: Anoka County shelter documents
Date: Tuesday, November 17, 2020 4:11:45 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

Hi Josh,

I apologize for the delay. I am checking on sharing the documents with your workgroup – hope to have an answer back to you soon.

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Thank you,

Katherine Cole

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Subject: Re: Anoka County shelter documents

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Let me know if you have any questions or concerns about that.

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Sent: Friday, October 30, 2020 3:27 PM

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

Subject: Anoka County shelter documents

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Hello,

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Have a good weekend,

Katherine Cole

Program and Budget Manager

2100 3rd Ave STE 600 | Anoka, MN 55303

Phone: 763.324.4292

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From: [Katherine A. Cole](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Jonelle Hubbard](#)
Subject: RE: Anoka County shelter documents
Date: Thursday, November 19, 2020 4:02:48 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)

Hi Josh,

To my knowledge we are not getting close to capacity at Hampton Inn at this time.

It turns out, we do have some of the data you are requesting for FEMA. I am planning on submitting the invoices for September and October soon and will send the data along with the invoices.

Thank you!

Katherine

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Wednesday, November 18, 2020 9:39 AM
To: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Jonelle K. Hubbard <Jonelle.Hubbard@co.anoka.mn.us>
Subject: Re: Anoka County shelter documents

Hi Katherine,

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Josh

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To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
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Subject: RE: Anoka County shelter documents

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From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, November 9, 2020 4:03 PM
To: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Anoka County shelter documents

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Also, I wanted to give you a heads-up that we heard from FEMA on Friday about our reimbursement application for a different isolation and quarantine space. FEMA has asked us to report on the number of guests by age group (0-2, 3-6, 7-12, 13-17, 18-21, 22-65, and 66+) and the number of guests with disabilities or access and functional needs. They also want to know, for each guest, when they entered and exited and information on any meals or wraparound services we're requesting reimbursement for. We're not supposed to include names or other identifying information, just a list of Guest 1, Guest 2, etc., when they entered, when they exited, and the number of meals and wraparound services they received.
Let me know if you have any questions or concerns about that.
thanks,
Josh

From: Katherine A. Cole <Katherine.Cole@co.anoka.mn.us>
Sent: Friday, October 30, 2020 3:27 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Anoka County shelter documents

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Phone: 763.324.4292
Katherine.Cole@co.anoka.mn.us

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From: [Minge, Ahna B \(DHS\)](#)
To: [Olson, Brian \(DPS\)](#); [Leopold, Josh \(MHFA\)](#); [Carr, Tom L \(DHS\)](#); [Wynn, Angela D \(DPS\)](#); [Meier, Erin \(DOT\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Avivo non-congregate shelter FEMA application
Date: Wednesday, October 7, 2020 4:20:41 PM

Thanks, Brian. Adding Angie and Erin as well.

I share Josh's question about allocating total costs. If the grantee is able to document their total costs over a time period, can that be used as the basis for estimating individual level costs? For example, Avivo may have the total cost of the hotel for a month, and know that they provided 900 nights of shelter, 300 of which were provided to individuals who were sheltered based on public health guidance. Is it appropriate/acceptable to divide the total hotel cost by 900 to get the per night cost? Then apply that to the subpopulation for which FEMA provides reimbursement? That seems like a reasonable methodology to me, but don't want the team to waste time if that won't pass muster.

From: Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Sent: Wednesday, October 7, 2020 12:04 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; 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: Avivo non-congregate shelter FEMA application

Josh,

I have attached FEMAs "Coronavirus (COVID-19) Pandemic: Non-Congregate Sheltering" FAQ sheet from 31 March 2020. This document provides eligibility requirements to obtain FEMA reimbursement for non-congregate sheltering. FAQs 2, 4, 7 and 11 are probably the most pertinent to your questions. I have highlighted portions of those FAQs for ease in reading them.

Hope this helps.

Thanks,

Brian

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Tuesday, October 6, 2020 11:12 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>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
Subject: Avivo non-congregate shelter FEMA application

Hello,

I had a call with Emily Bastian and Darcy Finn at Avivo about FEMA reimbursement for the non-congregate shelters its received funding for. Avivo has been operating a hotel for former encampment residents in Coon Rapids and is the fiscal agent for another hotel in Brooklyn Center. The hotels were stood up in response to the uprising after George Floyd's murder because the encampments were located close to where much of the damage occurred. More recently they've been used to house people who were at The Wall of Forgotten Natives.

One of the hotels has not had any COVID cases and the other has had at least one. **My first question is whether guests at these hotels are only eligible for FEMA reimbursement if they had close contact with a COVID+ person or if they fell into a high-risk category.** The letter

from FEMA says: "My approval does not include the reimbursement of costs for the sheltering of asymptomatic individuals that are not among the populations specifically identified in the previous paragraph, without additional state or local public health official's direction or guidance." Do we know what additional guidance would make it possible to extend eligibility to asymptomatic individuals who aren't in high-risk groups?

Assuming that only people in high-risk groups are eligible, Avivo says they could tell us how many people are 65 or over, but they wouldn't necessarily know how many people have medical conditions that would put them at higher risk. They also wouldn't be able to separate out costs for the high-risk group versus the other guests. I've asked if they can estimate how many of their guests fall into the high-risk group. **My second question is, if only exposed or high-risk guests are eligible**, can we just pro-rate their total reimbursable costs based on what proportion of guests are eligible for reimbursement?

Sorry for the long, possibly confusing email. Let me know if it would be easier to setup a time 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: [Olson, Brian \(DPS\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Minge, Ahna B \(DHS\)](#); [Carr, Tom L \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: RE: Avivo non-congregate shelter FEMA application
Date: Wednesday, October 7, 2020 12:04:36 PM
Attachments: [Coronavirus \(COVID-19\) Pandemic Non-Congregate Sheltering FEMA.gov with highlights.pdf](#)

Josh,

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Sent: Tuesday, October 6, 2020 11:12 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>; Olson, Brian (DPS) <Brian.Olson@state.mn.us>
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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 | 

Pronouns: he/him/his

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

From: [Leopold, Josh \(MHFA\)](#)
To: [Becky Secore](#); [Ham, Carolyn \(DHS\)](#); cynthia.borgen@co.beltrami.mn.us
Subject: Re: Beltrami isolation hotel funding
Date: Thursday, November 12, 2020 10:23:14 AM
Attachments: [Attachment C to Beltrami Grant.docx](#)
[Beltrami County Draft Grant Contract with County Isolation Hotel.docx](#)

Hello,

Quick update: the Total Obligation amount (Section 3.1) for the draft contract was off in the version I sent earlier. Here's the corrected version, which matches the amount you requested. I'm also attaching the proposed Attachment C for the contract, which lists the required terms for FEMA.

thanks,

Josh

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Thursday, November 12, 2020 9:51 AM
To: Becky Secore <becky.secure@co.beltrami.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; cynthia.borgen@co.beltrami.mn.us <cynthia.borgen@co.beltrami.mn.us>
Subject: Re: Beltrami isolation hotel funding
Hello,

For our meeting at 2 today, I'm attaching the draft contract with the proposed project plan and budget.

Please let Carolyn and I know if you have any questions. We can review everything on the call.

thanks,

Josh

From: Leopold, Josh (MHFA)
Sent: Tuesday, November 10, 2020 10:55 AM
To: Becky Secore <becky.secure@co.beltrami.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; cynthia.borgen@co.beltrami.mn.us <cynthia.borgen@co.beltrami.mn.us>
Subject: Beltrami isolation hotel funding
When: Thursday, November 12, 2020 2:00 PM-2:30 PM.
Where: <https://us04web.zoom.us/j/71155646792?pwd=WkVBbGhXVmpiSzBvNVVFU0UzNjBGQT09>

From: [Irber, Kari J \(DHS\)](#)
To: [Minge, Ahna B \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#)
Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf
Date: Tuesday, September 22, 2020 10:44:22 AM

Thanks Ahna! That is helpful.

I did find Carolyn's salary on another spreadsheet- She charged almost 25% of her salary to COVID for the PPE 9/1/2020. If we say that 20% of her salary is going to isolation space for the rest of the year, it is about \$17K. We could round up to \$20K in case others end up charging to it. Does that make sense? (We originally had budgeted \$44K).

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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

mn.gov/mmb

<image001.png>

<image002.jpg><image003.png><image004.png><image005.png>

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Thursday, September 17, 2020 5:03 PM
To: Vogt, Angela (MMB) <angela.vogt@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>

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

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From: [Irber, Kari J \(DHS\)](#)
To: [Minge, Ahna B \(DHS\)](#)
Cc: [Ham, Carolyn \(DHS\)](#); [Pollock, Daniel L \(DHS\)](#)
Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf
Date: Monday, September 21, 2020 7:35:47 PM

Thanks Ahna!

From: Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>
Sent: Monday, September 21, 2020 6:50 PM
To: Irber, Kari J (DHS) <kari.irber@state.mn.us>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Pollock, Daniel L (DHS) <Daniel.Pollock@state.mn.us>
Subject: Re: COVID 19 MN Fund request for new winter shelter.pdf

I think we could make a case, and just say we haven't expenditure corrected it. Or we just add it to a forthcoming CRF operating request. Maybe I'll ask Britta.

Sent from my iPhone

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Date: Tuesday, September 22, 2020 10:47:58 AM

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

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

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

I don't think we would charge that much time- probably mostly Caroline's time. Caroline- thoughts? We also have the salary baked in for the Staffing pool which Caroline is also working on and could use your idea too with a new CRF operating proposal.

When do you have to get back to Angela and Britta?

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

Sent: Monday, September 21, 2020 4:25 PM

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

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

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

Taking Josh off.

Realistically – how much staff time will we spend on this in FY 21? I am happy to go to bat for the funding to Angela and Britta. We could also bake it into a CRF Operating request.

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

Sent: Monday, September 21, 2020 4:23 PM

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

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

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

Correct. There isn't a current obligation for those two items. Originally, we were thinking that the salaries for the COVID19 would remain in play because we didn't add it to the Homelessness, Victim Services, and Isolation space proposal. However, if that is an issue, we can deal with it. Adding Carolyn just in case I am missing something.

Thanks!

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

Sent: Monday, September 21, 2020 4:19 PM

To: Irber, Kari J (DHS) <kari.irber@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

So to these two questions, I'm not sure I see a current obligation for both those two questions and consequently I think the whole \$5,587,501 should be returned. It would seem to me all amounts where their wasn't spending or isn't an encumbrance should be returned. Part of the original decision making around the CRF requests included returning what wasn't already obligated from the C19 Fund.

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

Sent: Monday, September 21, 2020 3:56 PM

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

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

Yes- I think Josh and I are in agreement but I wanted to check with you both. If we are going to use some for staffing but staffing is not encumbered, does that work or do we need to send it back?

We had also talked about using some of the available balance in FY 21 for isolation staffing but I would need to double-check with Carolyn. If that does not work for MMB, that is probably fine too.

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

Sent: Monday, September 21, 2020 3:24 PM

To: Riesen, Joshua (MMB) <Joshua.Riesen@state.mn.us>; Irber, Kari J (DHS) <kari.irber@state.mn.us>

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

Hi Josh,

Yes – we need to update that with the correct number. The \$1.727 number was old.

Kari – can you work with Josh to work out the details?

Thanks!

Ahna

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

Sent: Monday, September 21, 2020 3:22 PM

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

Subject: FW: COVID 19 MN Fund request for new winter shelter.pdf

Hi Ahna,

Just checking back on this. I just pulled some numbers from the ad hoc database, isn't the encumbrance and spend \$1,612,499 from the COVID-19 MN Fund for isolation. not \$1.727 million?

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

mn.gov/mmb

<image001.png>

<image002.jpg><image003.png><image004.png><image005.png>

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

Sent: Thursday, September 17, 2020 5:03 PM

To: Vogt, Angela (MMB) <angela.vogt@state.mn.us>; tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>

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

Subject: RE: COVID 19 MN Fund request for new winter shelter.pdf

Hi Angela,

How does this sound (below and attached)? I am a little concerned that putting these together in a document might confuse people about the amount being authorized, so I tried to make it explicit in the form. (I am double checking on the new amount.)

In addition, this request also includes a reduction in the funding authorized provided by LCRC Action Order #15 - "Isolation Space for People Experiencing Homelessness." Due to slower than projected spread of the disease and the availability of additional resources, the Department is able to reduce the COVID-19 MN Fund commitment for this purpose from \$7.2 million to **\$1.727** million.

From: Vogt, Angela (MMB) <angela.vogt@state.mn.us>

Sent: Thursday, September 17, 2020 2:52 PM

To: tenBroeke, Cathy (MHFA) <cathy.tenbroeke@state.mn.us>; Minge, Ahna B (DHS) <Ahna.B.Minge@state.mn.us>

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

Subject: COVID 19 MN Fund request for new winter shelter.pdf

Hi Cathy and Ahna,

We would like to reflect the return of the unobligated portion of the original \$7.2M in isolation space as part of this proposal. Can you please add that to the form before it is final?

Thanks,

Angela

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From: [Gillen, Toni L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: COVID-19 Homeless Response Funds - September invoice
Date: Friday, October 30, 2020 1:55:15 PM
Attachments: [FEMA Contract Summary Hotels.xlsx](#)
[FEMA Contract Summary.xlsx](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[Isolation Spaces invoices.xlsx](#)

Hi Carolyn, here are the reconciliations for September
Toni Gillen

Executive Assistant | Continuing Care for Older Adults
Assistant to Assistant Commissioner Dan Pollock
[Pronouns:](#) She/Her/Hers

Minnesota Department of Human Services

P.O. Box 64974
St. Paul, MN, 55164-0974
O: 651-431-2598
mn.gov/dhs



From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Wednesday, October 28, 2020 9:37 AM
To: Gillen, Toni L (DHS) <Toni.Gillen@state.mn.us>
Subject: FW: COVID-19 Homeless Response Funds - September invoice
Can you perform the same reconciliation for the Sept invoices? Should be easier because we are only paying for rooms.
Carolyn Ham
651-431-3766

From: Jane Horton <HortonJ@StLouisCountyMN.gov>
Sent: Tuesday, October 27, 2020 12:16 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Janet Nilsen <nilsenj@stlouiscountymn.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>
Subject: COVID-19 Homeless Response Funds - September invoice

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September invoice and supporting documentation attached, please let me know if you have questions.

Jane Horton

Administrative Assistant I

St Louis County Public Health and Human Services

320 W Second Street, Room 401

Duluth, MN 55802

218-726-2057

hortonj@stlouiscountymn.gov

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From: [Gena Bossert](#)
To: [Ham, Carolyn \(DHS\)](#); [Laura Birnbaum](#); [Janet Nilsen](#)
Cc: [Leopold, Josh \(MHFA\)](#)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)
Date: Tuesday, November 17, 2020 1:39:58 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)

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I went back and double checked no one on the list 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: Ham, Carolyn (DHS) [mailto:Carolyn.Ham@state.mn.us]
Sent: Tuesday, November 17, 2020 1:35 PM
To: Gena Bossert; Laura Birnbaum; Janet Nilsen
Cc: Leopold, Josh (MHFA)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Did you have any guests in August?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Tuesday, November 17, 2020 1:33 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Data August – September 2020

6 people age group 22-65

South - Radisson

#1 – 9/4/20 – 9/10/20 then went to Crisis Stabilization then back to I & Q at Radisson 9/11/20 – 9/16/20 While at I & Q required MH services

#2 – 9/8/20 – 9/13/20

#3 – 9/10/20 – 9/13/20

#4 – 9/10/20 – 9/16/20

#5 – 9/10/20 – 9/16/20

#6 - 9/13/20 – 9/15/20

North – no one at the site

I have one amendment I forgot one north person from the June data – 1 22-65 year old from 6/19 to 6/22/20 no extra services

Hope this is what you are looking for. Gena

- Number of non-congregate shelterees:
 - By Age groups 0-2, 3-6, 7-12, 13-17, 18-21, 22-65, and 66+;
 - With disabilities or access and functional needs;
- Length of stay per “household unit”; and
- Number of meals and other services provided.

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, November 12, 2020 12:30 PM

To: Gena Bossert; Laura Birnbaum; Janet Nilsen

Cc: Leopold, Josh (MHFA)

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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

Gena:

Can you please provide the same information for August and September?

Carolyn Ham

651-431-3766

From: Ham, Carolyn (DHS)

Sent: Friday, November 6, 2020 2:17 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

Gena:

FEMA has requested specific information about the number of people served in the isolation spaces for June and July. Please provide the information below to me as soon as you can.

- If any rooms were occupied, please provide additional information on the number of shelterees at each location, the dates being sheltered, and any wrap around services. The PAPPG v4, pp. 123-124 provides examples of required documentation, such as:
 - Number of non-congregate shelterees:
 - By Age groups 0-2, 3-6, 7-12, 13-17, 18-21, 22-65, and 66+;
 - With disabilities or access and functional needs;

- Length of stay per “household unit”; and
- Number of meals and other services provided.

Thanks:

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Tuesday, October 27, 2020 9:50 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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

Sent: Tuesday, October 27, 2020 9:48 AM

To: Gena Bossert; Laura Birnbaum; Janet Nilsen

Cc: Leopold, Josh (MHFA)

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Yes. Thank you for being a true partner in this effort.

We will process your August request shortly and draft up an amendment to the Grant contract to incorporate the additional spending. In the meantime, please send the invoice and documentation for September rooms only.

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Monday, October 26, 2020 3:51 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Carolyn

This is what we came up with for September 2020 – December 2020. Does this work for you?

Food for 4 months (\$17,000 *4) = \$68,000 to be paid from SLC CARES

Laundry for 4 months (\$8,100*4) = \$32,400 to be paid from SLC CARES

Cleaning for 4 months (\$27,000 *4) = \$108,000 to be paid from SLC CARES
Rooms for October \$143,793 to be paid from SLC CARES
Security for October (\$9,000) to be paid from SLC CARES
Rooms for November \$141,090 to be paid from SLC CARES
Security for November (\$9,000) to be paid from SLC CARES
September rooms (\$146,880) to be paid from DHS CARES
December rooms (\$154,605) to be paid from DHS CARES
This equals \$511,283

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, October 26, 2020 3:32 PM
To: Gena Bossert; Laura Birnbaum; Janet Nilsen
Cc: Leopold, Josh (MHFA)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Gena:

I have received all the documentation from Jane. However, I am waiting for your proposal regarding SLC's responsibility for a portion of the costs, as we discussed. Any idea when you will have a response?

Sincerely,
Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, October 8, 2020 3:40 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Josh and Carolyn
Just checking in to see what is next. 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: Warburton, Katelyn X (DHS) [<mailto:katelyn.warburton@state.mn.us>]

Sent: Tuesday, October 6, 2020 4:38 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>

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

<Josh.Leopold@state.mn.us>

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Hello,

I am following up on the award notice sent last Wednesday (September 30th). Your request will be funded at the amount indicated below (\$146,880), but through a different funding source managed by Carolyn Ham and Josh Leopold cc'd here. They will be following up with you shortly to discuss next steps for receiving payment.

Thank you,

Katelyn

From: Warburton, Katelyn X (DHS)

Sent: Wednesday, September 30, 2020 9:21 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

Subject: COVID-19 Homeless Response Funds (OEO, DHS)

Importance: High

Hello,

Thank you for submitting a funding request for the COVID-19 Emergency Response Funds (ESP-CR and/or CRF-ESP).

We are writing to inform you that you are being funded at \$146,880.

The attached PDF details the funding type and amount awarded for your most recent request. Awards may be split between two funding streams (ESP-CR/CRF-ESP), so please review the entire document.

Additional action is required to receive funds. Please complete the attached "ASSURANCES-CRF ALL Activities" document. You do not need to re-submit your W-9 as we already have that on file. **If the assurances document is submitted (to me) by noon on Friday (October 2nd), your award will be included on this week's funding roster.** If you are unable to return the document by that time, please submit at your earliest convenience (the award will be included on the next funding roster).

If you have any questions, please let me know.

Thanks,

Katelyn

Katelyn Warburton, M.A.

Office of Economic Opportunity

Minnesota Department of Human Services

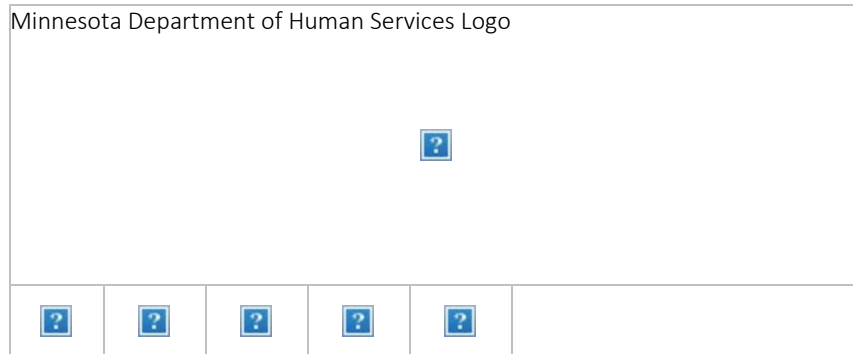
444 Lafayette Rd North

St. Paul, MN 55155

O: 651-431-3854

C: 651-238-7506

mn.gov/dhs



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From: [Ham, Carolyn \(DHS\)](#)
To: [Gena Bossert](#); [Laura Birnbaum](#); [Janet Nilsen](#)
Cc: [Leopold, Josh \(MHFA\)](#)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)
Date: Friday, November 6, 2020 2:17:00 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)
[image006.jpg](#)

Gena:

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Thanks:

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Tuesday, October 27, 2020 9:50 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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

Sent: Tuesday, October 27, 2020 9:48 AM

To: Gena Bossert; Laura Birnbaum; Janet Nilsen

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651-431-3766

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Sent: Monday, October 26, 2020 3:51 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Carolyn

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Food for 4 months (\$17,000 *4) = \$68,000 to be paid from SLC CARES

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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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Sent: Monday, October 26, 2020 3:32 PM

To: Gena Bossert; Laura Birnbaum; Janet Nilsen

Cc: Leopold, Josh (MHFA)

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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I have received all the documentation from Jane. However, I am waiting for your proposal regarding SLC's responsibility for a portion of the costs, as we discussed. Any idea when you will have a response?

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Carolyn Ham
651-431-3766

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Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Josh and Carolyn
Just checking in to see what is next. 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

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Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
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Thank you,
Katelyn

From: Warburton, Katelyn X (DHS)
Sent: Wednesday, September 30, 2020 9:21 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

Subject: COVID-19 Homeless Response Funds (OEO, DHS)

Importance: High

Hello,

Thank you for submitting a funding request for the COVID-19 Emergency Response Funds (ESP-CR and/or CRF-ESP).

We are writing to inform you that you are being funded at \$146,880.

The attached PDF details the funding type and amount awarded for your most recent request. Awards may be split between two funding streams (ESP-CR/CRF-ESP), so please review the entire document.

Additional action is required to receive funds. Please complete the attached “ASSURANCES-CRF ALL Activities” document. You do not need to re-submit your W-9 as we already have that on file. **If the assurances document is submitted (to me) by noon on Friday (October 2nd), your award will be included on this week’s funding roster.** If you are unable to return the document by that time, please submit at your earliest convenience (the award will be included on the next funding roster).

If you have any questions, please let me know.

Thanks,

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: [Gillen, Toni L \(DHS\)](#)
To: [Ham, Carolyn \(DHS\)](#)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)
Date: Friday, October 16, 2020 10:04:21 AM
Attachments: [FEMA Contract Summary Hotels.xlsx](#)
[dhs invoice \(isolation & quarantine\) August.docx](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.jpg](#)
[image013.jpg](#)
[image014.jpg](#)
[Radisson Inn 20200730 - 20200805.pdf](#)
[image001.jpg](#)

Hi Carolyn, I have updated the FEMA Contract Summary. I added August as its own tab. I did see that they are still charging us for July 30 and 31 for Duluth Hotels rooms when we accounted for them for last month.

Tallying the invoices that they have given us along with subtracting the July days from the invoices, the total is different. I have the differing figures entered in to the right side of everything compared to what should actually be charged.

Thanks!

Toni Gillen

Executive Assistant | Continuing Care for Older Adults

Assistant to Assistant Commissioner Dan Pollock

[Pronouns:](#) She/Her/Hers

Minnesota Department of Human Services

P.O. Box 64974

St. Paul, MN, 55164-0974

O: 651-431-2598

mn.gov/dhs

Minnesota Department of Human Services Logo



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

Sent: Friday, October 16, 2020 9:21 AM

To: Gillen, Toni L (DHS) <Toni.Gillen@state.mn.us>

Subject: FW: COVID-19 Homeless Response Funds (OEO, DHS)

Carolyn Ham

651-431-3766

From: Jane Horton <HortonJ@StLouisCountyMN.gov>

Sent: Friday, October 16, 2020 9:19 AM

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

Cc: Janet Nilsen <nilsenj@stlouiscountymn.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>;

Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

Corrected invoice attached. Payment information added as a comment on hotel invoice pdf.

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Friday, October 16, 2020 8:51 AM
To: Jane Horton
Cc: Janet Nilsen; Gena Bossert; Laura Birnbaum
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Thank you, Jane. I believe the amount of the invoice from SLC is wrong—we paid for the food for July 30 -31 last month. Please send us a corrected invoice.

Also, we are missing the proof of payment of the hotel invoices and the PDF of the invoice for Quality Inn for the first week is actually an invoice from the Radisson.

Thanks for your help.

Carolyn Ham
651-431-3766

From: Jane Horton <HortonJ@StLouisCountyMN.gov>
Sent: Thursday, October 15, 2020 8:36 AM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Cc: Janet Nilsen <nilsenj@stlouiscountymn.gov>; Gena Bossert <BossertG@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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August invoice and supporting documentation attached. Please let me know if you have questions.

Jane Horton

Administrative Assistant I
St Louis County Public Health and Human Services
320 W Second Street, Room 401
Duluth, MN 55802
218-726-2057
hortonj@stlouiscountymn.gov

From: Janet Nilsen
Sent: Monday, October 12, 2020 10:30 AM
To: Jane Horton
Subject: FW: COVID-19 Homeless Response Funds (OEO, DHS)

From: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Friday, October 9, 2020 12:36 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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In the meantime, you could send us an invoice for August along with the supporting documentation.

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Friday, October 9, 2020 12:29 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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I will work on coordinating some dates on our end!

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, October 9, 2020 12:24 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: COVID-19 Homeless Response Funds (OEO, DHS)

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Hi Gena,

Thanks for checking in. Do you want to send me some times your team is available next week and I can get something scheduled to talk about amending our existing contract through the end of the year?

Josh

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, October 8, 2020 3:39 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Josh and Carolyn
Just checking in to see what is next. 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: Warburton, Katelyn X (DHS) [<mailto:katelyn.warburton@state.mn.us>]
Sent: Tuesday, October 6, 2020 4:38 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Hello,

I am following up on the award notice sent last Wednesday (September 30th). Your request will be funded at the amount indicated below (\$146,880), but through a different funding source managed by Carolyn Ham and Josh Leopold cc'd here. They will be following up with you shortly to discuss next steps for receiving payment.

Thank you,
Katelyn

From: Warburton, Katelyn X (DHS)
Sent: Wednesday, September 30, 2020 9:21 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Subject: COVID-19 Homeless Response Funds (OEO, DHS)
Importance: High

Hello,

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If you have any questions, please let me know.

Thanks,
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: [Gena Bossert](#)
To: [Leopold, Josh \(MHFA\)](#); [Brian Fritsinger](#); [Ham, Carolyn \(DHS\)](#); [Laura Birnbaum](#); [Janet Nilsen](#)
Cc: [Linnea Mirsch](#)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)
Date: Wednesday, December 9, 2020 1:51:59 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)

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Josh

Thank you so much, we are happy to continue our partnership.

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, December 9, 2020 1:49 PM
To: Gena Bossert; Brian Fritsinger; Ham, Carolyn (DHS); Laura Birnbaum; Janet Nilsen
Subject: Re: COVID-19 Homeless Response Funds (OEO, DHS)

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Also, I wanted to let you know that we received St. Louis County's application for state funding for the Duluth and Virginia hotels through June. At this point, we can commit to continuing our funding through January and we will be following-up on amending our contract to reflect that. We're hoping to know more about our ability to extend the contract past January by next week.

Let me know if you have any questions about that.

thanks,

Josh

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Wednesday, December 9, 2020 11:34 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Brian Fritsinger <FritsingerB@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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June – September 17

Oct to now - 87

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, December 9, 2020 11:12 AM
To: Gena Bossert; Brian Fritsinger; Ham, Carolyn (DHS); Laura Birnbaum; Janet Nilsen
Subject: Re: COVID-19 Homeless Response Funds (OEO, DHS)

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Hi Gena,

I am helping Cathy ten Broeke prepare her testimony for the House hearing today on isolation space funding for 2021. She's asked for information on the number of people served in state-funded isolation and quarantine spaces so far. Based on what you've submitted to Carolyn, it looks like you had 16 total guests from June-September. Is that right? Do you know how many guests you've had from October 1-today?

thanks,

Josh

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, December 3, 2020 5:06 PM
To: Brian Fritsinger <FritsingerB@StLouisCountyMN.gov>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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I was hoping that DHS would send you a new one directly.

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: Brian Fritsinger
Sent: Thursday, December 3, 2020 4:54 PM
To: 'Leopold, Josh (MHFA)'; Gena Bossert; Ham, Carolyn (DHS); Laura Birnbaum; Janet Nilsen
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

Or per this email did it come under a different email? The one I tried to access was the one from Gena and I do not see a separate email from the State.

Brian Fritsinger
Deputy County Administrator

218-391-5077

From: Leopold, Josh (MHFA) [<mailto:Josh.Leopold@state.mn.us>]
Sent: Thursday, December 3, 2020 11:40 AM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>
Cc: Brian Fritsinger <FritsingerB@StLouisCountyMN.gov>
Subject: Re: COVID-19 Homeless Response Funds (OEO, DHS)

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Thanks Gena. We've forwarded the contract to Brian.

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, December 3, 2020 11:23 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Brian Fritsinger <FritsingerB@StLouisCountyMN.gov>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Josh

I have included Brian Fritsinger on this email if the amendment could get sent to Brian via DocuSign that would be great. I went back thru my email and see that it was sent to me and I just tried to forward it to Brian so perhaps that will work. Thank you for checking back in to make sure this get done.

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: Thursday, December 3, 2020 10:31 AM
To: Gena Bossert; Ham, Carolyn (DHS); Laura Birnbaum; Janet Nilsen
Subject: Re: COVID-19 Homeless Response Funds (OEO, DHS)

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Hi Gena,

I just wanted to let you know that it looks like the contract amendment is still awaiting your signature in DocuSign. Please let Carolyn and I know if you have any questions or concerns about signing.

thanks,
Josh

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Tuesday, November 17, 2020 1:39 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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I went back and double checked no one on the list 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: Ham, Carolyn (DHS) [<mailto:Carolyn.Ham@state.mn.us>]
Sent: Tuesday, November 17, 2020 1:35 PM
To: Gena Bossert; Laura Birnbaum; Janet Nilsen
Cc: Leopold, Josh (MHFA)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Did you have any guests in August?

Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Tuesday, November 17, 2020 1:33 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Data August – September 2020

6 people age group 22-65

South - Radisson

#1 – 9/4/20 – 9/10/20 then went to Crisis Stabilization then back to I & Q at Radisson 9/11/20 – 9/16/20 While at I & Q required MH services

#2 – 9/8/20 – 9/13/20

#3 – 9/10/20 – 9/13/20

#4 – 9/10/20 – 9/16/20

#5 – 9/10/20 – 9/16/20

#6 - 9/13/20 – 9/15/20

North – no one at the site

I have one amendment I forgot one north person from the June data – 1 22-65 year old from 6/19 to 6/22/20 no extra services

Hope this is what you are looking for. Gena

1. Number of non-congregate shelterees:
 1. By Age groups 0-2, 3-6, 7-12, 13-17, 18-21, 22-65, and 66+;
 2. With disabilities or access and functional needs;
2. Length of stay per "household unit"; and
3. Number of meals and other services provided.

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, November 12, 2020 12:30 PM
To: Gena Bossert; Laura Birnbaum; Janet Nilsen
Cc: Leopold, Josh (MHFA)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Gena:
Can you please provide the same information for August and September?
Carolyn Ham
651-431-3766

From: Ham, Carolyn (DHS)
Sent: Friday, November 6, 2020 2:17 PM
To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

Gena:
FEMA has requested specific information about the number of people served in the isolation spaces for June and July. Please provide the information below to me as soon as you can.

2. If any rooms were occupied, please provide additional information on the number of shelterees at each location, the dates being sheltered, and any wrap around services. The PAPPG v4, pp. 123-124 provides examples of required documentation, such as:
 1. Number of non-congregate shelterees:
 1. By Age groups 0-2, 3-6, 7-12, 13-17, 18-21, 22-65, and 66+;
 2. With disabilities or access and functional needs;
 2. Length of stay per "household unit"; and
 3. Number of meals and other services provided.

Thanks:
Carolyn Ham
651-431-3766
From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Tuesday, October 27, 2020 9:50 AM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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

Sent: Tuesday, October 27, 2020 9:48 AM

To: Gena Bossert; Laura Birnbaum; Janet Nilsen

Cc: Leopold, Josh (MHFA)

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Yes. Thank you for being a true partner in this effort.

We will process your August request shortly and draft up an amendment to the Grant contract to incorporate the additional spending. In the meantime, please send the invoice and documentation for September rooms only.

Carolyn Ham

651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>

Sent: Monday, October 26, 2020 3:51 PM

To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Carolyn

This is what we came up with for September 2020 – December 2020. Does this work for you?

Food for 4 months (\$17,000 *4) = \$68,000 to be paid from SLC CARES

Laundry for 4 months (\$8,100*4) = \$32,400 to be paid from SLC CARES

Cleaning for 4 months (\$27,000 *4) = \$108,000 to be paid from SLC CARES

Rooms for October \$143,793 to be paid from SLC CARES

Security for October (\$9,000) to be paid from SLC CARES

Rooms for November \$141,090 to be paid from SLC CARES

Security for November (\$9,000) to be paid from SLC CARES

September rooms (\$146,880) to be paid from DHS CARES

December rooms (\$154,605) to be paid from DHS CARES

This equals \$511,283
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, October 26, 2020 3:32 PM
To: Gena Bossert; Laura Birnbaum; Janet Nilsen
Cc: Leopold, Josh (MHFA)
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Gena:

I have received all the documentation from Jane. However, I am waiting for your proposal regarding SLC's responsibility for a portion of the costs, as we discussed. Any idea when you will have a response?

Sincerely,
Carolyn Ham
651-431-3766

From: Gena Bossert <BossertG@StLouisCountyMN.gov>
Sent: Thursday, October 8, 2020 3:40 PM
To: Laura Birnbaum <BirnbaumL@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>
Cc: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Josh and Carolyn
Just checking in to see what is next. 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: Warburton, Katelyn X (DHS) [<mailto:katelyn.warburton@state.mn.us>]

Sent: Tuesday, October 6, 2020 4:38 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@StLouisCountyMN.gov>

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

Subject: RE: COVID-19 Homeless Response Funds (OEO, DHS)

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Hello,

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Thank you,

Katelyn

From: Warburton, Katelyn X (DHS)

Sent: Wednesday, September 30, 2020 9:21 PM

To: Gena Bossert <BossertG@StLouisCountyMN.gov>; Janet Nilsen <nilsenj@stlouiscountymn.gov>

Subject: COVID-19 Homeless Response Funds (OEO, DHS)

Importance: High

Hello,

Thank you for submitting a funding request for the COVID-19 Emergency Response Funds (ESP-CR and/or CRF-ESP).

We are writing to inform you that you are being funded at \$146,880.

The attached PDF details the funding type and amount awarded for your most recent request. Awards may be split between two funding streams (ESP-CR/CRF-ESP), so please review the entire document.

Additional action is required to receive funds. Please complete the attached "ASSURANCES-CRF ALL Activities" document. You do not need to re-submit your W-9 as we already have that on file. **If the assurances document is submitted (to me) by noon on Friday (October 2nd), your award will be included on this week's funding roster.** If you are unable to return the document by that time, please submit at your earliest convenience (the award will be included on the next funding roster).

If you have any questions, please let me know.

Thanks,

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: [Waldrop, Mary \(ADM\)](#)
To: [Leopold, Josh \(MHFA\)](#); [Ham, Carolyn \(DHS\)](#)
Cc: [Dougherty, Rachel \(ADM\)](#)
Subject: RE: Draft contract
Date: Monday, November 23, 2020 11:54:45 AM
Attachments: [EXHIBT C to Raddison Lease 12367.docx](#)

I believe this is the exhibit you are looking for.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Monday, November 23, 2020 11:30 AM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Re: Draft contract

Thanks Mary! Sorry for disturbing your vacation. I think Carolyn is working with Haven Housing on their contract.

From: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Sent: Monday, November 23, 2020 11:04 AM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Draft contract

Not sure how you are handling Haven Housing but she is prepared to help you with the hotel piece.

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Sunday, November 22, 2020 4:43 PM
To: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Subject: Re: Draft contract

Hmm... would we want that for the hotel contract or just the contract with Haven Housing?

From: Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Sent: Sunday, November 22, 2020 3:34 PM
To: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>; Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>
Subject: RE: Draft contract

You will be adding the FEMA provisions as well?

Carolyn Ham
651-431-3766

From: Leopold, Josh (MHFA) <Josh.Leopold@state.mn.us>
Sent: Friday, November 20, 2020 5:57 PM
To: Mo French <empirehotelsregional@gmail.com>
Cc: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Draft contract

Hi Mo,

I am attaching the draft contract. There are a few highlighted items that need your attention. First, please confirm that all of the highlighted information is correct, and that we're in

agreement on the pricing and not-to-exceed amounts. In terms of specific questions, or areas we want to flag:

- Section 11.10 Laundry Facilities: I took the \$300/month estimate for using the laundry machines and converted it to a \$10/day fee. Please update if you have more recent information on costs from your vendor
- Section 11.12 Staffing: The schedule you provided leaves a gap in staffing from 7am to 10am each day. Is that an error? Can you also fill in the blanks for the schedule for the other staff highlighted?
- Section 18.1 Damages: We have taken out Section 18.1. Our policy is to assess any damages caused by our staff or guests upon the termination of the agreement and come to a settlement if needed.
- Section 29b Notices: Can you fill in the appropriate email address for this section?

Please let me know if you have any questions. I can arrange a call to settle any differences if needed.

thank you so much!

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: [Dougherty, Rachel \(ADM\)](#)
To: [Waldrop, Mary \(ADM\)](#); [Ham, Carolyn \(DHS\)](#)
Subject: RE: Executed Contract
Date: Tuesday, December 1, 2020 2:40:01 PM
Attachments: [image001.jpg](#)
[12368 DHS-RICHFIELD HOTEL LEASE - MN STATE.pdf](#)

This is the correct one.

From: Dougherty, Rachel (ADM)
Sent: Tuesday, December 1, 2020 2:33 PM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: RE: Executed Contract

I think I pulled it from the wrong folder and it is still waiting for signatures. Will investigate. DocuSign can be kind of a pain when documents are “in the works.”

From: Dougherty, Rachel (ADM)
Sent: Tuesday, December 1, 2020 2:07 PM
To: Waldrop, Mary (ADM) <mary.waldrop@state.mn.us>; Ham, Carolyn (DHS) <Carolyn.Ham@state.mn.us>
Subject: Executed Contract

Hi Mary & Carolyn,
Attached is the fully executed contract.

Thanks,
Rachel



Rachel Dougherty
Enterprise Contracts Counsel
50 Sherburne Avenue, Suite 112
Saint Paul, MN 55155
(651) 216-3556
Rachel.Dougherty@state.mn.us