

**Brown, Amy (DPS)**

---

**From:** Kelly, Joseph (DPS)  
**Sent:** Friday, December 2, 2022 7:11 AM  
**To:** Woods, Sydnee (DPS)  
**Cc:** Longaecker, Jen (DPS)  
**Subject:** FW: Minnesota Government Data Practices Act Request: DPA Request Regarding FEMA Reimbursements (Minnesota Homeland Security and Emergency Management)

Good morning, Sydnee....See below. The data we believe is responsive to this request can be found at S:\HSEM\HSEM Files\Public Data Request – Wynn

Thanks....Joe

**Joe Kelly** | Director  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7404



**From:** 113202-98295432@requests.muckrock.com <113202-98295432@requests.muckrock.com>  
**Sent:** Friday, December 2, 2022 12:02 AM  
**To:** Kelly, Joseph (DPS) <joseph.kelly@state.mn.us>  
**Subject:** RE: Minnesota Government Data Practices Act Request: DPA Request Regarding FEMA Reimbursements (Minnesota Homeland Security and Emergency Management)

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Minnesota Homeland Security and Emergency Management  
MGDPA Office  
Suite 223  
445 Minnesota Street  
St Paul, MN 55101

December 2, 2022

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following Minnesota Government Data Practices Act request, copied below, and originally submitted on June 3, 2021. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

View request history, upload responsive documents, and report problems here:

[https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency\\_login%252Fminnesota-homeland-security-and-emergency-management-4092%252Fdpa-request-regarding-fema-reimbursements-minnesota-homeland-security-and-emergency-management-113202%252F%253Femail%253Djoseph.kelly%252540state.mn.us&url\\_auth\\_token=AAAYjPZKcL1eCNkGkJbHNr7gWaY%3A1p0z7k%3ArFs3xzeDNq6Jgv22NOz6b4dItaBXqp12AQ5TBc7-U8I](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fminnesota-homeland-security-and-emergency-management-4092%252Fdpa-request-regarding-fema-reimbursements-minnesota-homeland-security-and-emergency-management-113202%252F%253Femail%253Djoseph.kelly%252540state.mn.us&url_auth_token=AAAYjPZKcL1eCNkGkJbHNr7gWaY%3A1p0z7k%3ArFs3xzeDNq6Jgv22NOz6b4dItaBXqp12AQ5TBc7-U8I)

If prompted for a passcode, please enter:

JYJLPFXB

Filed via MuckRock.com

E-mail (Preferred): 113202-98295432@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News  
DEPT MR 113202  
263 Huntington Ave  
Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

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On June 3, 2021:

Subject: Minnesota Government Data Practices Act Request: DPA Request Regarding FEMA Reimbursements (Minnesota Homeland Security and Emergency Management)

To Whom It May Concern:

Pursuant to the Minnesota Government Data Practices Act, I am requesting internal and external State Communications between State officials/agencies and with the Federal Emergency Management Agency (including emails, text messages, call transcripts, other digital messages, meeting minutes, and other records) pertaining to plans to seek reimbursement from the Federal Emergency Management Agency for non-congregate shelter costs related to the state's response to COVID-19 since March 31, 2020. This includes any communications about considering whether or not to seek reimbursement and the related decision-making process.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

**From:** Kaehler, Fredric  
**To:** Olson, Brian (DPS)  
**Cc:** Hirte, Bill (DPS); Wynn, Angela D (DPS); Jensen, David A (DHS); Hoernemann, Ross A (DHS); Reed, Kevin (DPS); Huizinga, Kent  
**Subject:** Approval of Non-Congregate Shelter Extension Request  
**Date:** Friday, September 11, 2020 8:02:15 AM  
**Attachments:** image002.png  
image003.png  
MN Non-Con Shel Extension 5th.pdf

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Kevin, Brian, all –  
Attached approval for the continuation of Non-Cong Sheltering;

VR Fred

Fred Kaehler, P.E.  
Recovery Division Director | FEMA Region V  
Office: (312) 408-5589 | Mobile: (312) 718-6459  
[fredric.kaehler@fema.dhs.gov](mailto:fredric.kaehler@fema.dhs.gov)

Federal Emergency Management Agency  
[fema.gov](http://fema.gov)



**FEMA**

---

**From:** Olson, Brian (DPS) <Brian.Olson@state.mn.us>  
**Sent:** Friday, September 04, 2020 11:17 AM  
**To:** Kaehler, Fredric <Fredric.Kaehler@fema.dhs.gov>  
**Cc:** Hirte, Bill (DPS) <bill.hirte@state.mn.us>; Wynn, Angela D (DPS) <angela.wynn@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>; Hoernemann, Ross A (DHS) <ross.hoernemann@state.mn.us>; Reed, Kevin (DPS) <kevin.reed@state.mn.us>  
**Subject:** Non-Congregate Shelter Extension Request

Fred,

Attached please find our extension request for non-congregate sheltering.

Have a great Labor Day!

Thanks,

Brian

**Brian Olson** | Director of Preparedness and Recovery  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7406 Office | 612-505-0557 Cell

[hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)



**From:** Punzalan, Eric  
**To:** Wynn, Angela D (DPS)  
**Subject:** DR4531MN NCS Report Copy  
**Date:** Tuesday, April 6, 2021 9:48:46 AM  
**Attachments:** [image003.png](#)  
[MN Non-Congregate Shelter Monthly Update DR-4531 \(MAR21\) - signed.pdf](#)

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Good Morning Angie,

Attached is the latest copy of the NCS report. Please let me know if you have any questions. Thank you.

Very Respectfully,

Eric Punzalan

Emergency Management Specialist | Recovery Division | FEMA Region V

Office: (312) 408-5218 | Mobile: (202) 702-7464

[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)

Federal Emergency Management Agency

[fema.gov](http://fema.gov)



**FEMA**

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**From:** Hirte, Bill (DPS)  
**To:** Lamoreaux, Wayne (DPS); Nordeng, Christian (DPS); Smith, Ryan Blake (DPS); Nelson, Jennifer E (DPS); Wynn, Angela D (DPS)  
**Cc:** Olson, Brian (DPS)  
**Subject:** FW: Issuance of FEMA Policy #104-009-18, FEMA Emergency Non-Congregate Sheltering During the COVID-19 Public Health Emergency (Interim)  
**Date:** Saturday, June 20, 2020 12:13:24 PM  
**Attachments:** FEMA Non-Congregate Sheltering During the COVID-19 Pandemic Issuance Memo.6.17.20.signed.pdf  
FEMA Public Assistance Non-COVID-19 NCS Policy 6172020.FINAL.pdf

---

FYI FEMA Policy 104-009-18, June 17, 2020  
Emergency Non-Congregate Sheltering during the Covid-19 Public Health Emergency (Interim)

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**From:** Ratliff, Amanda [mailto:Amanda.Ratliff@fema.dhs.gov]  
**Sent:** Friday, June 19, 2020 4:22 PM  
**To:** Hirte, Bill (DPS) <bill.hirte@state.mn.us>; BRMetzger (BRMetzger@dps.ohio.gov) <BRMetzger@dps.ohio.gov>; Caldwell, Curtis <Curtis.Caldwell@illinois.gov>; Denny, Luke <Luke.Denny@illinois.gov>; Hamilton, J. Brent <J.Brent.Hamilton@illinois.gov>; Keith, Cody <CoKeith@dhs.IN.gov>; 'Laura Adcock' <LAdcock@dps.state.oh.us>; Learn, Eric - DMA (Eric.Learn@wisconsin.gov) <Eric.Learn@wisconsin.gov>; Sandra Hulbert <Sandra.Hulbert@illinois.gov>; Stoikes, Robert A - DMA <Robert.Stoikes@Wisconsin.gov>; Tiffany Vedder <VedderT@michigan.gov>; Lamoreaux, Wayne (DPS) <wayne.lamoreaux@state.mn.us>; Goodman, Carmen <cgoodman@dhs.IN.gov>  
**Cc:** Ali, Mir <mir.ali@fema.dhs.gov>; Aquino, Rommel <rommel.aquino@fema.dhs.gov>; Bansley, Anne <anne.bansley@fema.dhs.gov>; Duffy, Kevin <kevin.duffy@fema.dhs.gov>; Fulk Jr, Terry <terry.fulkjr@fema.dhs.gov>; Grathen, Stacie <Stacie.Grathen@fema.dhs.gov>; Hunt, Debra <debra.j.hunt@fema.dhs.gov>; lehl jr, Raymond <raymond.iehljr@fema.dhs.gov>; Kinley II, Billy <billy.kinleyii@fema.dhs.gov>; Punzalan, Eric <eric.punzalan@fema.dhs.gov>; Shabila, Hameed <hameed.shabila@fema.dhs.gov>; Sterns, Jonathan <jonathan.sterns@fema.dhs.gov>; Tolle, Edward <edward.tolle@fema.dhs.gov>; Walsh, Delaney <delaney.walsh@fema.dhs.gov>; Warren, Catherine <catherine.warren@fema.dhs.gov>; Wilson, Eva <eva.wilson@fema.dhs.gov>; Zeedyk, Serena <serena.zeedyk@fema.dhs.gov>; Kaehler, Fredric <Fredric.Kaehler@fema.dhs.gov>; Opoka, James <James.Opoka@fema.dhs.gov>; Kerrigan, John <john.kerrigan@fema.dhs.gov>; Price, Jessica <jessica.price@fema.dhs.gov>  
**Subject:** Issuance of FEMA Policy #104-009-18, FEMA Emergency Non-Congregate Sheltering During the COVID-19 Public Health Emergency (Interim)

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Good afternoon, Attached find the interim policy for non-congregate sheltering during the COVID-19 Pandemic.

Amanda Ratliff

Public Assistance Branch Chief  
FEMA RV  
312-859-2346



**From:** Olson, Brian (DPS)  
**To:** Thibedeau-Collan, Susan M (DHS); Jensen, David A (DHS); Hirte, Bill (DPS); Wynn, Angela D (DPS); Dressel, Elizabeth (MHFA); Grumdahl, Eric (MHFA)  
**Cc:** Reed, Kevin (DPS); Kelly, Joseph (DPS)  
**Subject:** FW: Non-Con Shelter - 2d 30 day Extension - Approval  
**Date:** Wednesday, June 10, 2020 8:58:21 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[MN Non-Con Shel Extension 2nd.pdf](#)

---

FYI. Attached is the 2d 30 day extension approval for non-congregate sheltering. This carries us through 10 July.

Thanks,  
Brian

---

**From:** Kaehler, Fredric <Fredric.Kaehler@fema.dhs.gov>  
**Sent:** Wednesday, June 10, 2020 8:28 AM  
**To:** Olson, Brian (DPS) <Brian.Olson@state.mn.us>  
**Cc:** Huizinga, Kent <Kent.Huizinga@fema.dhs.gov>; Ratliff, Amanda <Amanda.Ratliff@fema.dhs.gov>  
**Subject:** MN: Non-Con Shelter - 2d 30 day Extension - Approval

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Brian;  
Attached is the approval for continuing Non Congregate sheltering activity -  
As we get visibility on the two questions below, we will share at the earliest -  
Fred

Fred Kaehler, P.E.  
Recovery Division Director | FEMA Region V  
Office: (312) 408-5589 | Mobile: (312) 718-6459  
[fredric.kaehler@fema.dhs.gov](mailto:fredric.kaehler@fema.dhs.gov)

Federal Emergency Management Agency  
[fema.gov](http://fema.gov)



**FEMA**

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**From:** Olson, Brian (DPS) <Brian.Olson@state.mn.us>  
**Sent:** Monday, June 08, 2020 10:37 AM

**To:** Kaehler, Fredric <[Fredric.Kaehler@fema.dhs.gov](mailto:Fredric.Kaehler@fema.dhs.gov)>  
**Subject:** Non-Con Shelter - 2d 30 day Extension Request

Fred,

I just sent the draft request for another 30-day non-congregate shelter extension for Director Kelly's comments signature and we should get it to you in the next day or so.

I understand that in July, FEMA will hand 'get out of' the Non-Congregate Sheltering business and hand it back over to HUD. Two questions about that:

1. What date will that happen?
2. On that date, will that constitute the end date for FEMA reimbursement for non-congregate sheltering?

We had a much calmer weekend in the Twin Cities, which was nice. However, parts of the Red River Valley received up to 8 inches of rain last night. ☺

Thanks,  
Brian

**Brian Olson** | Director of Preparedness and Recovery  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7406 Office | 612-505-0557 Cell

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**From:** [Walter, Dennis \(DPS\)](#)  
**To:** [Olson, Brian \(DPS\)](#); [Wynn, Angela D \(DPS\)](#)  
**Subject:** Fwd: For dissemination: Update to Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver  
**Date:** Monday, December 21, 2020 1:42:35 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[121620 - Update to Non-Congregate Sheltering Delegation of Authority Waiver Memo.pdf](#)

---

FYI

Dennis

[Get Outlook for iOS](#)

---

**From:** Moran, Regina <Regina.Moran@fema.dhs.gov>  
**Sent:** Monday, December 21, 2020 1:25:52 PM  
**To:** Thelenr4@michigan.gov <Thelenr4@michigan.gov>; Angus, MacKenzie (MSP) <AngusM@michigan.gov>; john.longo@dhs.wisconsin.gov <john.longo@dhs.wisconsin.gov>; Alfred.Johnson@dhs.wisconsin.gov <Alfred.Johnson@dhs.wisconsin.gov>; Henry.Kosarzycki@dhs.wisconsin.gov <Henry.Kosarzycki@dhs.wisconsin.gov>; kitty.kocol@dhs.wisconsin.gov <kitty.kocol@dhs.wisconsin.gov>; esf6@dhs.in.gov <esf6@dhs.in.gov>; jdvtittie@dps.ohio.gov <jdvtittie@dps.ohio.gov>; Lakso, Michelle M (DHS) <michelle.lakso@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>; Thibedeau-Coilan, Susan M (DHS) <susan.m.thibedeau-coilan@state.mn.us>; deborah.kreger@state.mn.us <deborah.kreger@state.mn.us>; Clarke, Scott <Scott.Clarke@redcross.org>; Gabrielle.hane@illinois.gov <Gabrielle.hane@illinois.gov>; michelle.j.hanneken@illinois.gov <michelle.j.hanneken@illinois.gov>; Mike.moos3@redcross.org <Mike.moos3@redcross.org>; Gardner, Seth <seth.gardner@redcross.org>; joe.wainscott@redcross.org <joe.wainscott@redcross.org>; Lane, Rachel L <Rachel.Lane@fssa.IN.gov>; Fagner, Sherry <sherry.fagner@redcross.org>; Wynn, Angela D (DPS) <angela.wynn@state.mn.us>; Walter, Dennis (DPS) <dennis.walter@state.mn.us>; shane.goss@wisconsin.gov <shane.goss@wisconsin.gov>; Hanneken, Michelle <Michelle.J.Hanneken@illinois.gov>; Weber, Thomas (MSP) <WeberT1@michigan.gov>; angusm@michigan.gov <angusm@michigan.gov>; hardyr@michigan.gov <hardyr@michigan.gov>; Cassagne, Larry <lcassagne@dhs.IN.gov>; mmoran@dhs.IN.gov <mmoran@dhs.IN.gov>; vgrahovac@dhs.in.gov <vgrahovac@dhs.in.gov>; bbouska@dps.ohio.gov <bbouska@dps.ohio.gov>  
**Cc:** Gamble, Jason <jason.gamble@fema.dhs.gov>; Jensen, Susan <Susan.Jensen@fema.dhs.gov>; Badesch, Helen <helen.badesch@fema.dhs.gov>; Fonteyn, Alexander <alexander.fonteyn@fema.dhs.gov>; Blake, Alvin <alvin.blake@fema.dhs.gov>; Swartz, Jeremy <Jeremy.Swartz@fema.dhs.gov>; Davenport, Adam <adam.davenport@fema.dhs.gov>; Bunville, Samuel <samuel.bunville@fema.dhs.gov>; Baker, Zachary <zachary.baker@fema.dhs.gov>; Strubel, Carolyn <carolyn.strubel@fema.dhs.gov>; Jaekel, Kathryn <kathryn.jaekel@fema.dhs.gov>; Clark, Allison <allison.clark@fema.dhs.gov>; Jensen, Sarah <sarah.jensen@fema.dhs.gov>; Corrigan, Elizabeth <elizabeth.corrigan@fema.dhs.gov>; Dixon, Janessa <janessa.dixon@fema.dhs.gov>; Wilson, Eva <eva.wilson@fema.dhs.gov>  
**Subject:** FW: For dissemination: Update to Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver

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Good Afternoon FEMA Region V State Mass Care and State VAL leaders-

Please find attached the Non-Congregate Sheltering Delegation of Authority Waiver Memo.

Apologies if you've received this through other channels.

Let us know if you have any questions-

Jeannie Moran Gardner

Sr. Individual Assistance Specialist | Recovery Division | FEMA Region V

Voluntary Agency Coordination | Community Services

Mobile: (202) 821-3867

[Regina.Moran@fema.dhs.gov](mailto:Regina.Moran@fema.dhs.gov) | Pronouns: she/her

Federal Emergency Management Agency

[FEMA.gov](https://www.fema.gov)



**FEMA**

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**From:** Rothe-Smith, Diana <diana.rothesmith@fema.dhs.gov>

**Sent:** Friday, December 18, 2020 1:27 PM

**To:** Bonchack, Don <Don.Bonchack@fema.dhs.gov>; Gelo, Miriam <Miriam.Gelo@fema.dhs.gov>; George, Kysa <Kysa.George@fema.dhs.gov>; Rothe-Smith, Diana <diana.rothesmith@fema.dhs.gov>; Shaw, Philip <Philip.Shaw@fema.dhs.gov>; Theiler, Tamara <Tamara.Theiler@fema.dhs.gov>; Weerakkody, Dinusha <Dinusha.Weerakkody@fema.dhs.gov>; Baker, Christopher <christopher.baker@fema.dhs.gov>; Carrow, Louis <louis.carrow@fema.dhs.gov>; Cedar, Matthew <matthew.cedar@fema.dhs.gov>; Craig, Charles <Charles.Craig@fema.dhs.gov>; Dake, Jamie <Jamie.Dake@fema.dhs.gov>; Eden, Amy <amy.eden@fema.dhs.gov>; Fast, Cory <Cory.Fast@fema.dhs.gov>; Gelletta, Jonathan <jonathan.gelletta@fema.dhs.gov>; Gilbert, Franchesca <franchesca.gilbert@fema.dhs.gov>; Giles, Terri <terri.giles@fema.dhs.gov>; Grisham, Kimberly <kimberly.grisham@fema.dhs.gov>; Halliday, Kathryn <Kathryn.Halliday@fema.dhs.gov>; Kapadia, Bianca <Bianca.Kapadia@fema.dhs.gov>; Kern, Michael <Michael.Kern@fema.dhs.gov>; MacRoberts ii, Paul Brooks <paul.macrobertsii@fema.dhs.gov>; Mongan, Karla <Karla.Mongan@fema.dhs.gov>; Moran, Regina <Regina.Moran@fema.dhs.gov>; Nankervis, Eric <eric.nankervis@fema.dhs.gov>; Pickerel, Mike <Mike.pickerel@fema.dhs.gov>; Remaly-netter, Lesli <Lesli.Remaly-netter@fema.dhs.gov>; Ross, Lori <lori.ross@fema.dhs.gov>; Soriano, Alicia <alicia.soriano@fema.dhs.gov>; Stewart, John <John.Stewart@fema.dhs.gov>; Zaremba, Colleen <colleen.zaremba@fema.dhs.gov>; Covington, Jacqueline <jacqueline.covington@fema.dhs.gov>; Davis Jr, James <james.davisjr@fema.dhs.gov>; Durand, Dorrie <Dorrie.Durand@fema.dhs.gov>; Irwin, Stephen <stephen.irwin@fema.dhs.gov>;

Kucenski, Mary <mary.kucenski@fema.dhs.gov>; Nash, Stephanie <Stephanie.Nash@fema.dhs.gov>; Silkiss, Jacquelin <jacquelin.silkiss@fema.dhs.gov>; Stone, Faye <faye.stone@fema.dhs.gov>; Wise, Steven <Steven.Wise@fema.dhs.gov>; Wood, Teresa <Teresa.Wood@fema.dhs.gov>

**Subject:** For dissemination: Update to Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver

To be shared with STT partners.

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Regional VALS,

Please share the attached Non-Congregate Sheltering Delegation of Authority memorandum with your state stakeholders.

On March 18, 2020, FEMA issued a memorandum delegating the authority for initial authorization and approval of subsequent time extensions for Public Assistance (PA) funded non-congregate sheltering associated with coronavirus (COVID-19) presidential declarations from the Assistant Administrator for the Recovery Directorate to the Regional Administrators (RA).

The purpose of the attached memorandum is to waive the *Public Assistance Program and Policy Guide, V3.1* (PAPPG) requirement that States, Tribes, and Territories (STT) seek time extensions for non-congregate sheltering operations every 30 days. Additionally, this memorandum intends to clarify FEMA's expectation of reporting by Recipients and Subrecipients and the eligibility of costs associated with closing shelters.

Traditionally, FEMA has required STTs to request time extensions every 30 days to ensure non-congregate sheltering operations are still necessary as an emergency protective measure and to assist applicants in managing their non-congregate sheltering populations. However, due to the ongoing nature of the public health emergency and nationwide increase in COVID-19 cases, FEMA is eliminating this requirement to continue to submit time extensions in 30 day increments.

Thank you,

---

Thank you,

***Diana Rothe-Smith, CVA***

Acting Section Chief, Voluntary Agency Coordination

FEMA Recovery Directorate, Individual Assistance

500 C St. SW Washington D.C. 20472 | M: 202.769.6704 | [diana.rothesmith@fema.dhs.gov](mailto:diana.rothesmith@fema.dhs.gov)



"Stop. Collaborate. And listen." Robert M. Van Winkle

**The Voluntary Organization Information System for Engagement:**

<https://fema.connectsolutions.com/voise/>

**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Kaehler, Fredric](#)  
**Cc:** [Punzalan, Eric](#)  
**Subject:** MN Non-Congregate Shelter Monthly Update DR-4531 (May21) - draft.pdf  
**Date:** Tuesday, May 18, 2021 8:38:00 AM  
**Attachments:** [MN Non-Congregate Shelter Monthly Update DR-4531 \(May21\) - draft.pdf](#)  
[image001.png](#)

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Good Morning,

Attached is our May report for non-congregate sheltering update. Please let me know if you have any questions.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)







**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Kaehler, Fredric](#)  
**Cc:** [Punzalan, Eric](#)  
**Subject:** MN Non-Congregate Shelter Monthly Update DR-4531 (APR21) - draft.pdf  
**Date:** Tuesday, April 6, 2021 3:00:00 PM  
**Attachments:** [MN Non-Congregate Shelter Monthly Update DR-4531 \(APR21\) - draft.pdf](#)  
[image001.png](#)

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Fred,

Attached please find Minnesota's monthly update for non-congregate sheltering.

Please let me know if you have any questions.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)





**From:** Olson, Brian (DPS)  
**To:** Kaehler, Fredric  
**Cc:** Hirte, Bill (DPS); Wynn, Angela D (DPS); Jensen, David A (DHS); Hoernemann, Ross A (DHS); Reed, Kevin (DPS)  
**Subject:** Non-Congregate Shelter Extension Request  
**Date:** Friday, September 4, 2020 11:17:10 AM  
**Attachments:** image001.png  
MN Non-Congregate Shelter 5th Extension Request DR-4531 (thru 8OCT20) Signed.pdf

---

Fred,

Attached please find our extension request for non-congregate sheltering.

Have a great Labor Day!

Thanks,  
Brian

**Brian Olson** | Director of Preparedness and Recovery  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7406 Office | 612-505-0557 Cell

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**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Punzalan, Eric](#)  
**Cc:** [Hirte, Bill \(DPS\) \(bill.hirte@state.mn.us\)](#)  
**Subject:** Non-congregate sheltering  
**Date:** Monday, March 29, 2021 9:07:00 AM  
**Attachments:** [image001.png](#)

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Eric,

I would like to confirm that I am interpreting the Medical Care eligible for PA Version 2 correctly. On page 2 (A.1.b.) it states only "PNP's that own and operate medical facilities" are eligible applicants. So, shelters (domestic violence) that needed to place people in quarantine would not be eligible applicants because they are non-critical essential social type service PNP's.

Please let me know if I am reading this correctly.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)





**From:** [Ham, Carolyn \(DHS\)](#)  
**To:** [Punzalan, Eric](#)  
**Cc:** [Wynn, Angela D \(DPS\)](#)  
**Subject:** RE: DR4531MN - Project 149859 additional information St Louis County MN  
**Date:** Tuesday, December 1, 2020 1:09:35 PM  
**Attachments:** [image002.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image017.png](#)  
[Regional Isolation Estimates \(2\).xlsx](#)  
[North Shore s balancing act. How to stay safe and stay open - StarTribune.pdf](#)

---

Dear Eric:

Here is the spreadsheet that was compiled early in the pandemic with the help of the Minnesota Interagency Council on Homelessness and Minnesota Department of Health on the expected need for isolation spaces. The estimates were based on 50% of people experiencing homelessness needing beds, or 280 beds. SLC then met with its shelter providers to further refine the numbers. St Louis County does not have emails reflecting their attempts to negotiate with the hotels for fewer rooms, as the negotiations were over the phone. However, in the attached article you can see the report that Duluth had the best hotel occupancy rates in the state through September. I hope this documentation is sufficient to show that St Louis County acted prudently in securing 124 rooms to be available for a widespread outbreak of COVID-19 among people experiencing homelessness. Once it realized that the demand for rooms was not as great as anticipated it renegotiated to lower the number of rooms starting in September, after tourist traffic lessened and hotels were more willing to negotiate.

Carolyn Ham  
651-431-3766

---

**From:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Sent:** Wednesday, November 25, 2020 3:29 PM  
**To:** Ham, Carolyn (DHS) <[Carolyn.Ham@state.mn.us](mailto:Carolyn.Ham@state.mn.us)>  
**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Subject:** RE: DR4531MN - Project 149859 additional information

Good Afternoon Ms. Carolyn,

Thank you for taking my call earlier today. As discussed, we're asking for additional information regarding the reservation of the same number of rooms for both months when there was a decrease in rooms used for isolation between June and July. Can you please provide information/documentation regarding how you came to the number of rooms initially reserved and justification for reserving the same number for both months?

Additionally you mentioned that the reservation numbers were difficult to renegotiate with the hotels for these two months due to high demand from tourist season in the St. Louis area. Can you please provide any documentation in support of this?

Please feel free to reach out to me with any questions or concerns. Thank you for your time and

effort.

Very Respectfully,

Eric Punzalan

Emergency Management Specialist | Recovery Division | FEMA Region V

Office: (312) 408-5218 | Mobile: (202) 702-7464

[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)

Federal Emergency Management Agency

[fema.gov](http://fema.gov)



**FEMA**

---

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

**Sent:** Wednesday, November 25, 2020 8:29 AM

**To:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>

**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>

**Subject:** RE: DR4531MN - Project 149859 additional information

Eric:

Is there any additional information or documentation you need for this application?

Carolyn Ham

651-431-3766

---

**From:** Ham, Carolyn (DHS)

**Sent:** Monday, November 9, 2020 9:09 AM

**To:** 'Punzalan, Eric' <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>

**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>; Minge, Ahna B (DHS) <[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>

**Subject:** RE: DR4531MN - Project 149859 additional information

Eric:

Here is a spreadsheet with the requested information about the number of people, length of stay and demographics. We don't have the exact number of meals provided because the hotel contract required St. Louis County to pay for daily meals, even if not provided, so they were not individually billed. Starting in August, the county was able to renegotiate its contract so that it only had to pay for meals provided.

Carolyn Ham

651-431-3766

---

**From:** Ham, Carolyn (DHS)



**Sent:** Friday, November 6, 2020 2:14 PM  
**To:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>; Minge, Ahna B (DHS) <[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>  
**Subject:** RE: DR4531MN - Project 149859 additional information

Dear Eric:

Thank you for your speaking with me today. The rooms in question were occupied occasionally by people needing to isolate. I will reach out to St Louis County to get you the specific information you requested for occupied nights.

The reason there are two different monthly numbers of rooms is simply a quirk of the source of the state funds from which the rooms were paid. St Louis County reserved and paid for the same number of rooms in both Grand Rapids and Duluth for June and July, however, the state only paid for the rooms in Duluth for June. Once a designated state fund was established for isolation spaces the state paid for both sites in July. That is why there are more rooms in our request for July than June.

Please don't hesitate to reach out with any other questions.

Carolyn Ham  
651-431-3766

---

**From:** Minge, Ahna B (DHS) <[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>  
**Sent:** Friday, November 6, 2020 1:35 PM  
**To:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>; Ham, Carolyn (DHS) <[Carolyn.Ham@state.mn.us](mailto:Carolyn.Ham@state.mn.us)>  
**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Subject:** RE: DR4531MN - Project 149859 additional information

Hello, Eric,

I am connecting you with my colleague Carolyn Ham who is the lead on this project. She will be able to answer your questions.

Best,

**Ahna Minge**  
Chief Financial Officer  
651-470-2750 (cell)

**Minnesota Department of Human Services**  
[mn.gov/dhs](http://mn.gov/dhs)





---

**From:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Sent:** Friday, November 6, 2020 1:18 PM  
**To:** Minge, Ahna B (DHS) <[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>  
**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Subject:** DR4531MN - Project 149859 additional information

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---

Good Afternoon Ahna,

FEMA is currently reviewing **Project# 149859 for the Minnesota Department of Human Services**. Based upon this initial review, we're asking for additional information to establish eligibility of the non-congregate sheltering (NCS) activities, including the need for NCS, reasonableness and costs. Please see the *FEMA Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency (Interim) Policy* ([https://www.fema.gov/sites/default/files/2020-09/fema\\_public-assistance-non-covid-19-ncs\\_policy\\_09-21-2020.pdf](https://www.fema.gov/sites/default/files/2020-09/fema_public-assistance-non-covid-19-ncs_policy_09-21-2020.pdf)); and *FEMA Public Assistance and Policy Guide (PAPPG) v.4, pages 123-124* ([https://www.fema.gov/sites/default/files/2020-06/fema\\_public-assistance-program-and-policy-guide\\_v4\\_6-1-2020.pdf](https://www.fema.gov/sites/default/files/2020-06/fema_public-assistance-program-and-policy-guide_v4_6-1-2020.pdf)).

Accordingly, please provide the following additional information:

- Please identify whether the costs being claimed in this project are for rooms that were just reserved for potential NCS activities, or if any of the rooms were actually used/occupied for NCS in response to COVID-19. 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.
- The project documentation shows there was an increase in rooms rented for NCS between June and July 2020 (74 rooms for June to 124 rooms for July), but does not include any explanation or documentation demonstrating the need for the increase in St. Louis County. Speaking with Ms. Angie Wynn yesterday, she mentioned that during this period St. Louis County had a spike in COVID activity. Please provide the additional forecasting information /

justification that led to the increase rented non-congregate sheltering rooms for St. Louis County as a response to COVID-19.

Please submit the requested information to me via email by 27 November, 2020. Please feel free to contact me with any questions.

Very Respectfully,

Eric Punzalan

Emergency Management Specialist | Recovery Division | FEMA Region V

Office: (312) 408-5218 | Mobile: (202) 702-7464

[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)

Federal Emergency Management Agency

[fema.gov](http://fema.gov)



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**From:** [Kaehler, Fredric](#)  
**To:** [Wynn, Angela D \(DPS\)](#)  
**Cc:** [Punzalan, Eric](#)  
**Subject:** RE: MN Non-Congregate Shelter Monthly Update DR-4531 (APR21) - draft.pdf  
**Date:** Tuesday, April 6, 2021 3:07:37 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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---

Thank you Angie – will review, and contact if there's any follow-up required –  
Fred

Fred Kaehler, P.E.  
Recovery Division Director | FEMA Region V  
Office: (312) 408-5589 | Mobile: (312) 718-6459  
[fredric.kaehler@fema.dhs.gov](mailto:fredric.kaehler@fema.dhs.gov)

Federal Emergency Management Agency  
[fema.gov](http://fema.gov)



**FEMA**

---

**From:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Sent:** Tuesday, April 06, 2021 3:01 PM  
**To:** Kaehler, Fredric <[Fredric.Kaehler@fema.dhs.gov](mailto:Fredric.Kaehler@fema.dhs.gov)>  
**Cc:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Subject:** MN Non-Congregate Shelter Monthly Update DR-4531 (APR21) - draft.pdf

Fred,

Attached please find Minnesota's monthly update for non-congregate sheltering.

Please let me know if you have any questions.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety

651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)



**From:** Shreve, Christina - CTR  
**To:** Wynn, Angela D (DPS); Stacy L Zurn; Smith, Ryan Blake (DPS)  
**Cc:** Rivera, Hector  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels  
**Date:** Thursday, January 7, 2021 9:17:10 AM

---

Serco Business

Thank you Angela!

With appreciation,

*Christina Shreve, PMP*  
**Validation Specialist – Public Assistance (PA)**  
Central Consolidated Resource Center (CRC)  
Federal Emergency Management Agency  
Denton, TX 76208  
Mobile: 304.815.1987  
Home: 304.334.5900  
Christina.Shreve@serco-na.com

---

**From:** Wynn, Angela D (DPS) <angela.wynn@state.mn.us>  
**Sent:** Thursday, January 7, 2021 9:13 AM  
**To:** Stacy L Zurn <Stacy.Zurn@hennepin.us>; Smith, Ryan Blake (DPS) <ryan.blake.smith@state.mn.us>  
**Cc:** Shreve, Christina - CTR <Christina.Shreve@serco-na.com>; Rivera, Hector <hector.rivera@fema.dhs.gov>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Christina,

I have uploaded the document into the project.

Thanks,

Angie

---

**From:** Stacy L Zurn <Stacy.Zurn@hennepin.us>  
**Sent:** Wednesday, January 6, 2021 11:14 AM  
**To:** Smith, Ryan Blake (DPS) <ryan.blake.smith@state.mn.us>  
**Subject:** FW: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

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Where do I find this letter for Hennepin County?

**Stacy L. Zurn**  
**Hennepin County Emergency Management**  
**Administrative Assistant/Recovery Coordinator**  
**612-596-0245 - Office**  
**612-384-7166 – Cell**  
**[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)**

---

**From:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>  
**Sent:** Wednesday, January 06, 2021 11:12 AM  
**To:** Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>; Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Serco Business

Hello Stacy,

After reviewing the document provided, the document is a Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver. What I am needing is the FEMA Approval Letter for extension on non-congregate sheltering.

Please see attachment for a copy of Project 155910 Minnesota Dept of Human Services Hennepin County Non-Congregate Shelter. This is what the extension letter consists of.

Thank You!

With appreciation,

*Christina Shreve, PMP*  
**Validation Specialist – Public Assistance (PA)**  
Central Consolidated Resource Center (CRC)  
Federal Emergency Management Agency  
Denton, TX 76208



Mobile: 304.815.1987  
Home: 304.334.5900  
[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)

---

**From:** Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>  
**Sent:** Wednesday, January 6, 2021 11:48 AM  
**To:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>; Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Excellent, thank you!

*Stacy L. Zurn*  
*Hennepin County Emergency Management*  
*Administrative Assistant/Recovery Coordinator*  
*612-596-0245 - Office*  
*612-384-7166 - Cell*  
*[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)*

---

**From:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>  
**Sent:** Wednesday, January 06, 2021 10:47 AM  
**To:** Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>; Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Serco Business

Hello Stacy,

Thank you for providing the FEMA approval letter for non-congregate sheltering. I will upload it to the project and move the project forward.

Have a wonderful day!

With appreciation,

*Christina Shreve, PMP*

**Validation Specialist – Public Assistance (PA)**

Central Consolidated Resource Center (CRC)

Federal Emergency Management Agency

Denton, TX 76208

Mobile: 304.815.1987

Home: 304.334.5900

[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)

---

**From:** Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>

**Sent:** Wednesday, January 6, 2021 11:29 AM

**To:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>; Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>

**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore

<[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>; Stacy L Zurn

<[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>

**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

***Stacy L. Zurn***

***Hennepin County Emergency Management***

***Administrative Assistant/Recovery Coordinator***

***612-596-0245 - Office***

***612-384-7166 – Cell***

***[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)***

---

**From:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>

**Sent:** Wednesday, January 06, 2021 10:17 AM

**To:** Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>

**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>

**Subject:** [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Serco Business

Good Morning Eric,

I am currently working on Project 148058 and unable to locate the FEMA approval letter for non-congregating sheltering. Could you please provide this documentation? If you are unable to upload it into the project, you can send it via email and I will upload it.

Thank You!

With appreciation,

*Christina Shreve, PMP*

**Validation Specialist – Public Assistance (PA)**

Central Consolidated Resource Center (CRC)

Federal Emergency Management Agency

Denton, TX 76208

Mobile: 304.815.1987

Home: 304.334.5900

[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)

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**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Punzalan, Eric](#)  
**Subject:** Sheltering  
**Date:** Friday, February 26, 2021 11:24:00 AM  
**Attachments:** [image001.png](#)

---

Eric,

Sorry this took so long, the homeless group was meeting at 10:30 today and I wanted to wait to respond. So short answer, yes they would like more money from FEMA for sheltering the homeless population. However, we have kept the non-congregate sheltering to only sheltering people who needed to be quarantined for 10-14 days per public health officials.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)





**From:** Kaehler, Fredric  
**To:** Olson, Brian (DPS)  
**Cc:** Hirte, Bill (DPS); Wynn, Angela D (DPS); Jensen, David A (DHS); Hoernemann, Ross A (DHS); Reed, Kevin (DPS); Huizinga, Kent  
**Subject:** Approval of Non-Congregate Shelter Extension Request  
**Date:** Friday, September 11, 2020 8:02:15 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[MN Non-Cong Shel Extension 5th.pdf](#)

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---

Kevin, Brian, all –  
Attached approval for the continuation of Non-Cong Sheltering;

VR Fred

Fred Kaehler, P.E.  
Recovery Division Director | FEMA Region V  
Office: (312) 408-5589 | Mobile: (312) 718-6459  
[fredric.kaehler@fema.dhs.gov](mailto:fredric.kaehler@fema.dhs.gov)

Federal Emergency Management Agency  
[fema.gov](http://fema.gov)



**FEMA**

---

**From:** Olson, Brian (DPS) <Brian.Olson@state.mn.us>  
**Sent:** Friday, September 04, 2020 11:17 AM  
**To:** Kaehler, Fredric <Fredric.Kaehler@fema.dhs.gov>  
**Cc:** Hirte, Bill (DPS) <bill.hirte@state.mn.us>; Wynn, Angela D (DPS) <angela.wynn@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>; Hoernemann, Ross A (DHS) <ross.hoernemann@state.mn.us>; Reed, Kevin (DPS) <kevin.reed@state.mn.us>  
**Subject:** Non-Congregate Shelter Extension Request

Fred,

Attached please find our extension request for non-congregate sheltering.

Have a great Labor Day!

Thanks,

Brian

**Brian Olson** | Director of Preparedness and Recovery  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7406 Office | 612-505-0557 Cell

[hsem.dps.mn.gov](http://hsem.dps.mn.gov) | Follow DPS





**From:** [Punzalan, Eric](#)  
**To:** [Wynn, Angela D \(DPS\)](#)  
**Subject:** DR4531MN NCS Report Copy  
**Date:** Tuesday, April 6, 2021 9:48:46 AM  
**Attachments:** [image003.png](#)  
[MN Non-Congregate Shelter Monthly Update DR-4531 \(MAR21\) - signed.pdf](#)

---

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Good Morning Angie,

Attached is the latest copy of the NCS report. Please let me know if you have any questions. Thank you.

Very Respectfully,

Eric Punzalan

Emergency Management Specialist | Recovery Division | FEMA Region V

Office: (312) 408-5218 | Mobile: (202) 702-7464

[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)

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**From:** [Hirte, Bill \(DPS\)](#)  
**To:** [Lamoreaux, Wayne \(DPS\)](#); [Nordeng, Christian \(DPS\)](#); [Smith, Ryan Blake \(DPS\)](#); [Nelson, Jennifer E \(DPS\)](#); [Wynn, Angela D \(DPS\)](#)  
**Cc:** [Olson, Brian \(DPS\)](#)  
**Subject:** FW: Issuance of FEMA Policy #104-009-18, FEMA Emergency Non-Congregate Sheltering During the COVID-19 Public Health Emergency (Interim)  
**Date:** Saturday, June 20, 2020 12:13:24 PM  
**Attachments:** [FEMA Non-Congregate Sheltering During the COVID-19 Pandemic Issuance Memo.6.17.20.signed.pdf](#)  
[FEMA Public Assistance Non-COVID-19 NCS Policy 6172020.FINAL.pdf](#)

---

FYI FEMA Policy 104-009-18, June 17, 2020  
Emergency Non-Congregate Sheltering during the Covid-19 Public Health Emergency (Interim)

---

**From:** Ratliff, Amanda [mailto:[Amanda.Ratliff@fema.dhs.gov](mailto:Amanda.Ratliff@fema.dhs.gov)]  
**Sent:** Friday, June 19, 2020 4:22 PM  
**To:** [Hirte, Bill \(DPS\) <bill.hirte@state.mn.us>](#); [BRMetzger \(BRMetzger@dps.ohio.gov\) <BRMetzger@dps.ohio.gov>](#); [Caldwell, Curtis <Curtis.Caldwell@illinois.gov>](#); [Denny, Luke <Luke.Denny@illinois.gov>](#); [Hamilton, J. Brent <J.Brent.Hamilton@illinois.gov>](#); [Keith, Cody <CoKeith@dhs.IN.gov>](#); 'Laura Adcock' <[LAdcock@dps.state.oh.us](mailto:LAdcock@dps.state.oh.us)>; [Learn, Eric - DMA \(Eric.Learn@wisconsin.gov\) <Eric.Learn@wisconsin.gov>](#); [Sandra Hulbert <Sandra.Hulbert@illinois.gov>](#); [Stoikes, Robert A - DMA <Robert.Stoikes@Wisconsin.gov>](#); [Tiffany Vedder <VedderT@michigan.gov>](#); [Lamoreaux, Wayne \(DPS\) <wayne.lamoreaux@state.mn.us>](#); [Goodman, Carmen <cgoodman@dhs.IN.gov>](#)  
**Cc:** [Ali, Mir <mir.ali@fema.dhs.gov>](#); [Aquino, Rommel <rommel.aquino@fema.dhs.gov>](#); [Bansley, Anne <anne.bansley@fema.dhs.gov>](#); [Duffy, Kevin <kevin.duffy@fema.dhs.gov>](#); [Fulk Jr, Terry <terry.fulkjr@fema.dhs.gov>](#); [Grathen, Stacie <Stacie.Grathen@fema.dhs.gov>](#); [Hunt, Debra <debra.j.hunt@fema.dhs.gov>](#); [Iehl Jr, Raymond <raymond.iehljr@fema.dhs.gov>](#); [Kinley II, Billy <billy.kinleyii@fema.dhs.gov>](#); [Punzalan, Eric <eric.punzalan@fema.dhs.gov>](#); [Shabila, Hameed <hameed.shabila@fema.dhs.gov>](#); [Sterns, Jonathan <jonathan.sterns@fema.dhs.gov>](#); [Tolle, Edward <edward.tolle@fema.dhs.gov>](#); [Walsh, Delaney <delaney.walsh@fema.dhs.gov>](#); [Warren, Catherine <catherine.warren@fema.dhs.gov>](#); [Wilson, Eva <eva.wilson@fema.dhs.gov>](#); [Zeedyk, Serena <serena.zeedyk@fema.dhs.gov>](#); [Kaehler, Fredric <Fredric.Kaehler@fema.dhs.gov>](#); [Opoka, James <James.Opoka@fema.dhs.gov>](#); [Kerrigan, John <john.kerrigan@fema.dhs.gov>](#); [Price, Jessica <jessica.price@fema.dhs.gov>](#)  
**Subject:** Issuance of FEMA Policy #104-009-18, FEMA Emergency Non-Congregate Sheltering During the COVID-19 Public Health Emergency (Interim)

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Good afternoon, Attached find the interim policy for non-congregate sheltering during the COVID-19 Pandemic.

Amanda Ratliff

Public Assistance Branch Chief  
FEMA RV  
312-859-2346

**From:** Olson, Brian (DPS)  
**To:** Thibedeau-Collan, Susan M (DHS); Jensen, David A (DHS); Hirte, Bill (DPS); Wynn, Angela D (DPS); Dressel, Elizabeth (MHFA); Grumdahl, Eric (MHFA)  
**Cc:** Reed, Kevin (DPS); Kelly, Joseph (DPS)  
**Subject:** FW: Non-Con Shelter - 2d 30 day Extension - Approval  
**Date:** Wednesday, June 10, 2020 8:58:21 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[MN Non-Con Shel Extension 2nd.pdf](#)

---

FYI. Attached is the 2d 30 day extension approval for non-congregate sheltering. This carries us through 10 July.

Thanks,  
Brian

---

**From:** Kaehler, Fredric <Fredric.Kaehler@fema.dhs.gov>  
**Sent:** Wednesday, June 10, 2020 8:28 AM  
**To:** Olson, Brian (DPS) <Brian.Olson@state.mn.us>  
**Cc:** Huizinga, Kent <Kent.Huizinga@fema.dhs.gov>; Ratliff, Amanda <Amanda.Ratliff@fema.dhs.gov>  
**Subject:** MN: Non-Con Shelter - 2d 30 day Extension - Approval

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---

Brian;  
Attached is the approval for continuing Non Congregate sheltering activity -  
As we get visibility on the two questions below, we will share at the earliest -  
Fred

Fred Kaehler, P.E.  
Recovery Division Director | FEMA Region V  
Office: (312) 408-5589 | Mobile: (312) 718-6459  
[fredric.kaehler@fema.dhs.gov](mailto:fredric.kaehler@fema.dhs.gov)

Federal Emergency Management Agency  
[fema.gov](http://fema.gov)



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---

**From:** Olson, Brian (DPS) <Brian.Olson@state.mn.us>  
**Sent:** Monday, June 08, 2020 10:37 AM

**To:** Kaehler, Fredric <[Fredric.Kaehler@fema.dhs.gov](mailto:Fredric.Kaehler@fema.dhs.gov)>  
**Subject:** Non-Con Shelter - 2d 30 day Extension Request

Fred,

I just sent the draft request for another 30-day non-congregate shelter extension for Director Kelly's comments signature and we should get it to you in the next day or so.

I understand that in July, FEMA will hand 'get out of' the Non-Congregate Sheltering business and hand it back over to HUD. Two questions about that:

1. What date will that happen?
2. On that date, will that constitute the end date for FEMA reimbursement for non-congregate sheltering?

We had a much calmer weekend in the Twin Cities, which was nice. However, parts of the Red River Valley received up to 8 inches of rain last night. ☺

Thanks,  
Brian

**Brian Olson** | Director of Preparedness and Recovery  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7406 Office | 612-505-0557 Cell

[hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)



**From:** [Walter, Dennis \(DPS\)](#)  
**To:** [Olson, Brian \(DPS\)](#); [Wynn, Angela D \(DPS\)](#)  
**Subject:** Fwd: For dissemination: Update to Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver  
**Date:** Monday, December 21, 2020 1:42:35 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[121620 - Update to Non-Congregate Sheltering Delegation of Authority Waiver Memo.pdf](#)

---

FYI

Dennis

[Get Outlook for iOS](#)

---

**From:** Moran, Regina <Regina.Moran@fema.dhs.gov>  
**Sent:** Monday, December 21, 2020 1:25:52 PM  
**To:** Thelenr4@michigan.gov <Thelenr4@michigan.gov>; Angus, MacKenzie (MSP) <AngusM@michigan.gov>; john.longo@dhs.wisconsin.gov <john.longo@dhs.wisconsin.gov>; Alfred.Johnson@dhs.wisconsin.gov <Alfred.Johnson@dhs.wisconsin.gov>; Henry.Kosarzycki@dhs.wisconsin.gov <Henry.Kosarzycki@dhs.wisconsin.gov>; kitty.kocol@dhs.wisconsin.gov <kitty.kocol@dhs.wisconsin.gov>; esf6@dhs.in.gov <esf6@dhs.in.gov>; jdvtittie@dps.ohio.gov <jdvtittie@dps.ohio.gov>; Lakso, Michelle M (DHS) <michelle.lakso@state.mn.us>; Jensen, David A (DHS) <david.a.jensen@state.mn.us>; Thibedeau-Coilan, Susan M (DHS) <susan.m.thibedeau-coilan@state.mn.us>; deborah.kreger@state.mn.us <deborah.kreger@state.mn.us>; Clarke, Scott <Scott.Clarke@redcross.org>; Gabrielle.hane@illinois.gov <Gabrielle.hane@illinois.gov>; michelle.j.hanneken@illinois.gov <michelle.j.hanneken@illinois.gov>; Mike.moos3@redcross.org <Mike.moos3@redcross.org>; Gardner, Seth <seth.gardner@redcross.org>; joe.wainscott@redcross.org <joe.wainscott@redcross.org>; Lane, Rachel L <Rachel.Lane@fssa.IN.gov>; Fagner, Sherry <sherry.fagner@redcross.org>; Wynn, Angela D (DPS) <angela.wynn@state.mn.us>; Walter, Dennis (DPS) <dennis.walter@state.mn.us>; shane.goss@wisconsin.gov <shane.goss@wisconsin.gov>; Hanneken, Michelle <Michelle.J.Hanneken@illinois.gov>; Weber, Thomas (MSP) <WeberT1@michigan.gov>; angusm@michigan.gov <angusm@michigan.gov>; hardyr@michigan.gov <hardyr@michigan.gov>; Cassagne, Larry <lcassagne@dhs.IN.gov>; mmoran@dhs.IN.gov <mmoran@dhs.IN.gov>; vgrahovac@dhs.in.gov <vgrahovac@dhs.in.gov>; bbouska@dps.ohio.gov <bbouska@dps.ohio.gov>  
**Cc:** Gamble, Jason <jason.gamble@fema.dhs.gov>; Jensen, Susan <Susan.Jensen@fema.dhs.gov>; Badesch, Helen <helen.badesch@fema.dhs.gov>; Fonteyn, Alexander <alexander.fonteyn@fema.dhs.gov>; Blake, Alvin <alvin.blake@fema.dhs.gov>; Swartz, Jeremy <Jeremy.Swartz@fema.dhs.gov>; Davenport, Adam <adam.davenport@fema.dhs.gov>; Bunville, Samuel <samuel.bunville@fema.dhs.gov>; Baker, Zachary <zachary.baker@fema.dhs.gov>; Strubel, Carolyn <carolyn.strubel@fema.dhs.gov>; Jaekel, Kathryn <kathryn.jaekel@fema.dhs.gov>; Clark, Allison <allison.clark@fema.dhs.gov>; Jensen, Sarah <sarah.jensen@fema.dhs.gov>; Corrigan, Elizabeth <elizabeth.corrigan@fema.dhs.gov>; Dixon, Janessa <janessa.dixon@fema.dhs.gov>; Wilson, Eva <eva.wilson@fema.dhs.gov>  
**Subject:** FW: For dissemination: Update to Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver

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Good Afternoon FEMA Region V State Mass Care and State VAL leaders-

Please find attached the Non-Congregate Sheltering Delegation of Authority Waiver Memo.  
Apologies if you've received this through other channels.  
Let us know if you have any questions-

Jeannie Moran Gardner  
Sr. Individual Assistance Specialist | Recovery Division | FEMA Region V  
Voluntary Agency Coordination | Community Services  
Mobile: (202) 821-3867  
[Regina.Moran@fema.dhs.gov](mailto:Regina.Moran@fema.dhs.gov) | Pronouns: she/her

Federal Emergency Management Agency

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---

**From:** Rothe-Smith, Diana <diana.rothesmith@fema.dhs.gov>

**Sent:** Friday, December 18, 2020 1:27 PM

**To:** Bonchack, Don <Don.Bonchack@fema.dhs.gov>; Gelo, Miriam <Miriam.Gelo@fema.dhs.gov>; George, Kysa <Kysa.George@fema.dhs.gov>; Rothe-Smith, Diana <diana.rothesmith@fema.dhs.gov>; Shaw, Philip <Philip.Shaw@fema.dhs.gov>; Theiler, Tamara <Tamara.Theiler@fema.dhs.gov>; Weerakkody, Dinusha <Dinusha.Weerakkody@fema.dhs.gov>; Baker, Christopher <christopher.baker@fema.dhs.gov>; Carrow, Louis <louis.carrow@fema.dhs.gov>; Cedar, Matthew <matthew.cedar@fema.dhs.gov>; Craig, Charles <Charles.Craig@fema.dhs.gov>; Dake, Jamie <Jamie.Dake@fema.dhs.gov>; Eden, Amy <amy.eden@fema.dhs.gov>; Fast, Cory <Cory.Fast@fema.dhs.gov>; Gelletta, Jonathan <jonathan.gelletta@fema.dhs.gov>; Gilbert, Franchesca <franchesca.gilbert@fema.dhs.gov>; Giles, Terri <terri.giles@fema.dhs.gov>; Grisham, Kimberly <kimberly.grisham@fema.dhs.gov>; Halliday, Kathryn <Kathryn.Halliday@fema.dhs.gov>; Kapadia, Bianca <Bianca.Kapadia@fema.dhs.gov>; Kern, Michael <Michael.Kern@fema.dhs.gov>; MacRoberts ii, Paul Brooks <paul.macrobertsii@fema.dhs.gov>; Mongan, Karla <Karla.Mongan@fema.dhs.gov>; Moran, Regina <Regina.Moran@fema.dhs.gov>; Nankervis, Eric <eric.nankervis@fema.dhs.gov>; Pickerel, Mike <Mike.pickerel@fema.dhs.gov>; Remaly-netter, Lesli <Lesli.Remaly-netter@fema.dhs.gov>; Ross, Lori <lori.ross@fema.dhs.gov>; Soriano, Alicia <alicia.soriano@fema.dhs.gov>; Stewart, John <John.Stewart@fema.dhs.gov>; Zarembo, Colleen <colleen.zarembo@fema.dhs.gov>; Covington, Jacqueline <jacqueline.covington@fema.dhs.gov>; Davis Jr, James <james.davisjr@fema.dhs.gov>; Durand, Dorrie <Dorrie.Durand@fema.dhs.gov>; Irwin, Stephen <stephen.irwin@fema.dhs.gov>;



Kucenski, Mary <mary.kucenski@fema.dhs.gov>; Nash, Stephanie <Stephanie.Nash@fema.dhs.gov>; Silkiss, Jacquelin <jacquelin.silkiss@fema.dhs.gov>; Stone, Faye <faye.stone@fema.dhs.gov>; Wise, Steven <Steven.Wise@fema.dhs.gov>; Wood, Teresa <Teresa.Wood@fema.dhs.gov>  
**Subject:** For dissemination: Update to Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver

To be shared with STT partners.

---

Regional VALS,

Please share the attached Non-Congregate Sheltering Delegation of Authority memorandum with your state stakeholders.

On March 18, 2020, FEMA issued a memorandum delegating the authority for initial authorization and approval of subsequent time extensions for Public Assistance (PA) funded non-congregate sheltering associated with coronavirus (COVID-19) presidential declarations from the Assistant Administrator for the Recovery Directorate to the Regional Administrators (RA).

The purpose of the attached memorandum is to waive the *Public Assistance Program and Policy Guide, V3.1* (PAPPG) requirement that States, Tribes, and Territories (STT) seek time extensions for non-congregate sheltering operations every 30 days. Additionally, this memorandum intends to clarify FEMA's expectation of reporting by Recipients and Subrecipients and the eligibility of costs associated with closing shelters.

Traditionally, FEMA has required STTs to request time extensions every 30 days to ensure non-congregate sheltering operations are still necessary as an emergency protective measure and to assist applicants in managing their non-congregate sheltering populations. However, due to the ongoing nature of the public health emergency and nationwide increase in COVID-19 cases, FEMA is eliminating this requirement to continue to submit time extensions in 30 day increments.

Thank you,

---

Thank you,

**Diana Rothe-Smith, CVA**

Acting Section Chief, Voluntary Agency Coordination

FEMA Recovery Directorate, Individual Assistance

500 C St. SW Washington D.C. 20472 | M: 202.769.6704 | [diana.rothesmith@fema.dhs.gov](mailto:diana.rothesmith@fema.dhs.gov)



"Stop. Collaborate. And listen." Robert M. Van Winkle

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<https://fema.connectsolutions.com/voise/>

**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Kaehler, Fredric](#)  
**Cc:** [Punzalan, Eric](#)  
**Subject:** MN Non-Congregate Shelter Monthly Update DR-4531 (May21) - draft.pdf  
**Date:** Tuesday, May 18, 2021 8:38:00 AM  
**Attachments:** [MN Non-Congregate Shelter Monthly Update DR-4531 \(May21\) - draft.pdf](#)  
[image001.png](#)

---

Good Morning,

Attached is our May report for non-congregate sheltering update. Please let me know if you have any questions.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)





**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Kaehler, Fredric](#)  
**Cc:** [Punzalan, Eric](#)  
**Subject:** MN Non-Congregate Shelter Monthly Update DR-4531 (APR21) - draft.pdf  
**Date:** Tuesday, April 6, 2021 3:00:00 PM  
**Attachments:** [MN Non-Congregate Shelter Monthly Update DR-4531 \(APR21\) - draft.pdf](#)  
[image001.png](#)

---

Fred,

Attached please find Minnesota's monthly update for non-congregate sheltering.

Please let me know if you have any questions.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)





**From:** [Olson, Brian \(DPS\)](#)  
**To:** [Kaehler, Fredric](#)  
**Cc:** [Hirte, Bill \(DPS\)](#); [Wynn, Angela D \(DPS\)](#); [Jensen, David A \(DHS\)](#); [Hoernemann, Ross A \(DHS\)](#); [Reed, Kevin \(DPS\)](#)  
**Subject:** Non-Congregate Shelter Extension Request  
**Date:** Friday, September 4, 2020 11:17:10 AM  
**Attachments:** [image001.png](#)  
[MN Non-Congregate Shelter 5th Extension Request DR-4531 \(thru 8OCT20\) Signed.pdf](#)

---

Fred,

Attached please find our extension request for non-congregate sheltering.

Have a great Labor Day!

Thanks,  
Brian

**Brian Olson** | Director of Preparedness and Recovery  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7406 Office | 612-505-0557 Cell

[hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)







**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Punzalan, Eric](#)  
**Cc:** [Hirte, Bill \(DPS\) \(bill.hirte@state.mn.us\)](#)  
**Subject:** Non-congregate sheltering  
**Date:** Monday, March 29, 2021 9:07:00 AM  
**Attachments:** [image001.png](#)

---

Eric,

I would like to confirm that I am interpreting the Medical Care eligible for PA Version 2 correctly. On page 2 (A.1.b.) it states only "PNP's that own and operate medical facilities" are eligible applicants. So, shelters (domestic violence) that needed to place people in quarantine would not be eligible applicants because they are non-critical essential social type service PNP's.

Please let me know if I am reading this correctly.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)





**From:** [Ham, Carolyn \(DHS\)](#)  
**To:** [Punzalan, Eric](#)  
**Cc:** [Wynn, Angela D \(DPS\)](#)  
**Subject:** RE: DR4531MN - Project 149859 additional information St Louis County MN  
**Date:** Tuesday, December 1, 2020 1:09:35 PM  
**Attachments:** [image002.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)  
[image017.png](#)  
[Regional Isolation Estimates \(2\).xlsx](#)  
[North Shore s balancing act How to stay safe and stay open - StarTribune.pdf](#)

---

Dear Eric:

Here is the spreadsheet that was compiled early in the pandemic with the help of the Minnesota Interagency Council on Homelessness and Minnesota Department of Health on the expected need for isolation spaces. The estimates were based on 50% of people experiencing homelessness needing beds, or 280 beds. SLC then met with its shelter providers to further refine the numbers. St Louis County does not have emails reflecting their attempts to negotiate with the hotels for fewer rooms, as the negotiations were over the phone. However, in the attached article you can see the report that Duluth had the best hotel occupancy rates in the state through September. I hope this documentation is sufficient to show that St Louis County acted prudently in securing 124 rooms to be available for a widespread outbreak of COVID-19 among people experiencing homelessness. Once it realized that the demand for rooms was not as great as anticipated it renegotiated to lower the number of rooms starting in September, after tourist traffic lessened and hotels were more willing to negotiate.

Carolyn Ham  
651-431-3766

---

**From:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Sent:** Wednesday, November 25, 2020 3:29 PM  
**To:** Ham, Carolyn (DHS) <[Carolyn.Ham@state.mn.us](mailto:Carolyn.Ham@state.mn.us)>  
**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Subject:** RE: DR4531MN - Project 149859 additional information

Good Afternoon Ms. Carolyn,

Thank you for taking my call earlier today. As discussed, we're asking for additional information regarding the reservation of the same number of rooms for both months when there was a decrease in rooms used for isolation between June and July. Can you please provide information/documentation regarding how you came to the number of rooms initially reserved and justification for reserving the same number for both months?

Additionally you mentioned that the reservation numbers were difficult to renegotiate with the hotels for these two months due to high demand from tourist season in the St. Louis area. Can you please provide any documentation in support of this?

Please feel free to reach out to me with any questions or concerns. Thank you for your time and

effort.

Very Respectfully,

Eric Punzalan

Emergency Management Specialist | Recovery Division | FEMA Region V

Office: (312) 408-5218 | Mobile: (202) 702-7464

[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)

Federal Emergency Management Agency

[fema.gov](http://fema.gov)



**FEMA**

---

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

**Sent:** Wednesday, November 25, 2020 8:29 AM

**To:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>

**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>

**Subject:** RE: DR4531MN - Project 149859 additional information

Eric:

Is there any additional information or documentation you need for this application?

Carolyn Ham

651-431-3766

---

**From:** Ham, Carolyn (DHS)

**Sent:** Monday, November 9, 2020 9:09 AM

**To:** 'Punzalan, Eric' <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>

**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>; Minge, Ahna B (DHS)

<[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>

**Subject:** RE: DR4531MN - Project 149859 additional information

Eric:

Here is a spreadsheet with the requested information about the number of people, length of stay and demographics. We don't have the exact number of meals provided because the hotel contract required St. Louis County to pay for daily meals, even if not provided, so they were not individually billed. Starting in August, the county was able to renegotiate its contract so that it only had to pay for meals provided.

Carolyn Ham

651-431-3766

---

**From:** Ham, Carolyn (DHS)

**Sent:** Friday, November 6, 2020 2:14 PM

**To:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>

**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>; Minge, Ahna B (DHS) <[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>

**Subject:** RE: DR4531MN - Project 149859 additional information

Dear Eric:

Thank you for your speaking with me today. The rooms in question were occupied occasionally by people needing to isolate. I will reach out to St Louis County to get you the specific information you requested for occupied nights.

The reason there are two different monthly numbers of rooms is simply a quirk of the source of the state funds from which the rooms were paid. St Louis County reserved and paid for the same number of rooms in both Grand Rapids and Duluth for June and July, however, the state only paid for the rooms in Duluth for June. Once a designated state fund was established for isolation spaces the state paid for both sites in July. That is why there are more rooms in our request for July than June.

Please don't hesitate to reach out with any other questions.

Carolyn Ham  
651-431-3766

---

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

**Sent:** Friday, November 6, 2020 1:35 PM

**To:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>; Ham, Carolyn (DHS) <[Carolyn.Ham@state.mn.us](mailto:Carolyn.Ham@state.mn.us)>

**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>

**Subject:** RE: DR4531MN - Project 149859 additional information

Hello, Eric,

I am connecting you with my colleague Carolyn Ham who is the lead on this project. She will be able to answer your questions.

Best,

**Ahna Minge**

Chief Financial Officer

651-470-2750 (cell)

Minnesota Department of Human Services  
[mn.gov/dhs](http://mn.gov/dhs)





---

**From:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Sent:** Friday, November 6, 2020 1:18 PM  
**To:** Minge, Ahna B (DHS) <[Ahna.B.Minge@state.mn.us](mailto:Ahna.B.Minge@state.mn.us)>  
**Cc:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Subject:** DR4531MN - Project 149859 additional information

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Good Afternoon Ahna,

FEMA is currently reviewing **Project# 149859 for the Minnesota Department of Human Services**. Based upon this initial review, we're asking for additional information to establish eligibility of the non-congregate sheltering (NCS) activities, including the need for NCS, reasonableness and costs. Please see the *FEMA Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency (Interim) Policy* ([https://www.fema.gov/sites/default/files/2020-09/fema\\_public-assistance-non-covid-19-ncs\\_policy\\_09-21-2020.pdf](https://www.fema.gov/sites/default/files/2020-09/fema_public-assistance-non-covid-19-ncs_policy_09-21-2020.pdf)); and FEMA Public Assistance and Policy Guide (PAPPG) v.4, *pages 123-124* ([https://www.fema.gov/sites/default/files/2020-06/fema\\_public-assistance-program-and-policy-guide\\_v4\\_6-1-2020.pdf](https://www.fema.gov/sites/default/files/2020-06/fema_public-assistance-program-and-policy-guide_v4_6-1-2020.pdf)).

Accordingly, please provide the following additional information:

- Please identify whether the costs being claimed in this project are for rooms that were just reserved for potential NCS activities, or if any of the rooms were actually used/occupied for NCS in response to COVID-19. 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.
  
- The project documentation shows there was an increase in rooms rented for NCS between June and July 2020 (74 rooms for June to 124 rooms for July), but does not include any explanation or documentation demonstrating the need for the increase in St. Louis County. Speaking with Ms. Angie Wynn yesterday, she mentioned that during this period St. Louis County had a spike in COVID activity. Please provide the additional forecasting information /

justification that led to the increase rented non-congregate sheltering rooms for St. Louis County as a response to COVID-19.

Please submit the requested information to me via email by 27 November, 2020. Please feel free to contact me with any questions.

Very Respectfully,

Eric Punzalan

Emergency Management Specialist | Recovery Division | FEMA Region V

Office: (312) 408-5218 | Mobile: (202) 702-7464

[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)

Federal Emergency Management Agency

[fema.gov](http://fema.gov)



**FEMA**

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**From:** [Kaehler, Fredric](#)  
**To:** [Wynn, Angela D \(DPS\)](#)  
**Cc:** [Punzalan, Eric](#)  
**Subject:** RE: MN Non-Congregate Shelter Monthly Update DR-4531 (APR21) - draft.pdf  
**Date:** Tuesday, April 6, 2021 3:07:37 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Thank you Angie – will review, and contact if there's any follow-up required –  
Fred

Fred Kaehler, P.E.  
Recovery Division Director | FEMA Region V  
Office: (312) 408-5589 | Mobile: (312) 718-6459  
[fredric.kaehler@fema.dhs.gov](mailto:fredric.kaehler@fema.dhs.gov)

Federal Emergency Management Agency  
[fema.gov](http://fema.gov)



**FEMA**

---

**From:** Wynn, Angela D (DPS) <[angela.wynn@state.mn.us](mailto:angela.wynn@state.mn.us)>  
**Sent:** Tuesday, April 06, 2021 3:01 PM  
**To:** Kaehler, Fredric <[Fredric.Kaehler@fema.dhs.gov](mailto:Fredric.Kaehler@fema.dhs.gov)>  
**Cc:** Punzalan, Eric <[eric.punzalan@fema.dhs.gov](mailto:eric.punzalan@fema.dhs.gov)>  
**Subject:** MN Non-Congregate Shelter Monthly Update DR-4531 (APR21) - draft.pdf

Fred,

Attached please find Minnesota's monthly update for non-congregate sheltering.

Please let me know if you have any questions.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety

651-201-7496 | [hsem.dps.mn.gov](http://hsem.dps.mn.gov) | [Follow DPS](#)



**From:** Shreve, Christina - CTR  
**To:** Wynn, Angela D (DPS); Stacy L Zurn; Smith, Ryan Blake (DPS)  
**Cc:** Rivera, Hector  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels  
**Date:** Thursday, January 7, 2021 9:17:10 AM

---

Serco Business

Thank you Angela!

With appreciation,

*Christina Shreve, PMP*  
**Validation Specialist – Public Assistance (PA)**  
Central Consolidated Resource Center (CRC)  
Federal Emergency Management Agency  
Denton, TX 76208  
Mobile: 304.815.1987  
Home: 304.334.5900  
Christina.Shreve@serco-na.com

---

**From:** Wynn, Angela D (DPS) <angela.wynn@state.mn.us>  
**Sent:** Thursday, January 7, 2021 9:13 AM  
**To:** Stacy L Zurn <Stacy.Zurn@hennepin.us>; Smith, Ryan Blake (DPS) <ryan.blake.smith@state.mn.us>  
**Cc:** Shreve, Christina - CTR <Christina.Shreve@serco-na.com>; Rivera, Hector <hector.rivera@fema.dhs.gov>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Christina,

I have uploaded the document into the project.

Thanks,

Angie

---

**From:** Stacy L Zurn <Stacy.Zurn@hennepin.us>  
**Sent:** Wednesday, January 6, 2021 11:14 AM  
**To:** Smith, Ryan Blake (DPS) <ryan.blake.smith@state.mn.us>  
**Subject:** FW: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

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Where do I find this letter for Hennepin County?

***Stacy L. Zurn***  
***Hennepin County Emergency Management***  
***Administrative Assistant/Recovery Coordinator***  
***612-596-0245 - Office***  
***612-384-7166 – Cell***  
***Stacy.Zurn@hennepin.us***

---

**From:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>  
**Sent:** Wednesday, January 06, 2021 11:12 AM  
**To:** Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>; Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Serco Business

Hello Stacy,

After reviewing the document provided, the document is a Non-Congregate Sheltering Delegation of Authority Public Assistance Program and Policy Guide Waiver. What I am needing is the FEMA Approval Letter for extension on non-congregate sheltering.

Please see attachment for a copy of Project 155910 Minnesota Dept of Human Services Hennepin County Non-Congregate Shelter. This is what the extension letter consists of.

Thank You!

With appreciation,

*Christina Shreve, PMP*  
**Validation Specialist – Public Assistance (PA)**  
Central Consolidated Resource Center (CRC)  
Federal Emergency Management Agency  
Denton, TX 76208

Mobile: 304.815.1987  
Home: 304.334.5900  
[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)

---

**From:** Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>  
**Sent:** Wednesday, January 6, 2021 11:48 AM  
**To:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>; Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Excellent, thank you!

*Stacy L. Zurn*  
*Hennepin County Emergency Management*  
*Administrative Assistant/Recovery Coordinator*  
*612-596-0245 - Office*  
*612-384-7166 – Cell*  
*[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)*

---

**From:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>  
**Sent:** Wednesday, January 06, 2021 10:47 AM  
**To:** Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>; Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Serco Business

Hello Stacy,

Thank you for providing the FEMA approval letter for non-congregate sheltering. I will upload it to the project and move the project forward.

Have a wonderful day!

With appreciation,

Christina Shreve, PMP  
**Validation Specialist – Public Assistance (PA)**  
Central Consolidated Resource Center (CRC)  
Federal Emergency Management Agency  
Denton, TX 76208  
Mobile: 304.815.1987  
Home: 304.334.5900  
[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)

---

**From:** Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Sent:** Wednesday, January 6, 2021 11:29 AM  
**To:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>; Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>; Colleen S Livermore <[Colleen.Livermore@hennepin.us](mailto:Colleen.Livermore@hennepin.us)>; Justin J Hassa <[Justin.Hassa@hennepin.us](mailto:Justin.Hassa@hennepin.us)>; Stacy L Zurn <[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)>  
**Subject:** RE: [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

*Stacy L. Zurn*  
*Hennepin County Emergency Management*  
*Administrative Assistant/Recovery Coordinator*  
*612-596-0245 - Office*  
*612-384-7166 – Cell*  
*[Stacy.Zurn@hennepin.us](mailto:Stacy.Zurn@hennepin.us)*

---

**From:** Shreve, Christina - CTR <[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)>  
**Sent:** Wednesday, January 06, 2021 10:17 AM  
**To:** Eric D Waage <[Eric.Waage@hennepin.us](mailto:Eric.Waage@hennepin.us)>  
**Cc:** Rivera, Hector <[hector.rivera@fema.dhs.gov](mailto:hector.rivera@fema.dhs.gov)>  
**Subject:** [External] 4531DR-MN (4531DR) Hennepin County (053-99053-00) [148058] Hotels

Serco Business

Good Morning Eric,

I am currently working on Project 148058 and unable to locate the FEMA approval letter for non-congregating sheltering. Could you please provide this documentation? If you are unable to upload it into the project, you can send it via email and I will upload it.

Thank You!

With appreciation,

*Christina Shreve, PMP*

**Validation Specialist – Public Assistance (PA)**

Central Consolidated Resource Center (CRC)

Federal Emergency Management Agency

Denton, TX 76208

Mobile: 304.815.1987

Home: 304.334.5900

[Christina.Shreve@serco-na.com](mailto:Christina.Shreve@serco-na.com)

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**From:** [Wynn, Angela D \(DPS\)](#)  
**To:** [Punzalan, Eric](#)  
**Subject:** Sheltering  
**Date:** Friday, February 26, 2021 11:24:00 AM  
**Attachments:** [image001.png](#)

---

Eric,

Sorry this took so long, the homeless group was meeting at 10:30 today and I wanted to wait to respond. So short answer, yes they would like more money from FEMA for sheltering the homeless population. However, we have kept the non-congregate sheltering to only sheltering people who needed to be quarantined for 10-14 days per public health officials.

Thanks,

**Angie Wynn** | Disaster Recovery Coordinator  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
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