

**From:** [Plaistow, Vicki \(CI-StPaul\)](#)  
**To:** [LaCasse, Jill \(CI-StPaul\)](#); [Wheeler, Calvin \(CI-StPaul\)](#); [Meissner, David \(CI-StPaul\)](#); [Bunce, Michele \(CI-StPaul\)](#)  
**Cc:** [Eitemiller, Chris \(CI-StPaul\)](#)  
**Subject:** FW: MN Department of Human Services OEO COVID-19 Emergency Response Funding Notification  
**Date:** Wednesday, May 27, 2020 10:41:09 AM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[Assurances.docx](#)

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**From:** Looby, Kelly D (DHS) <Kelly.Looby@state.mn.us>  
**Sent:** Thursday, April 23, 2020 4:02 PM  
**To:** Bistodeau, Travis (CI-StPaul) <Travis.Bistodeau@ci.stpaul.mn.us>; Plaistow, Vicki (CI-StPaul) <vicki.plaistow@ci.stpaul.mn.us>  
**Subject:** MN Department of Human Services OEO COVID-19 Emergency Response Funding Notification

**Think Before You Click: This email originated outside our organization.**

Hello,

Thank you for submitting a funding request for the COVID-19 Emergency Response Funds. We are writing to inform you that you are being funded at \$78,581.

Funds are to be used in the following ways:

Shelter Capacity		Hygiene/Sanitation Supplies		Staffing	
REQUESTED AMOUNT	DETERMINATION AMOUNT	REQUESTED AMOUNT	DETERMINATION AMOUNT	REQUESTED AMOUNT	DETERMINATION AMOUNT
\$5,400	\$0	\$0	\$0	\$98,980	\$78,581

**SPECIAL CONDITION/S:**

**Funds are not to be used for Admn or back-office expenses and must be used for managing and maintaining encampments in order to improve the health and safety of people living in them.**

Should there be a need to use funding outside the allocations outlined above, please contact me.

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

In order to release these funds to you, we must receive the following documents:

1. A scanned copy of your W-9 (only for non-profit organizations)
2. A signed copy of the attached Assurances Form (signed by an authorized representative)
3. These documents should be sent to [kelly.looby@state.mn.us](mailto:kelly.looby@state.mn.us)

**DHS cannot release funds without receiving these documents. In addition, DHS cannot guarantee funds will be available if the documents are not received within one week after receipt of this email.**

Let us know if you have any questions.

Sincerely,

**Kelly Looby, MS**

Office of Economic Opportunity

**Minnesota Department of Human Services**

444 Lafayette Road North

St. Paul, MN 55155

O: 651-431-3835

Cell: 651-425-0561

[mn.gov/dhs](http://mn.gov/dhs)



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