



# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

## HUMANITARIAN RELIEF FUNDING GUIDANCE ADDENDUM FISCAL YEAR 2022

### EMERGENCY GUIDANCE

With limited funding remaining in the Emergency Food and Shelter Program's (EFSP) FY22 appropriation, the EFSP National Board must prioritize any remaining request for grant awards. As previously stated in the Humanitarian Guidance, initial priority will be given to agencies providing shelter and food to migrants closest to the southwest border and/or within close proximity to CBP or ICE facilities. Consideration will also be given to the volume of migrant individuals they are assisting. Unfortunately, not all applications will be awarded funds unless new or additional funding is received for the program.

EFSP will also be implementing additional guidelines to conserve remaining funds and ensure safe humanitarian services are being delivered.

### FOR ALL CONTRACTS AND PROCUREMENT

Effective immediately, all contracts that include compensation for paid staff will be restricted to "hours worked" only. Any contract conditions that include the payment of "on call" or "standby" hours will no longer be eligible. Agencies that currently use contracts with "on call" compensation for staff, should notify the EFSP National Board immediately to indicate when the contracts can be modified or the EFSP grant recipient will be responsible for a portion of these associated costs.

### CHARTERED OR CONTRACTED INTERSTATE BUS, PLANE OR OTHER VEHICLE TRAVEL

Interstate bus chartering is defined as the contracting of transportation, typically a bus, travelling from one state to another state. While this resource has the potential to be used effectively, Interstate bus chartering has presented severe humanitarian challenges for migrants and the Emergency Food and Shelter Program cannot sponsor this type of activity. Recent use of chartered transportation of migrants has resulted in unacceptable conditions, with many migrants being transported to other states with no information or support, severe medical challenges, or given intentional misinformation about available resources at their destination. This type of activity severely undermines the intention of this program and deeply affects this population who is extremely vulnerable, many of whom are travelling with young children, fleeing their home countries as victims of violence, sexual abuse, extortion and human trafficking. To combat and mitigate this activity, additional conditions around the use of interstate chartering have been introduced.

Effective immediately, costs related to interstate chartering will only be eligible if:

- There is documented coordination and acknowledged communication (per charter / trip) with a receiving jurisdiction.
  - Coordination includes, but not limited to, a minimum of 48-hour (distance permitting) notice before arrival
  - An identified arrival time and location (that is suitable to the receiving jurisdiction)
  - A manifest of passengers that includes their demographic and family composition
  - The identification of any critical unmet needs
- If a migrant presents themselves or is observed to have acute or severe medical issues, those must be addressed before engaging in long distance travel or the associated charter will be considered ineligible.
- Procurement of the transportation contract must be compliant with EFSP's Humanitarian Guidance, which includes policies related to contract procurement, transport utilization and long distance travel sponsorship.

Please be aware that EFSP funded agencies that facilitate migrant travel or refer individuals to interstate chartered transportation (even if the transportation is funded by a third party), are also responsible for ensuring that the coordination and sharing of their migrant data is shared with the receiving jurisdiction, or risk EFSP ineligibility.

For interstate bus chartering performed previous to this guidance update, the National Board will review any presented expenditures, but they will not be prioritized above other humanitarian services and will only be reimbursed if there are existing funds.

For the sake of this expanded guidance, the coordination of interstate busing (or other vehicle) that consist primarily of migrants, whether contracted as a whole or *ticketed individually*, will be subject to this policy if it appears that there is any intention to obfuscate or bypass this policy.

Regarding aircraft transport: The chartering of aircraft has never been an eligible EFSP expense and will remain ineligible.

## **SPECIAL FUNDING REQUESTS**

The Special Funding Request procedure is the current process that organizations can use to request grant funding in advance (versus seeking reimbursement), fund or supplement current services or to accommodate an unexpected growth in service demand. While it is widely used within the humanitarian program, it still remains a novel process that requires updating and improvement. Organizations may request special funding from any remaining EFSP funds, which can include homelessness, CARES, ARPA or humanitarian. Awards are dependent on the availability of funds, eligibility of the services and resources that will be provided and capacity of the agency to spend the funds effectively and within expectation of the program. Please contact your EFSP Local Board for more information.

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