

EFSP Phase 40 (November 1, 2021 – December 31, 2023)  
Application Instructions: Food Pantries and Meal Sites

**Instructional Sessions:**

Instructional sessions about the EFSP Phase 40 application process will be held on Wednesday, March 29, 2023, at 2:00 pm and Thursday, March 30, 2023, at 10:00 am with Hunger Task Force at 5000 W. Electric Avenue, West Milwaukee. A virtual training will be held on Thursday, March 30, 2023, at 2:00 pm. Please RSVP to [efsp@hungertaskforce.org](mailto:efsp@hungertaskforce.org) with the date of the training you will attend. For those planning to attend the virtual training, an appointment will be emailed to you after you have sent in your RSVP.

**How to Complete the ESFP Application Form**

- Use the application form marked for Food Pantries and Meal Sites
- Complete lines numbered 1-8. You may complete an electronic version and then print for signatures, or you may print and complete the entire form by hand.
- Use the checklist to ensure list of required valid documentation is submitted with the application. **If any of these required items are not part of the application submission, the application will be considered incomplete and not eligible to receive an award.**
- Complete signature lines for the application must include signatures of two representative of the agency, one representative being the Executive Director or Chief Officer or Board Chairperson.
- **Note: A UEI Number is required to apply for EFSP funds.** If you had a DUNS number and are registered in SAM.gov, then a UEI has been assigned to your agency. If your agency does not have a UEI number, you may request one free of charge at SAM.gov.

**How to Complete the Individuals Served Verification Form**

- Your agency's general ledger of eligible expenses informs the amount of your agency's request. Once the amount of the request has been determined, complete the Individuals Served Verification Form using your agency records to support the total amount requested by your agency. The reimbursement rate is \$3.00 per individual served. For example, if requesting \$5,000, the total individuals served must equal at least 1,667. The records of the individuals served (service statistics) **MUST** be provided for each month that the Individuals Served Verification Form is completed. **Complete one form for each month to correspond to your requested amount. Since March will be the last completed month before the due date of April 14, 2023, you may submit through March 2023.** If additional months beyond March 2023 are needed to fully expend the Phase 40 award by December 31, 2023, applicants will be contacted by Hunger Task Force to submit them. **The Individuals Served Verification Form and service records (service statistics) from the month of October 2022 MUST be included in your application.**

**Pantry Sites**

- For each date of the month, place the number of people served on that day in the space provided.
- Dates of the month where no service occurred, place a zero in the space provided.
- Verify the total.

**Meal Sites (Soup Kitchens)**

- For each date of the month, place the number of meals served on that day in the space provided.
- Dates of the month where no service occurred, place a zero in the space provided.
- Verify the total.

**Eligible Food Expenses**

- **Pantry Site:** food, diapers, boxes and plastic storage bags, or Feeding America shared maintenance fees
- **Meal Site:** food, paper products, utensils, gloves, cleaning products, agency rent/mortgage, utilities, and staff salaries specific to the meal site. The eligible expenses listed here must be from your agency's meal site program only.

**Ineligible Food Expenses**

- Snacks, sweets, pet food, vitamins, personal care products and holiday dinners or event meals and any other operational expenses not specifically listed as eligible in the section above this.

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**Fiscal Agent Form**

- Once applications have been reviewed, eligible applicants will receive an email from DocuSign to complete and electronically sign the Fiscal Agent Form. This form is to be completed and signed as soon as it is received. National EFSP will not release funding until all applicants have completed this form.