

EFSP Phase 36 (Oct. 1, 2018 – Sept. 30, 2019)
Application Instructions: Mass Shelters

Instructional Sessions:

Sessions on how to complete the application will be held on Monday, July 22nd at 10:00 am and Wednesday, July 24th at 2:00 pm at Hunger Task Force, 201 S. Hawley Court, Milwaukee, WI. Please RSVP to efsp@hungertaskforce.org if you plan on attending.

How to Complete the ESFP Application Form

- Use the application form marked for Mass Shelters.
- Complete sections numbered 1-7. You may complete an electronic version and then print for signatures or you may print and complete the entire form by hand.
- Use checklist to ensure list of required valid documentation is submitted with application.
- 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 DUNS Number is required to apply in Phase 36.** If your organization does not have a DUNS number, you may request one free of charge at <https://www.dnb.com/duns-number/get-a-duns.html>

How to Complete the Individuals Served Verification Form

- Complete Individual Served Verification Form using statistics to support the total amount requested. The reimbursement rate is \$12.50 per individual served/bed night. For example, if requesting \$31,250, the total served must equal at least 2,500. Records of individuals served (service statistics) MUST be provided for each month the Individuals Served Verification Form is completed. Complete one form for each month between October 1, 2018 and September 30, 2019 to correspond to your requested amount. (In order to remain consistent with the federal fiscal year, September 30, 2019 is the end date for Phase 36. Since applications are due before September 30, 2019, submit forms up to the most recently completed month. If additional time beyond that month is needed, please contact Hunger Task Force.) **The service statistics from the month of October 2018 MUST be included in your application.**

Mass Shelter Sites

- For each date of the month, place the number of bed nights provided on that date in the space provided.
- Dates of the month where no service occurred, place a zero in the blank provided for that corresponding date.
- Verify the total.

Eligible Shelter Expenses

- Shelter rent/mortgage, utilities, staff salaries, cots, mattresses, soap, linens, blankets, cleaning supplies
- Clothing expenses are limited to diapers and underwear only
- Maintenance agreements and food expenditures are **NOT** eligible

Fiscal Agent Form

- The fiscal agent form must be completed for your organization. This form will be completed electronically by the applicant's contact person. When the form is made available by EFSP, it will be provided.