

EFSP Phase ARPA-R (November 1, 2021 – April 30, 2023)
Application Instructions: Food Pantries and Meal Sites

Instructional Sessions:

Instructional sessions about the EFSP Phase ARPA-R application process will be held on Tuesday, March 15, 2022, at 2:00 pm and Thursday, March 17, 2022, at 10:00 am with Hunger Task Force at 5000 W. Electric Avenue, West Milwaukee. A virtual training will be held on Wednesday, March 16, 2022, at 10:00 am. Please RSVP to 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 1-7. 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 the 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.**

New for Phase ARPA-R: Emergency food organizations will not be reimbursed for purchases made. Instead, Hunger Task Force will purchase truckloads of food that will be distributed to approved applicants. When describing food needs within your organization, make sure to think about religious, cultural, and dietary food requirements. Your description should also include how your organization will distribute the food. It is important to note that these foods are not to take the place of foods already funded by your organization.

The description of food needs along with the description of how the food will be distributed should be typed in a narrative on your organization's letterhead.

An Individuals Served Form and Records of Individuals served for January 2022 only must be submitted.

Pantry Sites and Meal Sites

- For each date of the month, place the number of people served on that day in the space provided.
 - For dates of the month where no service occurred, place a zero in the space provided.
 - Verify the total.
- 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 for EFSP funds.** 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>