EFSP Phase ARPA-R (November 1, 2021 – April 30, 2023)
Application Instructions: Mass Shelters

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 Mass Shelters.
• 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 the list of required valid documentation is submitted with 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 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

How to Complete the Individuals Served Verification Form
• Complete the Individual Served Verification Form using your agency records to support the total amount requested by your agency. 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. 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 15, 2022, you may submit through March 2022. If additional months beyond March 2022 are needed to fully expend the Phase ARPA-R award by April 30, 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 January 2022 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 space provided.
• Verify the total.

Eligible Shelter Expenses
• Shelter rent/mortgage, utilities, staff salaries, cots, mattresses, soap, linens, blankets, cleaning supplies. The eligible expenses listed here must be from your agency’s shelter program only.
• Clothing expenses are limited to diapers and underwear only.
• Maintenance agreements and food expenditures are NOT eligible

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.