STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT

MIKE BEEBE
GOVERNOR

DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Economic Development District

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying organization has any questions concerning the required documentation or the application process please feels free to call our offices at 501.835.3111.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the Director/President/Equivalent. (7 pages total)

2. Narrative on Official Letterhead, that includes the following information:

- # of population served
- # of residences served
- List of counties served
- Description of services provided
- Ways of receiving funding
- Any other information you wish to provide

3. Copy of either 501 (c) - IRS Determination or Proof of Public Agency Status (ordinance or act establishing organization and funding)

4. Copy of Articles of Incorporation and By-Laws.

5. Copy of Latest Prepared Financial Statement.

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records.

Applications may be submitted to DFSP via e-mail, fax, or mail.

Kathryn Mahan-Hooten
Compliance Branch Manager
kathryn.mahan@adem.arkansas.gov

Brian Jones
Lead Compliance Officer
brian.jones@adem.arkansas.gov