STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT

MIKE BEEBE
GOVERNOR

DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Search & Rescue/ Volunteer Fire Departments (non-Act 833 Funded)

Please note 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 501.835.311.

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

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

- Is the agency governed by a board? If so are they elected or appointed
- Service area: Approx. # of square miles served, # of residences, & # of businesses
- # of personnel & their qualifications/training
- # of stations & physical address for each
- List of heavy equipment on hand (Examples: Pumpers, tankers, brush trucks, rescue vehicles, rescue boats, Jaws of Life, etc.)
- List of any special events sponsored by the agency. (Annual fundraisers, community outreach, awareness events, etc.)
- Explain how the agency is funded (Taxes, Memberships, etc.)
- Please sign at the bottom

3. Copy of Articles of Incorporation or City/County Ordinance Establishing Organization

4. Proof of Public Funding- checks/check stubs to equal 1 year.

5. Copy of Training Log to Equal 1 Year- Please include name of class, date occurred, # of personnel attending, and hours of credit. Do not send certificates.

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.

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