



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Veterans Associations**

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, prior to sending in the application.

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, include the following information:
  - Description of what the organization does, services provided, etc.
  - # of employees/volunteers
  - # of participants
  - Percentage (%) of participants that are veterans (minimum of 33%)
  - Sources of funding
3. Copy of Charter.
4. Copy of Articles of Incorporation and/or By-laws.
5. Latest Prepared Financial Statement

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

Oscar Myers  
Compliance Officer  
[Oscar.myers@adem.arkansas.gov](mailto:Oscar.myers@adem.arkansas.gov)

Kathryn Mahan-Hooten  
Lead Compliance Officer  
[Kathryn.mahan@adem.arkansas.gov](mailto:Kathryn.mahan@adem.arkansas.gov)