



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Programs for Older Individuals**

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 feel 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 President/Director/Equivalent. (7 pages total)
- 2.** Narrative on official letterhead, that includes the following information:
  - # of Employees: Full-time, part-time, & volunteers
  - # of patients
  - Hours of operation
  - Services Offered
  - Ways of receiving funding
  - Physical address for each location operated
  - Any other information you wish to provide
- 3.** Copy of Articles of Incorporation
- 4.** Copy of 501 (c) - IRS Determination (if filing as a non-profit)
- 5.** Proof of Public Agency Status (if filing as a public agency: ordinance, act, etc)
- 6.** Copy of Licenses/Accreditation/Approval (Dept. of Human Services, State Board of Health)
- 7.** Proof of Funding from one of the following: (a) Older American Act of 1965 (b) Title IV or Title XX of the Social Security Act (c) Title VIII and Title X of the Economic Opportunity Act and the Community Services Block Grant Act
- 8.** Copy of latest financial statement
- 9.** Copy of fire code (if applicable)

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

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