



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Public Ambulance Authority (Public Health)**

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 Director/President/equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
  - Approx. # of square miles served
  - Approx. # of population served
  - County/Counties served
  - Approx. number of Paramedics, EMT's, and other staff.
  - Details of services offered
  - List of facilities operated and maintained, include physical addresses, # of ambulances and staff at each.
  - Any additional programs offered
  - Ways of receiving funding
  - Any other information you wish to provide.
3. Copy of current EMS licensing.
  - Please note that it is the responsibility of the organization to provide up to date licenses upon renewal.
4. Copy of Ordinance that created the Ambulance Authority
5. Proof of Public Funding (may be specified in ordinance)

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

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