



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### Cities

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 city has any questions concerning the required documentation or the application process please feel free to call our offices at 501.835.3111.

1. Standard Eligibility Application packet with all requested information properly completed and signed by the mayor. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
  - Population
  - # of council members, any other voted in positions and length of term
  - All divisions within the city (water, street, police, fire, etc.)
  - Any annual events held or sponsored by the city (city fair, fundraiser, etc.)
  - Any other information that you wish to provide.

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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