



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Public Agencies**

Please note that it is the responsibility of the applying agency 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 agency 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/Purchasing Agent/Equivalent.**  
(7 pages total)
- 2. Narrative on official letterhead, that includes the following information:**
  - # of Employees
  - Type of Service Provided to the State
  - Background Information about the Organization (year formed, etc.)
  - Any Additional Information You Wish to Provide

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

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