



ASA HUTCHINSON
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

State 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.

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
 - Description of service provided to the state
 - Background information about the agency (year formed, etc.)
 - Any additional information 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.

Kathryn Mahan-Hooten
Compliance Branch Manager
kathryn.mahan@adem.arkansas.gov

Brian Jones
Lead Compliance Officer
brian.jones@adem.arkansas.gov