



ASA HUTCHINSON  
GOVERNOR

**STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT**



A.J. GARY  
DIRECTOR

## Eligibility Application Requirements

### Fire Departments

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP 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. Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Fire Chief/President/equivalent. (7 pages total)
2. Narrative on Official Letterhead, that includes the following information:
  - Is the department governed by a city council, board members, or other? If so are they elected or appointed?
  - Service area: Approx. # of square miles served, # of residences, & # of businesses
  - # of personnel
  - # of stations & physical address for each
  - Type of services provided (fire protection, first responders, haz-mat, ambulance service, search/rescue, etc.)
  - List of heavy equipment on hand (pumpers, tankers, brush trucks, ambulance, boats, extrication tools, etc.)
  - Explain how the agency is funded (Act 833, tax supported, memberships, etc.)
  - List of any special events sponsored by the agency (annual fundraisers, community outreach, awareness events, etc.)
  - Please sign at the bottom
3. Copy of Articles of Incorporation or City/County Ordinance Establishing Organization
4. Copy of proof of Public Funding- (*not required for departments funded by Act 833 in the past year, simply indicate so on Eligibility Application and in narrative*) If not Act 833 funded provide a copy of City/County Ordinance establishing funding (may be used in conjunction with #3's requirements)
5. Copy of Training Log to Equal 1 Year- (*not required for departments funded by Act 833 in the past year*) Include name of class, date occurred, # of personnel attending, and hours of credit (do not send certificates).

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 AR FSP via e-mail, fax, or mail. 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 Monday - Friday 8am to 4:30pm.

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