



**ASA HUTCHINSON**  
GOVERNOR

**STATE OF ARKANSAS**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**



**A.J. GARY**  
DIRECTOR

## **Eligibility Application Requirements**

### **Search and Rescue's**

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 Senior Official/President/equivalent. (7 pages total)
2. Narrative on Official Letterhead, that includes the following information:
  - Explain how the SAR is governed (elected/appointed board, county judge, etc.)
  - Service area: Approx. # of square miles served, # of residences, & # of businesses
  - # of personnel on SAR
  - # of stations & physical address for each
  - Type of services provided (haz-mat, ambulance service, search/rescue, etc.)
  - List of heavy equipment on hand (ambulance, boats, extrication tools, etc.)
  - Explain how the agency is funded (tax supported, donations, 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- Ordinance establishing funding
5. Copy of Training Log to Equal 1 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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