



ASA HUTCHINSON
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Homeless Shelters

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 shelter 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 President/Director/Equivalent. (7 pages total)
- 2.** Narrative on official letterhead, that includes the following information:
 - Services provided to homeless
 - # of Employees & their Qualifications: Full-time, Part-time, & Volunteers
 - Maximum # of individuals and families that can be accommodated
 - # of homeless individuals and families assisted last year
 - Hours of operation
 - Ways of receiving funding
 - Physical address for each location operated
 - Any other information you wish to provide
- 3.** Copy of Articles of Incorporation
- 4.** Copy of either 501 (c) - IRS Determination or Proof of Public Agency Status (ordinance or act establishing organization and funding)
- 5.** Copy of Licenses/Accreditation/Approval (Dept. of Human Services, Dept. of Health)
- 6.** Written recognition by mayor, county judge, or local health department administrator that the organization is providing a specific service to the homeless
- 7.** Copy of latest financial statement
- 8.** Copy of fire & safety inspection, occupancy permit (if applicable)

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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