



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Non-Profit Health Agencies**

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 organization 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/equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
  - Approx. # of employees- Resident Physicians, RNs, LPNs, and other Staff.
  - Details of services offered
  - Number of patients/beds authorized.
  - List of facilities operated and maintained, include physical addresses.
  - Any additional programs offered.
  - Ways of receiving funding.
  - Any other information you wish to provide
3. Copy of current licensing relating to specific services offered.
4. Copy of 501 (c)- IRS Determination letter
5. Copy of latest financial statement to equal one (1) year.

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](mailto:kathryn.mahan@adem.arkansas.gov)

Brian Jones  
Lead Compliance Officer  
[brian.jones@adem.arkansas.gov](mailto:brian.jones@adem.arkansas.gov)