



MIKE BEEBE
GOVERNOR

STATE OF ARKANSAS
DEPARTMENT OF EMERGENCY MANAGEMENT



DAVID MAXWELL
DIRECTOR

Eligibility Application Requirements

Volunteer Fire Departments (*)

Please note 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 feels free to call our offices at 501.835.3111, prior to sending in the application.

1. Standard 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:
 - Approx. # of Square Miles Served
 - Approx. # of Residences Served
 - # of Personnel
 - # of Stations & Physical Address for Each
 - List of Heavy Equipment on Hand (examples: pumpers, tankers, brush trucks, rescue vehicles, Jaws of Life, etc.)
 - List of Any Special Events (annual fundraisers, community outreach/awareness events, etc.)
 - Please sign at the bottom
3. Copy of Articles of Incorporation or County Ordinance Establishing Organization

(*)Please note the above requirements are for Fire Departments that receive Act 833 money, if your department does not receive Act 833, it may still be eligible but there are other requirements than listed. For a full list please contact our offices at 501-835-3111.

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 parcel post.

Kathryn Mahan-Hooten
Lead Compliance Officer
kathryn.mahan@adem.arkansas.gov