



JAMI COOK
SECRETARY

STATE OF ARKANSAS
GOVERNOR ASA HUTCHINSON
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT



A.J. GARY
DIRECTOR

Eligibility Application Requirements

Public Health Institution

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 basis. 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 Director/President/equivalent. (7 pages total)
2. Narrative on official letterhead, that includes the following information:
 - Approx. number of personnel-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, services offered, and number of staff for each facility
 - Any additional programs offered
 - Ways of receiving funding
 - Any other information you wish to provide.
 - Please sign at the bottom
3. Copy of current licensing relating to specific services offered.
4. Copy of proof of Public Agency Status (ordinance or act that created the organization and established funding)
5. Copy of proof of Public Funding (may be specified in ordinance or act)

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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