



MIKE HAGAR
SECRETARY

STATE OF ARKANSAS
GOVERNOR SARAH HUCKABEE SANDERS

DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT



A.J. GARY
DIRECTOR

Eligibility Application Requirements **Veteran Owned Small Business (VOSB)**

It is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (ARFSP). ARFSP 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 Business Owner/Controller (eligible veteran surviving spouse). (6 pages total)
2. Narrative on official letterhead, that includes the following information:
 - Description of services provided
 - Address of primary location/headquarters in Arkansas
 - List additional addresses of locations outside of Arkansas (if applicable)
 - Number of employees
 - List of key staff and job title/role(s)
 - Website/social media (optional).
 - Please sign at the bottom
3. Letter of Certification from the Small Business Administration
4. Business must be listed in the SBA's VetCert Program Database
5. Signed Access to Arkansas Federal Surplus Property document

Applications, by regulation, are required to be renewed every three (3) years. Applications may be submitted to ARFSP via e-mail, fax, or mail. If 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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