



**U.S. SMALL BUSINESS ADMINISTRATION**  
RICHMOND DISTRICT OFFICE  
400 NORTH 8<sup>TH</sup> STREET, SUITE 1150  
RICHMOND, VA 23219-4829

July 12, 2016

New Dominion Construction LLC  
Adrian Lawson  
17650 Possum Point Road Suite C1A  
Dumfries, VA 22026  
alawson@newdominionconstruction.com

Dear Adrian Lawson,

Congratulations on your certification for the 8(a) Business Development (BD) Program! We have received official notification that you are assigned to our office, the Richmond District Office. Business Opportunity Specialist, Cassandra Zeigler, is assigned to be your dedicated point of contact and will assist your firm during its participation in the 8(a) Business Development Program.

**Here are your next steps:**

**1. Participation Agreement**

- Read, sign, and return the Participation Agreement to our office. SBA requires the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement showing he or she understands the conditions of 8(a) BD program participation. If you have already submitted this to our office, please disregard.

**2. Business Plan**

- [Develop and submit your Business Plan](#). SBA requires certified firms to promptly submit a business plan which must be approved by the SBA before the firm is eligible to receive any 8(a) benefits – including 8(a) contacts. Once approved, the business plan will be reviewed annually and may be modified as needed. We offer an optional format for business plans.
- To consider the optional 8(a) Business Plan Form 1010C, please go to our [website](#) and click on “forms”. You can also utilize one of our free Resource Partners in order to assist you in developing your Business Plan. Their office locations can be found on our [website](#) by clicking “Local Assistance”
- In addition, please see the attached page for additional resources in developing your business plan.

**3. Orientation**

- We hold orientation every quarter. Please go to the following link in order to register for our next event: <https://www.eventbrite.com/e/new-8a-business-development-firm-orientation-tickets-19636582547>.

Best wishes for success as you enjoy a challenging and rewarding tenure in the program! Any questions or concerns can be addressed to your Business Opportunity Specialist, Cassandra Zeigler, via email (cassandra.zeigler@sba.gov) or phone (804-253-8907).

Sincerely,

Ryan Herriges  
Business Opportunity Specialist

Enclosure