



Instructional Letter: SBA 8(a)

Dear Prospective Donee:

Thank you for expressing an interest in acquiring property through the **Illinois State Agency for Surplus Property (CMS Federal Surplus)**.

Federal personal property may be acquired by certain disadvantaged small businesses. However, prior to enrollment in CMS Federal Surplus, you must first become eligible and enrolled with the U.S. Small Business Administrations, Business Development Program 8(a). Eligible organizations may include: Retail, Service, Agricultural, and Construction. More information about the SBA 8(a) Program may be found at: <http://www.sba.gov/content/8a-business-development-0>.

If after examining the paragraph above, you find that you may qualify to participate in this program, please complete the enclosed application and forward to this office for processing.

Along with your completed and signed three-page application, please include the following:

- ◆ SBA 8(a) Contractor Certification Letter;
- ◆ List of property needs;
- ◆ Description of programs and services;
- ◆ Description/documentation of sources of funding, i.e., copy of Current Budget.

If you have any further questions regarding eligibility, please feel free to contact my office at **(217)785-6903**. **Your application cannot be processed until receipt and review of the above-requested documentation. Partial submissions will be returned as being incomplete.**

Sincerely,

Curtis A. Howard

Curtis A. Howard
Administrator, Property Control Division

CH/tr

Requires: Application & Resolution