U.S. Small Business Administration

# 2010 National Small Business Week Nomination Guidelines

"During National Small Business Week, we honor the entrepreneurs and small business owners who are the engine of our economy. Their ingenuity and hard work are critical to our Nation's prosperity…I call upon Government officials, industry leaders, and advocates across the Nation to encourage our citizens to celebrate the achievements of small business owners and encourage the creation of new businesses."

**Barack Obama**
**President of the United States**

**(2009 Small Business Week Proclamation)**

Dear Supporters of America's Small Business Community:

Every year since 1963, the President of the United States has proclaimed National Small Business Week to recognize the contributions of small businesses to the economic well-being of America. As part of National Small Business Week, the U.S. Small Business Administration recognizes this special impact made by outstanding entrepreneurs and small business owners.

In 2010, National Small Business Week will honor the estimated 27.2 million small businesses in America. Small businesses are major contributors to the strength of the American economy. More than half of Americans either own or work for a small business. They also create 60-80 percent of new jobs in the country. Small businesses drive innovation, create 21st century jobs and increase U.S. competitiveness.

During National Small Business Week, we showcase and recognize some of the most successful and inspiring of these entrepreneurs. We would ask for your assistance in finding and nominating candidates for these awards. Please take the time over the coming weeks to identify outstanding small companies in your district and to champion them through this nomination process. Through your support of the finest candidates in your region, you will be helping the most important national recognition for American small businesses.

With warmest regards,

Karen G. Mills
Administrator

**All SBA programs and services are provided on a nondiscriminatory basis.**

## Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Small Business Week 2010 will be celebrated the week of May 23. Leading up to National Small Business Week (SBW), the U.S. Small Business Administration (SBA), often in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to the nation's entrepreneurs and those who support and champion small business. Many of the award winners from those local and state events will be invited to Washington, D.C. for SBW '10 — Celebrating National Small Business Week.

SBA Awards given in celebration of National Small Business Week include the following awards:

- Small Business Person of the Year (one from each of the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam);
- Small Business Exporter of the Year;
- SBA Young Entrepreneur of the Year;
- Jeffrey Butland Family-Owned Business of the Year;
- Entrepreneurial Success Award;
- Phoenix Awards (for disaster recovery);
- Small Business Champions (individuals or organizations dedicated to supporting small businesses);
- Small Business Prime Contractor of the Year;
- Small Business Subcontractor of the Year;
- Frances Perkins Vanguard Awards (for use of women-owned businesses in government contracting);
- Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors);
- Gold Star Awards (for federal government contracting);
- Small Business Development Center (SBDC) Service Excellence and Innovation Center Award;
- 7(a) Small Business Lender of the Year (does not require nominations);
- 504 Lender of the Year (does not require nominations);
- Export Lender of the Year (does not require nominations);
- Small Business Investors of the Year (does not require nominations);
- Small Business Investment Company of the Year (does not require nominations);
- Community/Rural Lender of the Year;
- Women's Business Center of Excellence Award;
- SCORE Chapter of the Year

The National Small Business Person of the Year, Small Business Prime Contractor of the Year, and Small Business Subcontractor of the Year will be announced and honored at a National event during National Small Business Week. They will be joined by government officials, corporate leaders and small businesses from around the country.

***The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.***

## SBA Awards

**The nomination and selection process, evaluation criteria and time frame for the various SBA Awards are set forth below.**

## Small Business Person of the Year Awards

SBA will make Small Business Person of the Year awards at the district level (in multi-district states), the State level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the National level. The National Small Business Person of the Year is selected from the State winners.

### Who is eligible to be nominated for this award?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as "small" under the applicable SBA size standards. Individuals who have received the small business person award at the state level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred. Consult your nearest SBA district office if you have questions.

### Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award. Individuals may not be nominated for more than one award category.

### Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 36).

### What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
   - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.); and
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper - for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

**What are the selection procedures for this award?**

Small Business Persons of the Year Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's

National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

## Key Deadlines

**November 13, 2009** National Small Business Week 2010 nominations must be received by SBA district offices.
**December 11, 2009** SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.
**January 22, 2010** A panel of judges will select state winners in multi-district states.
**March 8, 2010** State Small Business Persons of the Year will be announced.

**What are the evaluation/selection criteria for the Small Business Person of the Year award?**

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
    - Number of years in business.
    - Sustained expansion, addition of territories, growth in square footage occupied.
    - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
    - Sustained over a minimum of three years.
    - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
    - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
    - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
    - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
    - Specific description of uniqueness of product or service.
    - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
    - Specific description of financial, physical, legal or other crisis.
    - Substantiation of the threat to the continuity of the business.
    - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:

• Listing of specific contributions of money, time, or resources to charitable causes.
• Membership in councils, boards and clubs providing support and services to the community.

## Small Business Champion Awards

• Small Business Exporter of the Year
• SBA Young Entrepreneur of the Year
• Jeffrey Butland Family-Owned Business of the Year
• Financial Services Champion of the Year
• Home-Based Business Champion of the Year
• Minority Small Business Champion of the Year
• Veteran Small Business Champion of the Year
• Women in Business Champion of the Year

SBA will make the above referenced awards to eligible small businesses at the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam), the regional level and the national level. The National winners will be selected from the Regional winners.

**Who is eligible to be nominated for these awards?**

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award:

Small Business Exporter of the Year: Any individual who owns and operates a small business engaged in exporting may be nominated.

SBA Young Entrepreneur of the Year: To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2010.

Jeffrey Butland Family-Owned Business of the Year: This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

Financial Services Champion of the Year: An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

Home-Based Business Champion of the Year: An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

Minority Small Business Champion of the Year: An individual who has fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

Veteran Small Business Champion of the Year: An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Women in Business Champion of the Year: An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Consult your nearest SBA district office if you have questions.

**Who may submit nominations for these awards?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 36).

**What is the deadline for nominations?**

All nominations for the above Small Business Champion Awards must be postmarked or hand delivered to the appropriate SBA district office **no later than November 13, 2009.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
    - the nominee's full name, title, business and home addresses with telephone and fax

numbers, and e-mail address if applicable;
• the award for which the nomination is being made;
• the nominator's name, title, place of business, business address and telephone number
and e-mail address if applicable; and
• a one-paragraph description of the nominee's business, if applicable.

2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices. For "team" nominations for any of the above Small Business Champion Awards, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page, if applicable
8. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years, if applicable.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at SBA offices.
11. For Small Business Exporter of the Year, the nomination package must include a description of the products exported and markets served.

**What are the selection procedures for this award?**

The SBA Small Business Champions will be selected at the district (in multi-district states), state, regional and national levels. Winners at each level are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Champions will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

## Key Deadlines

**November 13, 2009** National Small Business Week 2009 nominations must be received by SBA district offices.

**December 11, 2009** SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

**January 5, 2010** State winners will be selected from multi-district states.
**January 12, 2010** Regional winners will be selected.
**January 22, 2010** A panel of judges will select national winners.
**March 8, 2010** National SBA Small Business Champion Awards will be announced.

**What are the evaluation/selection criteria for the Small Business Champion awards?**

Each of the above Small Business Champion awards has specific evaluation criteria which are listed below:

## Small Business Exporter

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

## SBA Young Entrepreneur of the Year

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

## Jeffrey Butland Family-Owned Business of the Year

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

## Financial Services Champion of the Year

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

## Home-Based Business Champion of the Year

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

## Minority Small Business Champion of the Year

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Volunteer efforts to provide professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

## Veteran Small Business Champion of the Year

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

## Women in Business Champion of the Year

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

## Entrepreneurial Success Award

Individuals must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

SBA will make the above referenced award to eligible businesses on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the national level. The National winners will be selected from the State winners.

**Who is eligible to be nominated for this award?**

To be nominated and receive this award, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four. A nominee for this award must own or operate a business that initially was defined as "small" under the applicable SBA size standards, developed into a large business and must have received SBA assistance to help the business grow. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Consult your nearest SBA district office if you have questions.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 36).

**What is the deadline for nominations?**

All nominations for the Entrepreneurial Success Award must be postmarked or hand delivered no later than **November 13, 2009**.

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
   • the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   • the award for which the nomination is being made;
   • the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
   • a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for this award, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for the last three years.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form is available at SBA field offices.

**What are the selection procedures for this award?**

The SBA Entrepreneurial Success Award winners will be selected at the district (in multi-district states), state and national levels. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Entrepreneurial Success Award winner will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

## Key Deadlines

**November 13, 2009** National Small Business Week 2010 nominations must be received by SBA district offices.
**December 11, 2009** SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.
**January 22, 2010** A panel of judges will select state winners in multi-district states.

**March 8, 2010** National Entrepreneurial Success Award winner will be announced.

**What are the evaluation/selection criteria for the SBA Entrepreneurial Success award?**

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
    - Number of years in business.
    - Sustained expansion, addition of territories, growth in square footage occupied.
    - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
    - Sustained over a minimum of three years.
    - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
    - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
    - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
    - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
    - Specific description of uniqueness of product or service.
    - Explanation of how product or service fits a niche not being adequately addressed by the competition.
7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
    - Specific description of financial, physical, legal or other crisis.
    - Substantiation of the threat to the continuity of the business.
    - Defined actions taken by the nominee to resolve the crisis.
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
    - Listing of specific contributions of money, time, or resources to charitable causes.
    - Membership in councils, boards and clubs providing support and services to the community.

## Phoenix Awards

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Outstanding Contributions to Disaster Recovery

Phoenix awards are given to those individuals (business owners, volunteers and public officials) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster.

## Phoenix Award for Small Business Disaster Recovery

**Who is eligible to be nominated for this award?**

Any individual who owns and operates a small business that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan may be nominated.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the SBA Disaster Field Operations Center (see list beginning on page 44).

**What is the deadline for nominations?**

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 21, 2010.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - the award for which the nomination is being made;
    - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
    - a one-paragraph description of the nominee's business and/or professional occupation.

2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee’s company and employees at work..
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile that must include documentation supporting approval of the SBA disaster loan.
8. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
10. A completed SBA Form 2137 Award Nomination Consent Form, is available at SBA field offices.

**What are the selection procedures for this award?**

Winners will be selected by a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

1. Recent disaster — The business suffered a physical disaster loss during FY07 and received an SBA disaster loan during FY 2007 and/or FY 2008.
2. Extent of damage — The business suffered at least 40 percent physical damage.
3. Resiliency — The business successfully resumed its operations within the same geographic area.
4. Employment level — The business maintained at least 90 percent of its pre-disaster employment level.
5. Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.).
6. Speed of recovery.
7. Initiative and innovation displayed during recovery.
8. Efforts made by the business to protect the property from future disaster losses.

## Phoenix Award for Outstanding Contributions to Disaster Recovery

**Who is eligible to be nominated for this award?**

Phoenix awards may be presented to a private-citizen volunteer and public official who have each made an outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

SBA Disaster Field Operations Centers. (see list beginning on page 44).

**What is the deadline for nominations?**

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate Disaster Field Operations Center **no later than January 20, 2010.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - the award for which the nomination is being made;
    - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
    - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster, as well as a biography and photo of the nominee. In all categories, the submission of articles from newspapers and magazines is encouraged.

7. Any other supporting documentation deemed significant by the nominator, including photos,
   news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

**What are the evaluation/selection procedures for this award?**

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a public official and volunteer categories are judged by the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities. Winners will be selected by a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

## Federal Procurement Awards

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Award for Excellence
- Gold Star
- Frances Perkins Vanguard

## Small Business Prime Contractor of the Year Award

**Who is eligible to be nominated for these awards?**

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors. All nominees must be defined as "small" according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 33).

**Who may submit nominations for these awards?**

Only federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award.

**Where are the nominations to be sent?**

Nominations for the Small Business Prime Contractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating federal agency's buying activity is located (see list on page 43).

## What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 11, 2009.**

## What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page with containing:

    - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
    - the award for which the nomination is being made (i.e., Small Business Prime Contractor of the Year Award);
    - the nominator's name, title, agency name, buying activity name, business address and telephone number, and e-mail address (if available); and
    - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, to include any SBA assistance, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director.

## What are the selection procedures for this award?

Small Business Prime Contractor of the Year award winners will be selected at area and national levels. Area winners will be selected by a panel of judges. Area winners will automatically be considered for the national award. The nomination packages of area winners will be transmitted to the Office of Government Contracting for review. The National Small Business Prime Contractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The area and national winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength, and
10. Exceptional results.

## Small Business Subcontractor of the Year Award

**Who is eligible to be nominated for these awards?**

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors. All nominees must be defined as "small" according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 43).

**Who may submit nominations for these awards?**

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award.

**Where are the nominations to be sent?**

Nominations should be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating prime contractor is located (see list on page 43).

**What is the deadline for nominations?**

All nominations for these awards must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than December 11, 2009.

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page containing:

- the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
- Award for which the nomination is being made (i.e., Small Business Subcontractor of the Year Award);
- the nominator's name and title, prime contractor name, business address, and telephone number and e-mail address (if available); and
- a one-paragraph description of the nominee's business and/or professional occupation.

2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 Dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form, and additional required forms which will be available at the Government Contracting Area Office, Attn: Government Contracting Area Director.

**What are the selection procedures for this award?**

Small Business Subcontractor of the Year award winners will be selected at regional and national levels. The regional winners will be selected by a panel of judges. Regional winners will automatically be considered for the national award. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review. The National Small Business Subcontractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The national winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength, and
10. Exceptional results.

## Dwight D. Eisenhower Award for Excellence

**Who is eligible to be nominated for this award?**

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One award may be made in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 43).

**Who may submit nominations for this award?**

The Dwight D. Eisenhower Award for Excellence is a self-nomination award program; large prime contractors nominate themselves.

**Where are the nominations to be sent?**

Nominations must be submitted to the SBA Government Contracting Area Office in which the prime contractor is located (see list beginning on page 43).

**What is the deadline for nominations?**

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than **December 23, 2009**.

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page containing:

    - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
    - the award for which the nomination is being made (i.e., Dwight D. Eisenhower Award for Excellence);
    - the nominator's name and title, prime contractor name, business address and telephone number and e-mail address (if available); and
    - a one-paragraph description of the nominee's business and/or professional occupation.
2. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 dpi; photocopies are not acceptable.
3. Four to five additional photos of the nominee's company and employees at work.

4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A detailed narrative summarizing the company's subcontracting program.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. A five-year trend analysis, in table format.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages.)
10. A completed SBA Form 2137 Award Nomination Consent Form and other required forms which will be made available at SBA offices.

**What are the selection procedures for this award?**

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting, Washington, DC, for review and recommendation of award winners. The SBA Administrator will select the winners. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

1. Summary Subcontract Report(s) for fiscal the year ending September 30, 2008 must reflect maximum practicable opportunity for small business, veteran-owned small business, service-disabled veteran owned small business, HUBZone small business, small disadvantaged business, and women-owned small business as required by statute and regulations.
2. Demonstrated management support of the small business program.
3. Effectiveness of the small business liaison officer.
4. Outreach efforts during the past 12 months (i.e., seminars, conferences, trade shows and any other related procurement functions).
5. Assistance to small businesses during the past two years. (In the narrative submitted with the nomination, include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, and women-owned small business).
6. Participation in a mentor-protégé program.
7. Receipt of other awards for small business activities (i.e., federal, state, trade shows, etc.) during the past three years.
8. Use of the Central Contractor Registration's (CCR's) Dynamic Small Business Search Engine, for identification of potential vendors, and use of SUB-Net for publication of subcontracting opportunities.
9. Nomination of firms under the Small Business Subcontractor of the Year Award Program in FY 2007, FY 2008 and FY 2009. (If the company has not yet submitted a nomination for the Subcontractor of the Year Award Program for FY 2010, it must indicate if it intends to do so).
10. Federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2008.

## Gold Star Award

**Who is eligible to be nominated for this award?**

This award recognizes federal agencies (e.g., Office of Small and Disadvantaged Business Utilization or, for the Department of Defense, the Office of Small Business Programs), that exhibit exemplary performance in pursuit of aggressive goals and strategic initiatives that help ensure increased small business participation in the federal marketplace. Federal agencies that have received this award within the past two years are not eligible for nomination.

**Who may submit nominations for this award?**

Self-nominations for Gold Star Awards are made by federal agencies.

**Where are the nominations to be sent?**

Nominations must be submitted to the Office of Government Contracting and Business Development, Attention: Gold Star Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416.

**What is the deadline for nominations?**

Nominations for the Gold Star award must be postmarked or hand delivered to SBA **no later than December 11, 2009.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page containing:
    - The award for which the nomination is being made (i.e., Gold Star Award);
    - The name of office and agency nominated, and its business address;
    - The nominator's name and title, business address, telephone number and e-mail address (if available);
2. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 dpi;
   photocopies are not acceptable.
3. Four to five additional photos of the nominee's company and employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. Tabular presentation of agency small business and socioeconomic procurement preference goals for FY 2008, FY 2007, and FY 2006, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).

6. A detailed narrative summarizing the agency's: (a) goaling achievement for FY 2008, for small business and all socioeconomic procurement preference programs, and how such performance compares with that of prior years; and (b) marketing and outreach efforts, or other initiatives, in support of increased goal achievement, that rise to the level of best practices.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages).
8. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available at SBA offices.

**What are the selection procedures for this award?**

A panel of judges convened by the Office of Government Contracting and Business Development, will evaluate nominee(s) based on information contained in the nomination package, and provide recommendations to the Administrator. The SBA Administrator will select the award winner(s). Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

The federal agency nominated must have:

1. Met or exceeded its overall small business contracting goals for FY 2008;
2. Met or exceeded at least three socioeconomic procurement preference goals for FY 2008; and
3. Engaged in a level or type of outreach to the small business community, or undertook other measures to increase achievements against goals, that rose to the level of best practices.

In evaluating nominations, the following will be considered.

1. Goaling achievement for FY 2008, for small business and all socioeconomic procurement preference programs, and how such performance compares with that of prior years; and,
2. Best practices including marketing and outreach efforts, or other initiatives, in support of increased goal achievement.

## Frances Perkins Vanguard Award

**Who is eligible to be nominated for this award?**

This award honors federal government agencies and industry for their excellence in the use of women-owned small businesses as prime contractors and subcontractors.

The awards for which nominations are being accepted include the following:

1. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by a Federal Buying Activity.

2. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by a Federal Procurement Official.

3. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by Industry as subcontractors or suppliers.

4. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by an Industry Procurement Official as subcontractors or suppliers.

Firms, federal agencies, and officials that have received this award within the past three years are not eligible for nomination.

**Who may submit nominations for this award?**

Firms and agencies must self-nominate for the Frances Perkins Vanguard Award.

**What is the deadline for nominations?**

All nominations for the Frances Perkins Vanguard Award must be postmarked or hand delivered to SBA no later than December 11, 2009. The nomination package shall include one original and four copies. The nomination packages shall be mailed to:

U.S. Small Business Administration
Office of Government Contracting
Attention: Pamela M. McClam -
Frances Perkins Vanguard Nomination
409 Third Street, SW, Suite 8800
Washington, DC 20416

Please contact Ms. Pamela McClam at (202) 205-7408 or by e-mail at Pamela.McClam@sba.gov.

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page containing:
    - The award for which the nomination is being made (i.e., Frances Perkins Vanguard Award);
    - The name of the federal buying activity, federal procurement official, industry buying activity, or industry procurement official, and business address, telephone and FAX numbers, and e-mail address (if available); and
    - The nominator's name and title, business address, telephone number and e-

mail address (if available).

2. An original 8” x 10” or 5” x 7” photo of the nominee, or a digital photo – at least 300 dpi;
   photocopies are not acceptable.
3. Four to five additional photos of the nominee’s company and employees at work.
4. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. For nomination of federal buying activities and/or federal procurement officials tabular presentation of buying activity women-owned small business goals for FY 2007, FY 2008, and FY 2009, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).
6. For nomination of industry buying activities and/or industry procurement officials: tabular presentation Summary Subcontract Reports for FY 2007, FY 2006, and FY 2009.
7. Detailed narrative summarizing the following with respect to increasing participation of women-owned small businesses in the federal marketplace.
    1. Leadership — includes, but is not limited to, factors such as: written policy supporting women-owned small businesses; reference to women-owned small businesses in standard operating procedures; designation of a senior executive responsible for implementing women-owned small business initiatives and formal recognition of procurement personnel who utilize women-owned small businesses.
    2. Advocacy — includes, but is not limited to, factors such as: outreach efforts including newsletters; business assistance and training seminars for women business owners; facilitating trade show/marketplace presentations.
    3. Innovation — includes, but is not limited to, factors such as: using new technologies; new methodologies; new processes and challenging the conventional procedures, resulting in an increase in women-owned small business’ participation.
    4. Implementation — includes, but is not limited to, factors such as: development and administration of an agency/company plan to ensure maximum practicable opportunities for women-owned small businesses as subcontractors; and establishing aggressive subcontracting goals for women.
    5. Accomplishment – the trend in awards to women-owned small businesses (prime contracts for federal buying activities and officials, and subcontracts for industry buying activities and officials).
    6. Any other supporting documentation deemed significant by the nominator, Including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages).

**<u>What are the selection procedures for this award?</u>**

Following the determination of eligibility, a panel of judges, convened by the Office of Government Contracting and Business Development, will review nominations, and make recommendations to the Administrator. The SBA Administrator will select the award winners. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

In evaluating nominations, the following (as described in detail above) will be considered.

1. Leadership,
2. Advocacy,
3. Innovation,
4. Implementation, and
5. Accomplishment.

## Small Business Development Center Service Excellence and Innovation Award

**Who is eligible to be nominated for this award?**

This award honors the Small Business Development Center (SBDC) Service Centers for its excellence in providing value to small businesses and advancing program delivery and management through innovation.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, and SBDC Lead and Service Centers may nominate an SBDC Service Center for this award.

**Where are the nominations to be sent?**

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee, Attn: SBDC Project Officer (see list beginning on page 36).

**What is the deadline for nominations?**

All nominations for the Small Business Development Center Service Excellence and Innovation Center award must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page with containing:

- Award for which the nomination is being made (i.e., Small Business Development Center Award);
- Nominator's name and title, business address, telephone number and e-mail address (if available).

2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
3. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Development Center Awards, a background form is required for each team member.
4. Business Person of the Year, a background form is required for each team member.
5. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
6. Four to five additional photos of the nominee's company and employees at work.
7. A brief biography of the nominee, not exceeding one page.
8. A business profile, not exceeding one page.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed Award Nomination Consent Form, which will be made available through SBA offices.

**What are the selection procedures for this award?**

Small Business Development Center Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each SBDC winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National SBDC Service Center Excellence and Innovation Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

In evaluating the nomination packages, the judges will look at the following criteria:

**S – Surpasses**

- Meets or exceeds the service center's performance milestones including extended engagement clients (5 hours of counseling contact time), new businesses started, capital infusion, client satisfaction and may include other center goals. (Include actual results and the related goal.)

**B – Builds**

- Helps build small businesses by creating and implementing innovative programs, events, publications, research materials, and online applications. This success is demonstrated through success stories, job creation/retention and revenue growth resulting from SBDC counseling and training assistance.

**D – Develops**

- Prepares the service center for success by actively participating with the lead center in the professional development of counselors in accordance with the network's strategic plan.

**C – Champions**

- Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development (include any relevant news articles and/or letters from partners-limit 4.)

## Women's Business Center of Excellence Award

**Who is eligible to be nominated for this award?**

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting women entrepreneurs by providing a wide variety of training and counseling.

**Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one award category.

**Where are the nominations to be sent?**

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee, Attn: WBC District Office Technical Representative.

**What is the deadline for nominations?**

All nominations for the Women's Business Center of Excellence Award must be postmarked or hand delivered to the appropriate SBA District Office no later than **November 13, 2009**.

**What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must also include, in the following order:

1. A single cover page with —
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominated Center Director; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the Center Director, not exceeding one page.
6. A business profile, not exceeding one page.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
8. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available at SBA offices.

**What are the selection procedures for this award?**

The Women's Business Center of Excellence Award winner will be selected at the national level. In those states served by more than one WBC, additional nominations may be made. Winners are selected by a panel of judges. Nomination packages for each WBC will be prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Women's Business Center for Excellence Award

recipient of the Year will be selected by the SBA Administrator based on the recommendations of the agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**What are the evaluation/selection criteria for this award?**

In evaluating the nomination packages, the judges will look at the following criteria:

1. **Delivers Results**: Meets or exceeds performance milestones. (This is reflected in the center on-site review), i.e. long-term clients, new businesses created, jobs creation/retained, capital infusion, client satisfaction, success stories, counseling evaluations, etc.

2. **Innovates**: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.

3. **Champions**: Advocates for the SBA, WBC program and the overall small business community.

4. **Develops**: Partners with a variety of local, state and other entities to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC.

5. **Good Standing**: Center must be in good standing with the Office of Women's Business Ownership at SBA headquarters. This includes but is not limited to having no outstanding examination or review findings.

## Office of Financial Assistance Small Business Lenders of the Year

Awards are presented to those lenders that have used SBA loan programs to help the maximum number of small business owners obtain financing that they need to grow their businesses. These lenders demonstrate their creativity by using SBA loan programs to assist those businesses that are not able to obtain conventional financing on reasonable terms. The awards are as follows:

## The 7(a) Lender of the Year (large and small lender categories)

Large Lender Award: 7(a) lenders with an outstanding loan portfolio with an SBA share of at least $100 million (as verified by the Office of Credit Risk Management)

Small Lender Award: 7(a) lenders with an outstanding loan portfolio with an SBA share of $100 million or less (as verified by the Office of Credit Risk Management)

**How will candidates be selected?**

Lenders will be chosen by the Office of Financial Assistance based upon the criteria listed below and the loan data provided by OCRM.

**What is the deadline for nominations?**

November 23, 2009

**What are the evaluation/selection criteria for this award**?

- The selection will be based on portfolio performance, and growth in approval volume for the previous fiscal year.
- The lender must have demonstrated a steadfast commitment to supporting the growth and expansion of small businesses (creation and job retention, increased penetration in underserved markets).
- Additional consideration will be given to lenders who utilize numerous SBA loan programs.
- Lender must have a satisfactory OCRM Risk Rating.

## 504 Certified Development Company Award (large and small lender categories)

Large CDC Award: 504 Certified Development Companies with an outstanding SBA loan portfolio of at least $100 million (large).

Small CDC Award: 504 Certified Development Companies with an outstanding SBA loan portfolio of less than $100 million (small)

**How will candidates be selected?**

CDC's will be chosen by the Office of Financial Assistance based upon the criteria listed below and the loan data provided by OCRM.

**What are the evaluation/selection criteria for this award?**

- The selection will be based on portfolio quality, and growth in approval volume for the previous fiscal year.
- The lender must have demonstrated a steadfast commitment to supporting the growth and expansion of small businesses (creation and job retention, increased penetration in underserved markets).
- CDC must have a satisfactory OCRM Risk Rating.

## Community/Rural Lender of the Year Award

Following this year's Small Business Week awards, the Office of Financial Assistance has decided to change one of the awards to better reflect the mission and goals of the Agency in a critical business environment. For the 2009 awards, the District Offices were asked to nominate candidates for the 1st Mortgage Lender of the year. This award

was divided into a large lender (over $1B) and a small lender (under $1B). Because the criteria were hard to implement, very few candidates were nominated. Therefore, this year OFA would like to change that award to recognize an outstanding community or rural lender of the year.

**Who is eligible to be nominated?**

The award will go to a Community/Rural lender (under $1B) that has exhibited an ongoing commitment to supporting the growth and expansion of small businesses that are not able to obtain financing on reasonable terms elsewhere.

**Who may submit nominations for this award?**

Nominations for this award will come from the Office of Field Operations and the district offices.

**What is the deadline for this award?**

November 23, 2009

**What information must the nomination package contain?**

Nominations must be typewritten on 8 ½" X 11" white stationary. In complete packages will not be considered. A complete nomination package must include the following information:

- Cover sheet for award for which the nomination is being made.
- Nominator's name and title, district office, telephone and email information.
- Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding 3 pages.
- A "Signature" loan that highlights the SBA program used and how it impacted the community.
- An original 8" X 10" or 5" X 7" photo of the nominee and/or the business.
- Lender contact information including; Name of person who may accept award, address, phone, email.
- Note: the successful candidate will be asked to provide a photo for use in Small Business Week promotional materials.

**What are the evaluation/selection criteria for this award?**

The candidates should have a presence in their community and utilize several of the SBA loan products, including 7(a), SBA Express, ARC loans and Patriot and Community

Express loans. The SBA is looking for lenders who definitely make an impact in their communities through the use of SBA loan programs.

Criteria to consider in making nominations:

- Increase in SBA loan approvals over the past two fiscal years
- Use of different SBA loan programs
- Use of ARRA to assist area businesses
- Signature deals that show SBA's impact in the community
- Outreach and/or increased penetration in underserved constituencies

## For More Information

SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam.
For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:

- Home page: www.sba.gov.
- Fax: 202-481-6190
- Phone: 1-800-U ASK SBA
- E-mail: answerdesk@sba.gov
- TDD: 704-344-6640

## SBA Regional Offices

**Region I**
10 Causeway St.
Suite 812
Boston, MA 02222
Tel: 617-565-8415

**Region II**
26 Federal Plaza
Room 3108
New York, NY 10278
Tel: 212-264-1450

**Region III**
Parkview Tower
1150 First Avenue
5th Floor
Philadelphia, PA 19107
Tel: 215-580-2802

**Region IV**
233 Peachtree St., N.E.
Suite 1800
Atlanta, GA 30303
Tel: 404-331-4999

**Region V**
500 West Madison St.
Suite 1240
Chicago, IL 60661
Tel: 312-353-0357

**Region VI**
4300 Amon Carter Blvd.
Suite 108
Fort Worth, TX 76155
Tel: 817-684-5580

**Region VII**
1000 Walnut
Suite 530
Kansas City, MO 64106
Tel: 816-426-4840

**Region VIII**
721 19th St.
Suite 400
Denver, CO 80202
Tel: 303-844-0505

**Region IX**
330 N. Brand Blvd.
Suite 1270
Glendale, CA 91203
Tel: 818-552-3434

**Region X**
2401 Fourth Avenue
Suite 400
Seattle, WA 98121
Tel: 206-553-5676

## SBA District Offices

**Alabama**
801 Tom Martin Dr.
Suite 201
Birmingham, AL 35211
Tel: 205-290-7101
**Alaska**
510 L Street
Suite 310
Anchorage, AK 99501
Tel: 907-271-4022
**Arizona**
2828 North Central Ave.
Suite 800
Phoenix, AZ 85004-1093
Tel: 602-745-7200
**Arkansas**
2120 Riverfront Dr.
Little Rock, AR 72202
Tel: 501-324-7379
**California**
2719 N. Air Fresno Dr.
Suite 200
Fresno, CA 93727
Tel: 559-487-5791
330 North Brand Blvd.
Suite 1200
Glendale, CA 91203
Tel: 818-552-3201
6501 Sylvan Rd.
Citrus Heights, CA 95610
Tel: 916-735-1700
550 West C St.
Suite 550
San Diego, CA 92101
Tel: 619-557-7250
455 Market St.
Sixth Floor
San Francisco, CA 94105
Tel: 415-744-6820
200 West Santa Ana Blvd.
Suite 700
Santa Ana, CA 92701
Tel: 714-550-7420
**Colorado**
721 19th St.
Suite 426
Denver, CO 80202
Tel: 303-844-2607
**Connecticut**
330 Main St.
2nd Floor
Hartford, CT 06106
Tel: 860-240-4700 x241

**Delaware**
1007 N. Orange St.
Wilmington, DE 19801
Tel: 302-573-6294 x225
**District of Columbia**
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Washington, DC 20005
Tel: 202-272-0343
**Florida**
100 South Biscayne Blvd.
7th Floor
Miami, FL 33131
Tel: 305-536-5521 x152
7825 Baymeadows Way
Suite 100-B
Jacksonville, FL 32256
Tel: 904-443-1900
**Georgia**
233 Peachtree Road, N.E.
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Atlanta, GA 30303
Tel: 404-331-0100 x212
**Guam**
400 Route 8, Suite 302
First Hawaiian Bank Bldg.
Mongmong, GU 96927
Tel: 671-472-7419
**Hawaii**
300 Ala Moana Blvd.
Room 2-235
Honolulu, HI 96850
Tel: 808-541-2990
**Idaho**
380 East Parkcenter Blvd.
Suite 330
Boise, ID 83706
Tel: 208-334-9004
**Illinois**
500 West Madison St.
Suite 1250
Chicago, IL 60661
Tel: 312-353-4528
**Indiana**
8500 Keystone Crossing
Suite 400
Indianapolis, IN 46204
Tel: 317-226-7272 x212
**Iowa**
2750 1st Ave., N.E.
Suite 350
Cedar Rapids, IA 52402
Tel: 319-362-6405
210 Walnut St.
Room 749
Des Moines, IA 50309-4106
Tel: 515-284-4422

**Kansas**
271 West Third St. North
Suite 2500
Wichita, KS 67202-1212
Tel: 316-269-6566
**Kentucky**
600 Dr. M.L. King Jr. Place
Downtown Station
Room 188
Louisville, KY 40202
Tel: 502-582-5978 x222
**Louisiana**
365 Canal St.
Suite 2820
New Orleans, LA 70130
Tel: 504-589-6685
**Maine**
68 Sewall St.
Room 512
Augusta, ME 04330
Tel: 207-622-8274 x386
**Maryland**
10 South Howard St.
Suite 6220
Baltimore, MD 21201
Tel: 410-962-6195 x318
**Massachusetts**
10 Causeway St.
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477 Michigan Ave.
Suite 515
Detroit, MI 48226
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100 North 6th St.
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Minneapolis, MN 55403
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**Mississippi**
AmSouth Plaza
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Tel: 601-965-4378 x20
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1000 Walnut St.
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200 North Broadway
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**Montana**
10 West 15th St.
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Helena, MT 59626
Tel: 406-441-1081
**Nebraska**
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Suite 100
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Tel: 402-221-4691
**Nevada**
400 South Fourth St., Suite 250
Las Vegas, NV 89101
Tel: 702-388-6611
**New Hampshire**
55 Pleasant St.
Suite 3101
Concord, NH 03101
Tel: 603-225-1400
**New Jersey**
2 Gateway Center
15th Floor
Newark, NJ 07102
Tel: 973-645-3680
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**New York**
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**North Carolina**
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Cleveland, OH 44115

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301 N. Sixth Street
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Tel: 503-326-2682
**Pennsylvania**
Parkview Tower
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**Puerto Rico**
252 Ponce De Leon Ave.
Suite 200
Hato Rey, PR 00918
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**Rhode Island**
380 Westminster Mall
5th Floor
Providence, RI 02903
Tel: 401-528-4561
**South Carolina**
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Suite 1425
Columbia, SC 29201
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**South Dakota**
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Sioux Falls, SD 57107
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**Tennessee**
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Nashville, TN 37228
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**Vermont**
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Suite 205
Montpelier, VT 05602
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Tel: 206-553-7310
801 W. Riverside
Suite 200
Spokane, WA 99201
Tel: 509-353-2800
**West Virginia**
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Suite 330
Clarksburg, WV 26301
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**Wisconsin**
310 W. Wisconsin Ave.
Suite 400
Milwaukee, WI 53203
Tel: 414-297-3941
**Wyoming**
100 East B St.
Room 4001, Fed. Bldg.

P.O. Box 44001
Casper, WY 82602-5013
Tel: 307-261-6500

## Office of Government Contracting

**Area I (ME, NH, VT, MA, RI, CT, NY, NJ, PR & VI)**
**U.S. Small Business Administration**
**Office of Government Contracting**
10 Causeway Street, Room 416
Boston, MA 02222-1093
Tel: 617-565-5622
Fax: 617-565-8186

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**Area IV (MI, OH, IN, IL, WI, MN, IA, MO, KS, NB, SD, ND)**
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**Office of Government Contracting**
4300 Amon Carter Blvd., Suite 116
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Fax: 817-684-5310

**Area VI (MT, WY, ID, WA, OR, UT, NV, AZ, CA, AK, HI)**
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**Office of Government Contracting**
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San Francisco, CA 94105-2420
Tel: 415-744-6843
Fax: 415-744-0314

## Did you know that America's 27.2 million small businesses—

- employ half of the private work force?
- generate more than 50 percent of the nonfarm private gross domestic product?

• generate 60 to 80 percent of the net new jobs?

## SBA Disaster Field Operations Centers

**U.S. Small Business Administration**
**Office of Disaster Assistance**
**Field Operations Center – East**
101 Marietta Street, N.W.
Suite 700
Atlanta, GA 30303
1-404-331-0333

AL, CT, DC, DE, FL, GA, IL, IN, KY, MA, ME, MD, MI, MS, MN, NH, NJ, NY, NC, OH, PA, PR, RI, SC, TN, VI, VT, WI, WV

**U.S. Small Business Administration**
**Office of Disaster Assistance**
**Field Operations Center – West**
6501 Sylvan Road
Citrus Heights, CA 95610
1-716-735-1500

AK, AR, AS, AZ, CA, CO, MPFM, FL, GU, HI, IA, ID, KS, LA, MO, MI, MT ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WV

# 2010 National Small Business Week Nomination Guidelines