

Small Business Week



2011 SBA Award Nomination Guidelines

May 15-21, 2011

Small business owners embody the spirit of entrepreneurship and strong work ethic that lie at the heart of the American dream. They are the backbone of our Nation's economy, they employ tens of millions of workers, and, in the past 15 years, they have created the majority of new private jobs. During Small Business Week we reaffirm our support for America's small businesses and celebrate the proud tradition of private enterprise they represent.”

*Barack Obama
President of the United States*

2010 Small Business Week Proclamation



OFFICE OF THE ADMINISTRATOR

U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

Dear Supporters of America's Small Business Community:

Every year since 1963, the President of the United States has issued a proclamation announcing National Small Business Week, which recognizes the critical contributions of America's entrepreneurs and small business owners. As you might know, more than half of Americans either own or work for a small business, and they create about two out of every three new jobs in the U.S. each year.

As part of National Small Business Week, the U.S. Small Business Administration takes the opportunity to highlight the impact of outstanding entrepreneurs, small business owners, and others from all 50 states and U.S. territories. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation, and increase America's global competitiveness.

Thank you for helping find and nominate candidates for the most prestigious annual small business awards in America.

Warm 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 to society, the President of the United States designates one week each year as National Small Business Week. National Small Business Week 2011 will be celebrated the week of May 15, 2011. Leading up to National Small Business Week, the U.S. Small Business Administration (SBA), often in conjunction with public and private sector partners, will host special events at the local and state levels to honor both the nation’s entrepreneurs and those who support them. Many of the award winners from those local and state events will be invited to Washington, D.C., for Small Business Week 2011.

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SMALL BUSINESS AWARDS

Small Business Person of the Year Award

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.

Contact Anna Huntley at 803-253-3753 or anna.huntley@sba.gov if you have questions regarding South Carolina nominations.

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 SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the SBA South Carolina District Office **no later than Friday, December 3, 2010**. All South Carolina award winners will be notified in the early spring.

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 1½ inch binder. Incomplete nomination packages will not be considered.

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;
 - 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;
 - 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](#). (Click on the link to access the form.) For "team" nominations, 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 that is 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 — for the last three years (not to exceed 12 pages).
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](#). (Click on the link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

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.
3. Increase in sales and/or unit volume as shown by consistent growth in net income — an indication of continued growth over the last 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.
 - 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.

Selection procedures:

Small Business Persons of the Year Award winners will be selected at the state level. The National Small Business Person of the Year will be selected from the state winners by the SBA Administrator (based on the recommendations of the Agency's National Small Business Week panel of judges). 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.

Small Business and 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 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, 2011.

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 the advancement of small business opportunities for minority business owners 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.

Contact Anna Huntley at 803-253-3753 or anna.huntley@sba.gov if you have questions about South Carolina nominations.

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 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 SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the SBA South Carolina District Office **no later than Friday, December 3, 2010**. All South Carolina award winners will be notified in the early spring.

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 1½ inch binder. Incomplete nomination packages will not be considered.

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;
 - 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;
 - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.); and
 - a one-paragraph description of the nominee's business or organization, if applicable.
2. [A completed background form - SBA Form 3300](#). (Click on the link to access the form.) For "team" nominations, 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 that is at least 300 dpi; photocopies are not acceptable.
4. If applicable, 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 or organization profile, not to exceed one page.
8. As applicable, the nominee's financial statement — including balance sheets, profit- and-loss statements and financial reports — for the last three years (not to exceed 12 pages).
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](#). (Click on the link to access the form.)
11. Small Business Exporter of the Year nominations must include a description of the products exported and the markets served.

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria (by award):

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 businesses.
3. Encouragement of the flow of investment capital to small businesses.
4. Active support for legislative or regulatory action designed to help small businesses.
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 and support for 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.

Selection procedures:

The SBA Small Business Champions will be selected at the state, regional and national levels. Winners at each level will be selected by a panel of judges and 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 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.

Entrepreneurial Success Award

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.

Contact Anna Huntley at 803-253-3753 or anna.huntley@sba.gov if you have questions about South Carolina nominations.

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 South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

All nominations for the Entrepreneurial Success Award must be postmarked or hand delivered to the SBA South Carolina District Office **no later than Friday, December 3, 2010**. All South Carolina award winners will be notified in the early spring.

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 1½ inch binder. Incomplete nomination packages will not be considered.

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;
 - 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;
 - 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](#). (Click on the link to access the form.) For "team" nominations, 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 that is 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 — for the last three years (not to exceed 12 pages).
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](#). (Click on the link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

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.
3. Increase in sales and/or unit volume as shown by consistent growth in net income — an indication of continued growth over the last 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.
 - 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.

Selection procedures:

The SBA Entrepreneurial Success Award winners will be selected at the state and national levels. Winners will be selected by a panel of judges and will be considered for awards at the next highest level. 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). 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.

FEDERAL PROCUREMENT AWARDS

Small Business Prime Contractor of the Year

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 nomination. For more information, contact the nearest Government Contracting Area Office (see list on page 42).

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 42).

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 10, 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 1½ inch binder. Incomplete nomination packages will not be considered. 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;
 - 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;
 - 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](#). (Click on the link to access the form.) For “team” nominations, 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 that is 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. 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.
9. [A completed SBA Form 2137 Award Nomination Consent Form](#). (Click on the link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

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.

Selection procedures:

Small Business Prime Contractor of the Year award winners will be selected at regional and national levels. 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 Prime Contractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The regional 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.

Small Business Subcontractor of the Year Award

Who is eligible to be nominated for these awards?

This award honors small businesses that have provided 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 42).

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 42).

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 10, 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 1½ inch binder. Incomplete nomination packages will not be considered. 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;
 - 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;
 - 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](#). (Click on the link to access the form.) For “team” nominations, 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 that is 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. 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.
9. [A completed SBA Form 2137 Award Nomination Consent Form](#). (Click on the link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

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.

Selection procedures:

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.

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 42).

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 42).

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 10, 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 1½ inch binder. Incomplete nomination packages will not be considered. 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;
 - the award for which the nomination is being made;
 - the name of the prime contractor business;
 - a one-paragraph description of the nominee's business.
2. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo that is 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. Videos will not be considered.
10. [A completed SBA Form 2137 Award Nomination Consent Form](#). (Click link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

1. Summary Subcontract Report(s) for fiscal the year ending September 30, 2009, 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, 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 to identify 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 2008, FY 2009 and FY 2010. (If the company has not yet submitted a nomination for the Subcontractor of the Year Award Program for FY 2011, 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, 2010.

Selection procedures:

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.

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 10, 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 inch binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page containing:
 - The award for which the nomination is being made;
 - 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.
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. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
4. Tabular presentation of agency small business and socioeconomic procurement preference goals for FY 2009, FY 2008, and FY 2007, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).

5. A detailed narrative summarizing the agency's: (a) goaling achievement for FY 2009, 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.
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).
7. [A completed SBA Form 2137 Award Nomination Consent Form](#). (Click link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

The federal agency nominated must have:

1. Met or exceeded its overall small business contracting goals for FY 2009;
2. Met or exceeded at least three socioeconomic procurement preference goals for FY 2009; 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 2009, 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.

Selection procedures:

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.

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 10, 2010**. The nomination package shall include one original and three copies. Mail nomination packages 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 inch binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page containing:
 - The award for which the nomination is being made;
 - 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; and
 - The nominator's name and title, business address, telephone number and e-mail address.
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 2008, FY 2009, and FY 2010, 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 2008, FY 2009, and FY 2010.
7. Detailed narrative summarizing the following with respect to increasing participation of women-owned small businesses in the federal marketplace.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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).
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](#). (Click link to access the form.)

Evaluation/selection criteria:

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

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

Selection procedures:

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.

SBA OFFICES 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

Area II (PA, DE, MD, VA, DC, WVA)
U.S. Small Business Administration
Office of Government Contracting
1150 First Avenue, Suite 1001
King of Prussia, PA 19406
Tel: 610-382-3190
Fax: 610-382-1929

Area III (KY, NC, TN, SC, GA, AL, MS, FL)
U.S. Small Business Administration
Office of Government Contracting
233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587
Fax: 404-331-2956

Area IV (MI, OH, IN, IL, WI, MN, IA, MO, KS, NB, SD, ND)
U.S. Small Business Administration
Office of Government Contracting
500 Madison Street, Suite 1240
Chicago, IL 60661-2511
Tel: 312-353-4506
Fax: 202-481-4162

Area V (CO, NM, OK, AR, LA, TX)
U.S. Small Business Administration
Office of Government Contracting
4300 Amon Carter Blvd., Suite 116
Ft. Worth, TX 76155-2653
Tel: 817-684-5302
Fax: 817-684-5310

Area VI (MT, WY, ID, WA, OR, UT, NV, AZ, CA, AK, HI)
U.S. Small Business Administration
Office of Government Contracting
455 Market Street, 6th Floor
San Francisco, CA 94105-2420
Tel: 415-744-6843
Fax: 415-744-0314

SBA RESOURCE PARTNER AWARDS

Small Business Development Center Excellence and Innovation Award

Who is eligible to be nominated for this award?

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

Contact Anna Huntley at 803-253-3753 or anna.huntley@sba.gov if you have questions about South Carolina nominations.

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 SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the SBA South Carolina District Office **no later than Friday, December 3, 2010**. All South Carolina award winners will be notified in the early spring.

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 1½ inch binder. Incomplete nomination packages will not be considered.

A complete nomination package will include, in the following order:

1. A single cover page with —
 - The award for which the nomination is being made, and
 - The nominator's name, title, place of business, business address and telephone number, and e-mail address;
2. [A completed background form - SBA Form 3300](#). (Click on the link to access the form.) For "team" nominations, 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 that is at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the SBDC 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. 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.
9. [A completed SBA Form 2137 Award Nomination Consent Form](#). (Click on the link to access the form.)

All evaluation/selection criteria must be specifically addressed. See next section for details.

Evaluation/selection criteria:

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 long-term counseling 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.)

Please include the chart below in the nominee’s submission:

	Goal	Actual	% Achieved
Long Term Counseling Clients			
New Business Starts			
Capital Infusion			
Client Satisfaction			
Other			
Other			
Other			

*SBDCs may have additional goals and performance measures that can be included in the “other” categories.

Selection procedures:

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 Excellence and Innovation Award recipient of the Year will be selected from the regional winners based on the recommendations of the Agency’s National SBDC Advisory Board, whose members are appointed by the SBA Administrator. 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.

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. Non-profit organizations that serve as hosts to WBCs are not eligible for this award.

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.

Where are the nominations to be sent?

Nominations must be submitted to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201, Attn: Anna Huntley, 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 **Friday, December 3, 2010**.

Selection procedures:

The Women's Business Center of Excellence Award winner will be selected at the national level. 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.

PHOENIX AWARDS

Phoenix awards are given to 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. Partners who jointly own and operate a small business may be nominated as a “team” as long as the number of individuals in the team does not exceed four.

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:

SBA Disaster Field Operations Center East
101 Marietta Street, N.W., Suite 700
Atlanta, GA 30303

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, 2011.**

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 1½ inch binder. Incomplete nomination packages will not be considered. 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;
 - 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;
 - a one-paragraph description of the nominee’s business or organization, if applicable.

2. [A completed background form - SBA Form 3300](#). (Click on the link to access the form.)
3. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo that is 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](#). (Click link to access the form.)

Evaluation/selection criteria:

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 community (e.g., only supermarket in town, 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.

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.

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?

Nominations must be submitted to:

SBA Disaster Field Operations Center East
101 Marietta Street, N.W., Suite 700
Atlanta, GA 30303

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 21, 2011.**

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 1½ inch binder. Incomplete nomination packages will not be considered.

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;
 - 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;
 - a one-paragraph description of the nominee's business or organization, if applicable.
2. [A completed background form - SBA Form 3300.](#) (Click on the link to access the form.)
3. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo that is 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](#). (Click link to access the form.)

Evaluation/selection procedures:

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.

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:

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 SBA 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 SBA Office of Credit Risk Management)

How will candidates be selected?

Lenders will be chosen by the SBA Office of Financial Assistance based upon the criteria listed below and the loan data provided by the SBA Office of Credit Risk Management at time of nomination.

What is the deadline?

Nominations must be received in the SBA Office of Financial Assistance on or before November 24, 2010.

Evaluation/selection criteria:

- Growth in approval volume for the previous fiscal year
- Growth in underserved markets (defined as African American, Hispanic, Asian, native American, rural, women and veterans) for previous year
- Additional points will be given to lenders who utilize numerous SBA loan programs.
- Lender must have a satisfactory OCRM Risk Rating at time of nomination (defined as a rating of 1-3) at time of selection.

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 \$50 million (large).

Small CDC Award: 504 Certified Development Companies with an outstanding SBA loan portfolio of less than \$50 million (small)

How will candidates be selected?

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

What is the deadline?

Nominations must be received in the SBA Office of Financial Assistance on or before November 24, 2010.

Evaluation/selection criteria:

The selection criteria take into consideration the purpose of the 504 Loan Program, which is to provide access to long-term capital, job creation/retention, and portfolio performance and quality. Other factors include public policy goals (i.e. outreach to underserved markets defined as African American, Hispanic, Asian, Native American, rural, women and veterans).

Detailed below are specific criteria to be used in the selection process. The scoring that uses a Weighted Average approach takes into account, where possible, comparisons to the Tier Group Average (as defined by the CDC Management Report):

- Number of businesses assisted (loans).
- Number of jobs created/retained.
- Growth in approval volume for the previous fiscal year.
- Satisfactory Benchmark Ratings at the time of selection:
 - Currency
 - Delinquency
 - Default
 - Liquidation
 - Loss
- Highest weighted average for job creation/retention.
- Growth in underserved markets (defined as African American, Hispanic, Asian, native American, rural, women and veterans).
- Satisfactory Risk Rating from the Office of Credit Risk Management (defined as a rating of 1-3) at time of selection.

Community/Rural Lender of the Year Award

Small/Rural Lender Advantage (S/RLA) is part of a broader SBA initiative to promote the economic development of local communities, particularly those facing the challenges of population loss, economic dislocation and high unemployment.

Who is eligible to be nominated?

The award will go to a Community/Rural lender (with a loan portfolio 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 may only come from the Office of Field Operations and the district offices.

What is the deadline for nominations?

Nominations must be received in the SBA Office of Financial Assistance on or before November 24, 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 1½ inch binder. Incomplete nomination packages will not be considered. A complete nomination package must include the following information and be forwarded to the Office of Financial Assistance:

- 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.
- Lender contact information including; Name of person who may accept award, institution address, telephone number, e-mail address.
- An original 8" X 10" or 5" X 7" photo of the person accepting the award and/or a picture of the winning institution.

Evaluation/selection criteria:

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:

- Growth in approval volume for the previous fiscal year.
- Growth in underserved markets (defined as African American, Hispanic, Asian, native American, rural, women and veterans)
- Satisfactory Risk Rating from the Office of Credit Risk Management (defined as a rating of 1-3) at time of nomination
- A “Signature” loan that highlights the SBA program used and how it provided financing to a small business owner.
- Number of ARRA loans made to assist area businesses.