



# **National Small Business Week 2016 Awards Nominations Guidelines**

**U.S. Small Business Administration**

**Deadline for submission:** 3:00pm ET, January 11, 2016

Nomination Website: <http://awards.sba.gov>

*National award winners will be announced during National Small Business Week  
in May 2016.*



## Are You Our Next Winner?

**By Maria Contreras-Sweet,  
SBA Administrator**

It is no secret that small businesses are the engine of America's economy. Whether it is a family restaurant or a high-tech startup, small businesses create most new American jobs, as well as opportunities for social mobility and community renewal.

That is why every American President since 1963 has dedicated one week, National Small Business Week, to celebrate the achievements and contributions of our nation's small businesses. During the first week of May, the U. S. Small Business Administration will shine the spotlight on entrepreneurs who realized their dreams and transformed lives and communities by growing a successful small business.

We are currently seeking nominations of entrepreneurs and businesses representing a diverse set of backgrounds and experiences to reflect the dynamic face of American small businesses. By nominating yourself or a business in your community, you could give hard-working small business owners the opportunity to receive the national recognition they've earned.

When I accepted the call to serve my country as the SBA Administrator, President Obama asked me to be a voice for SBA and ensure our programs give entrepreneurs the greatest chance to succeed. To that end, I have rebranded SBA as "Smart, Bold, and Accessible." Smart is for integrating technology in how we serve America's small businesses; Bold represents the new foreign markets that we're helping small businesses reach; and Accessible means adopting inclusive strategies so Americans from all walks of life can get the capital, contracts and counseling needed to succeed.

National Small Business Week is an opportunity for the SBA to profile the rich diversity of our country's entrepreneurial heritage and the highlight the breadth of services the federal government offers to be a value-added partner in our small business economy.

Having started three small businesses before joining the President's cabinet – including a community bank that specialized in small business lending – I know firsthand that launching a new venture is a risk-filled journey. It's important that every American with aspirations to start or grow a business knows the SBA is here to help develop and execute a viable business plan. Succeeding as a small business owner takes dedication, strength, and courage. These are the qualities we seek in our National Small Business Week award winners. I look forward to receiving your nominations and hosting our most successful National Small Business Week yet in 2016.

## **Awards Overview and Table of Contents**

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. And in recognizing the changing face of America, the SBA's National Small Business Week awards honor individuals and businesses that reflect our nation's rich diversity.

The nomination, eligibility criteria, selection process, evaluation criteria and time frame for the various SBA Awards selected from nominated individuals or businesses are set forth in the following pages. The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

### **Small Business Person of the Year**

- One from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam.

### **Exporter of the Year**

#### **Phoenix Awards for Disaster Recovery:**

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
- Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

#### **Federal Procurement Awards:**

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors)
- 8(a) Graduate of the Year

#### **Awards to SBA Resource Partners:**

- Small Business Development Center (SBDC) Excellence and Innovation Center Award
- Women's Business Center of Excellence Award
- Veterans Business Outreach Center of the Year

### **Jody C. Raskind Lender of the Year**

### **Small Business Investment Company of the Year**

# **Small Business Person of the Year Awards**

SBA will make Small Business Person of the Year awards at 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 to small business owners who represent the nation's strong entrepreneurial spirit and rich diversity. In those states served by more than one SBA district office, each district office will select a district level winner and the State winner will be selected at the regional level. The National Small Business Person of the Year is selected from the State level 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" for its primary industry 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. Elected officials are not eligible. Nominees must also be residents of the United States or its territories. Nominees 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 self-nominate for this award. Individuals may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or
- 2) Nominations may be submitted via the online nominations portal at <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for Small Business Person of the Year submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA District Office **no later than 3:00pm ET**,

**January 11, 2016.** All nominations submitted through the online nominations portal must be uploaded and submitted **no later than 3:00pm ET, January 11, 2016.**

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal. For “team” nominations, a background form is required for each team member;
- 2) A completed nomination form (SBA Form 3301, Small Business Person of the Year) which is available through SBA district offices and the online nominations portal;
- 3) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 4) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

**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 (minimum three years).
  - Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
- 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.
  - Increases over the three years must be in excess of growth in Gross National Product.
- 3) Increase in sales, net profit and net worth for calendar years 2012, 2013 and 2014.
- 4) 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 the product or service fits a niche not being adequately addressed by the competition.

- 5) 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.
- 6) 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.
- 7) If applicable, a description of the products exported and markets served.

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

Small Business Persons of the Year Award winners will be selected at the State and National levels.

- 1) In those states served by a single SBA district office, the district office will select the State winner.
- 2) In those states served by more than one SBA district office, each district office will select a district level winner and the State winner will be selected at the regional level. The region will select the State winner.
- 3) SBA districts that serve more than one state will send their top nominee for each state for a runoff decided by the SBA regional office. For example, if the SBA Richmond District Office and SBA Washington DC Metropolitan Area Office both select winners for Virginia, those awardees will compete to be the Virginia State Winner. The region will select the State winner.

Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. The National Small Business Person of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees. 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.

# **Small Business Exporter of the Year**

SBA will make Small Business Exporter of the Year awards to eligible small businesses at 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 to small business owners who represent the nation's strong entrepreneurial spirit and rich diversity. In those states served by more than one SBA district office, each district office will select a district level winner and the State winner will be selected at the regional level. The National Small Business Exporter of the Year will be selected from the regional level 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 that is engaged in exporting 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 Exporter of the Year must own or operate a business defined as "small" for its primary industry under the applicable SBA size standards. Individuals who have received the Small Business Person Award or Exporter Award at the State level within the past five years are not eligible. Elected officials are not eligible. Nominees must also be residents of the United States or its territories. Nominees 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 Exporter of the Year award. Individuals may also self-nominate. Individuals may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for Small Business Exporter of the Year submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA District Office **no later than 3:00pm ET**,

**January 11, 2016.** All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal. For “team” nominations, a background form is required for each team member;
2. A completed nomination form (SBA Form 3302, Small Business Exporter of the Year) which is available through SBA district offices and the online nominations portal;
3. An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable;
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

**What are the evaluation/selection criteria for the Exporter of the Year award?**

In evaluating the nomination packages for the Exporter of the Year award, the judges will use the following criteria:

- 1) Increased sales, profits and/or growth of employment because of exporting.
- 2) Creative overseas marketing strategies.
- 3) Effective solutions to export-related problems, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
- 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.

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

SBA will make Small Business Exporter of the Year awards to eligible small businesses at the District, Regional, and National levels.

Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. The National Exporter of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.



# **Phoenix Award for Small Business Disaster Recovery**

The Phoenix Award for Small Business Disaster Recovery is given to a business owner whose efforts and contributions have enabled their business to recover successfully from a disaster. SBA will make a selection for the Phoenix Awards at the National level.

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

Any individual who owns and operates a small business or bears principal responsibility for operating 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” so long as the number of individuals in the team nomination does not exceed four.

Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2014 or 2015 are eligible for nomination. A business that suffered losses in a disaster that occurred during fiscal year 2013 but did not receive an SBA disaster loan until fiscal year 2014 is also eligible for nomination.

## **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 National Small Business Week 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the SBA Disaster Field Operations Center in the state or territory where the business is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Center in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than 3:00pm. ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal. For “team” nominations, a background form is required for each team member.
- 2) A completed nomination form (SBA Form 3303, Phoenix Award for Small Business Disaster Recovery) which is available through SBA district offices and the online nominations portal;
- 3) Documentation supporting approval of the SBA disaster loan;
- 4) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 5) If possible, photos documenting the disaster damage and photos of the rebuilt property.
- 6) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

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

- 1) Resiliency — The business successfully resumed its operations within the same geographic area.
- 2) Extent of damage — The business suffered at least 40 percent physical damage.
- 3) Staying Power — The business was able to maintain at least 90 percent of its pre-disaster employment level or has plans to rehire employees, attaining 90 percent of its pre-disaster employment level.
- 4) Contribution to the local community (e.g., the only supermarket in town, a major source of employment in the city, etc.).
- 5) Speed of recovery.
- 6) Initiative and innovation displayed during recovery.
- 7) Efforts made by the business to protect the property from future disaster losses.

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

Phoenix Award nominees for Small Business Disaster Recovery are selected by the appropriate SBA Disaster Field Operations Center. Winners will be selected by the SBA Administrator, based on the recommendations of a panel of judges comprised of federal employees.

# **Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official**

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Public Official is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster. SBA will make a selection for the Phoenix Awards at the National level.

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

Any public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during fiscal years 2014 or 2015. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected, yet those non-elected officials are also eligible. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community. Corporate entities are not eligible for this award.

Public officials who suffered a physical disaster in their community during fiscal years 2014 or 2015 are eligible for nomination.

## **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 National Small Business Week 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted:

- 1) To the SBA Disaster Field Operations Center covering the state or territory where the nominee is located; or
- 2) Via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Center in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal.
- 2) A completed nomination form (SBA Form 3304, Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

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

For a public official nominee:

- 1) Took quick, proactive steps to establish calm in the aftermath of the disaster.
- 2) Functioned as an organized and focused leader, communicating effectively with local and federal emergency responders while coordinating rescue and recovery efforts.
- 3) Gave selflessly of his/her time, energy, and skills to protect and reassure the public.
- 4) Deeply involved in the long-term recovery and future disaster preparedness of the community.
- 5) Effectively utilized disaster preparedness and readiness measures.

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

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official or Private-Citizen Volunteer categories are judged on the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities by the appropriate SBA Disaster Field Operations Center. Winners will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges comprised of federal employees.

# **Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer**

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Volunteer is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster. SBA will make a selection for the Phoenix Awards at the National level.

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

Any private-citizen volunteer or public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected, yet those non-elected officials are also eligible. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community. Corporate entities are not eligible for this award.

Public officials and volunteers who suffered a physical disaster in their community during fiscal years 2014 or 2015 are eligible for nomination.

## **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 National Small Business Week 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted:

- 1) To the SBA Disaster Field Operations Center covering the state or territory where the nominee is located; or
- 2) Via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Center in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal,
- 2) A completed nomination form (SBA Form 3305, Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

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

- 1) Took the initiative, in the face of their own losses and/or risk, to coordinate the gathering and distribution of food, water, clothing, cleaning supplies, and other survival essentials to disaster victims.
- 2) Creatively used their own resources toward providing assistance to those in need.
- 3) Reached out to local media, elected officials, and those not affected by the disaster to expand the circle of recovery support.
- 4) Selflessly, consistently and tirelessly worked to help as many disaster victims as possible to take the first steps toward rebuilding their lives.

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

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official or Private-Citizen Volunteer categories are judged on the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities by the appropriate SBA Disaster Field Operations Center. Winners will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges comprised of federal employees.

# **Small Business Prime Contractor of the Year Award**

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors.

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

All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award at any level within the past three years are not eligible. For more information, contact the nearest Government Contracting Area Office.

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

Only Federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award. Each Federal agency may nominate only one firm for this award. Small businesses may request this nomination from their federal agency customer. Agencies are not required to support requests from small business. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) 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 nominated small business’ headquarters is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations submitted to the Government Contracting Area Office in which the nominated small business’ headquarters is located must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;
- 2) A completed nomination form (SBA Form 3306, Small Business Prime Contractor of the Year Award) which is available through SBA district offices and the online nominations portal;

- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) 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).

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

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

- 1) Contract Performance
  - Overall satisfaction of the contract requirements as specified by the customer
  - Customer Interface (Customer Support)
- 2) Innovativeness of product(s) or service(s) offered:
  - Specific description of unique/superior product or service.
  - Explanation of how the product or service fills a niche or a technical need not being adequately addressed by the competition.
- 3) Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

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

Small Business Prime Contractor of the Year award winners will be selected by the Government Contracting Area Office for the regions they cover and at the national level. Regional winners will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. 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, but not restricted to, the recommendations of a panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.



# **Small Business Subcontractor of the Year Award**

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors.

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

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.

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

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award. Each large federal prime contractor may nominate one firm for the award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations for the Small Business Subcontractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominated small business’ headquarters is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations submitted to the Government Contracting Area Office in which the nominated small business’ headquarters is located must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include:

1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA offices and the online nominations portal;
2. A completed nomination form (SBA Form 3307, Small Business Subcontractor of the Year Award) which is available through SBA district offices and the online nominations portal;

3. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
4. 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).

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

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

- 1) Contract Performance
  - Overall satisfaction of the contract requirements as specified by the customer
  - Customer Interface (Customer Support)
  - Innovativeness of product(s) or service(s) offered:
  - Specific description of unique/superior product or service.
- 2) Explanation of how the product or service fills a niche or a technical need not being adequately addressed by the competition.
- 3) Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

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

Small Business Subcontractor of the Year award winners will be selected at the Government Contracting Area Office for the regions they cover and national levels. The regional winners will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. 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, but not restricted to, the recommendations of a panel of judges. 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 documented excellence in their utilization of small businesses as suppliers and subcontractors. If a compliance review has been conducted in the past three years, the rating(s) received may not be less than outstanding. 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 in any of the five categories within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office.

## **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. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations for the Dwight D. Eisenhower Award for Excellence must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the large prime contractor's headquarters is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations submitted to the Government Contracting Area Office in which the large prime contractor's headquarters is located must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 11:59 p.m. 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form ) which is available through SBA district offices and the online nominations portal;
- 2) A completed nomination form (SBA Form 3308, Dwight D. Eisenhower Award for Excellence) which is available through SBA district offices and the online nominations portal;

- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) 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).

**What are the evaluation/selection criteria for these awards?**

- 1) Summary Subcontract Report(s) for the most recently concluded fiscal year must reflect maximum practicable opportunity for all small business concerns including all socio-economic categories.
- 2) A five-year small business trend analysis.
- 3) Effectiveness of the small business liaison officer and demonstrated management support of the small business program.
- 4) Small business outreach during the preceding fiscal year
- 5) Assistance to small businesses concerns (including all socio-economic categories) during the past two years, including technical, managerial, financial, participation in a mentor-protégé program, etc.
- 6) Other small business award recognitions during the past three years.
- 7) Market analysis or research used including the System for Award Management's (SAM) Dynamic Small Business Search Engine, and use of SUB-Net for publication of subcontracting opportunities.
- 8) Nomination of firms under the Small Business Subcontractor of the Year Award Program in the three previous fiscal years

**What are the selection procedures for these awards?**

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting, Washington, D.C., for review and recommendation of national award winners in each category. The SBA Administrator will select the winners based, but not restricted to, on the recommendations of a panel of judges comprised of federal employees.

## **8(a) Graduate of the Year Award**

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that had been **graduated from the 8(a) Program for at least one year as of April 1, 2015**. The firm does not have to currently be a small business.

### **Who is eligible for the National 8(a) Graduate of the Year Award?**

- 1) Nominees must be residents of the United States or its territories and will be subject to background checks.
- 2) Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program.
- 3) Companies and/or their principal owner(s) must not appear on the suspended or debarred list as published at [www.sam.gov](http://www.sam.gov).
- 4) Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation.
- 5) The firm must show reduced reliance on 8(a) contracts; the most recent fiscal year-end financial statement must reflect non 8(a) sales of 50% or more of total sales.
- 6) Businesses owned and operated by nominees must comply with federal civil rights laws.
- 7) If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current and in good standing.
- 8) Firm must be in satisfactory financial condition (i.e. financial capability: sufficient capitalization, financial performance, bonding capacity, manageable debts). Applicants are ineligible if it is found that the firm, or any of its principals, has failed to pay Federal financial obligations.
- 9) For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default.
- 10) Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices.
- 11) The nominee must be a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least one year as of April 1, 2015.
- 12) The firm does not have to be a small business.

### **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 8(a) Graduate of the Year award. Individuals may self-nominate for the 8(a) Graduate of the Year award. Individuals may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

### **What is the deadline for nominations?**

All nominations for the 8(a) Graduate of the Year award submitted to U.S. Small Business Administration district office in the state or territory where the nominee is located must be postmarked or hand delivered **no later than 3:00pm ET on January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;
- 2) A completed nomination form (SBA Form 3309, 8(a) Graduate of the Year Award) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

### **What are the evaluation/selection criteria for the 8(a) Graduate of the Year Award?**

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

- 1) Management
  - Overall Qualifications/Expertise of Management
  - Customer Interface (Customer Engagement)
  - Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
  - Deliverables in line with or exceeding contract requirements
  - Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
  - Awards and Recognition
- 3) Cost Performance
  - Financial Stability and Credit Worthiness
  - Value Engineering Change Proposals (Performance Adjustments)

- Increase in sales, net profit and net worth Growth in full-time employees
- 4) Innovation
  - Specific description of innovation or unique/superior product or service
  - Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition
- 5) Economic engagement of the disadvantaged community
  - Use of minority firms as suppliers, subcontractors, etc.
  - Noted recruitment and employment of socially disadvantaged personnel
  - Participation in community projects and charitable affairs

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

SBA will make 8(a) Graduate awards to eligible small businesses at the District, Regional, and National level.

Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Nomination packages for each state winner will be sent to the appropriate regional SBA office and prepared for transmittal to the SBA's Office of Government Contracting and Business Development for review. The National 8(a) Graduate of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

# **Small Business Development Center Excellence and Innovation Award**

This award honors a Small Business Development Center (SBDC) Service Center for excellence in providing value to small businesses from diverse backgrounds 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, may nominate an SBDC Service Center for this award. Lead SBDC Centers may nominate SBDC Service Centers in their network. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for the Small Business Development Center Excellence and Innovation Award submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA District Office **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) for the Center director which is available through SBA district offices and the online nominations portal. The Center director may also include completed background forms for individual Center employees, as applicable;
- 2) A completed nomination form (SBA Form 3310, Small Business Development Center Excellence and Innovation Award) which is available through SBA district offices and the online nominations portal;



- 3) An original 8" x 10" or 5" x 7" photo of the SBDC director or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages. Videos will not be considered.

### **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 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, including startups, 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 - limited to 4 total).
- Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: SBDC must be in good standing with SBA. This includes but is not limited to having no outstanding examination or review findings.

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

Small Business Development Center Award winners will be selected at the State and National levels. In those states served by more than one SBA district office, each district office will select a district level winner and the State winner will be selected at the regional level. State level winners will be selected by a panel of judges that may be comprised of both SBA employees and non-federal employees.

Nomination packages for each State level 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 of the Year winner will be selected by the SBA Administrator from the State winners based on, but not restricted to, the recommendations of the Agency's National SBDC Advisory Board, whose members are appointed by the SBA Administrator.

Embargoed

# Veterans Business Outreach Center Excellence in Service Award

This award honors the Veterans Business Outreach Centers (VBOCs) for excellence in providing value to veterans and the veteran small business community by increasing the number of small businesses owned and controlled by veterans. The award should focus on the work of the VBOC and not on the host organization or the VBOC director.

## **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. Individual VBOCs may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the Office of Veterans Business Development of the U.S. Small Business Administration, 409 3<sup>rd</sup> St, SW, Washington, DC 20416, Attn: Associate Administrator; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for the Veterans Business Outreach Centers Excellence in Service submitted to the Office of Veterans Business Development must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form ) which is available through SBA district offices and online nominations portal;
- 2) A completed nomination form (SBA Form 3311, Veterans Business Outreach Center Excellence in Service Award) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominee's executive director or a digital photo – at least 300 dpi is required; photocopies are not acceptable.

- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages. Videos will not be considered.

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

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

#### **V – Veterans**

- Provides entrepreneurship training and counseling to veterans and military spouses. Including, but not limited to, participation in the following programs; Boots to Business, Boots to Business-Reboot, Hiring Our Heroes and the Yellow Ribbon Reintegration Program.

#### **B – Business**

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

#### **O – Outreach**

- Collaborates with the local SBA District Office, SBA Resource Partners and economic development organizations to ensure veterans have access to the most current information and resources. This success is demonstrated through co-sponsorship agreements, strategic alliances, partnerships and co-branding of events.

#### **C – Champions**

- Acknowledged by local and regional veteran service organizations, federal, state, and local government agencies based on the wide dispersion of veteran/reservists groups, VBOCs educate on the full-range of business/technical assistance programs and tools the agency offers; in addition to the centers' penetration within the veteran business communities through their successful marketing and external communication strategies used to promote the VBOC program.

Good Standing: VBOC must be in good standing with SBA. This includes but is not limited to outstanding examination or review finding.

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

The Veterans Business Outreach Centers Excellence in Service Award winner will be selected at the national level.

Nomination packages will be sent to the SBA's Office of Veterans Business Development and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The national winner will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges that may be comprised of both SBA employees and

non-federal employees. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

Embargoed

# **Women's Business Center of Excellence Award**

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting diverse women entrepreneurs by providing a wide variety of training and counseling. The award should focus on the work of the WBC and not on the host organization or the women's business center director. Organizations hosting multiple WBC grants may submit separate nominations for each WBC.

## **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. Individual WBCs may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

## **What is the deadline for nominations?**

All nominations for the Women's Business Center of Excellence Award must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

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

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal.
- 2) A completed nomination form (SBA Form 3312, Women's Business Outreach Center of the Year Form) which is available through SBA district offices and the online nominations portal;
- 3) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other

evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

- 4) A statement by the WBC Director that the Center is in compliance with the Notice of Award.
- 5) An original 8" x 10" or 5" x 7" photo of the nominated WBC's Center Director or a digital photo – at least 300 dpi; photocopies are not acceptable.

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

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

- 1) **Smart, Bold and Accessible:** The nomination should demonstrate how the WBCs is being Smart, Bold and Accessible in delivering services to clients. This should be included in the business profile, but should also be addressed in the nomination letter.
- 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 women's entrepreneurship and the overall small business community.
- 4) **Develops:** Partners with a variety of local, state and other entities (including SBDCs and SCORE) to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC. Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.
- 5) **Collaborates:** Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: Center must be in good standing with the SBA. This includes but is not limited to having no outstanding examination or review findings.

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

The National Women's Business Center for Excellence Award of the Year recipient will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges that may be comprised of both SBA employees and non-federal employees. 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.

# **Jody C. Raskind Lender of the Year**

The Jody C. Raskind Lender of the Year Award is presented to a mission-focused lender (Mission Lender) that has demonstrated extraordinary commitment to the creation, growth and expansion of small businesses in underserved markets with a demonstrable impact on the communities it serves.

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

To qualify, the mission lender must be a participant in two or more of the following economic development loan or grant programs: SBA's Microloan Program, Community Advantage Program, CDC/504 Loan Program, Intermediary Lending Pilot Program (ILPP,) and/or PRIME. Alternatively, the Mission Lender could be a participant in one of these programs and be a Department of Treasury-certified Community Development Financial Institutions (CDFI).

Additionally, the Mission Lender must have made a minimum of 10 loans in either, or some combination of, the SBA Microloan, ILPP or Community Advantage Loan Programs during the fiscal year. Having met the minimum criteria, the award will be based upon the number of loans made and the relative impact the particular Mission Lender has had on the communities it serves based on the judgment of the reviewing panel.

All lenders that have met the minimum requirements for consideration for the award will be asked to submit a model exemplary transaction and/or interaction with a small business(s) they have served during the fiscal year which they feel best epitomizes their organization's mission, goals and community served.

## **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 Jody C. Raskind Lender of the Year award. Lending institutions may self-nominate. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted via email to [OEO@sba.gov](mailto:OEO@sba.gov).

## **What is the deadline for nominations?**

All nominations for Jody C. Raskind Lender of the Year Award must be emailed no later than **3:00pm ET, January 11, 2016.**

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



All lenders that have met the minimum requirements for consideration for the award will be asked to submit a model exemplary transaction or interaction with a small business(s) they have served during the Fiscal Year which they feel best epitomizes their organization's mission, goals and impact on its respective community.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal.
- 2) A completed nomination form (SBA Form 3313, Jody C. Raskind Lender of the Year) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominated Lender or a digital photo – at least 300 dpi is required; photocopies are not acceptable.
- 4) No more than 3 photographs or charts deemed significant by the nominator as evidence of the appropriateness of the nomination.

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

- Portfolio performance and OCRM Risk Rating;
- Satisfactory SBA compliance record; and
- Scoring/recommendation by SBA's Underserved Market Coordinating Committee
- Number of loans approved/made
- The Mission Lender's demonstrated commitment to the creation, growth and expansion of small businesses in underserved markets and their impact on the communities they serve based on the submitted narrative via the nomination form

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

SBA's Underserved Market Coordinating Committee will utilize the descriptions provided by the Mission Lender/District Office, as well as data provided by SBA's Office of Performance Systems Management and Office of Credit Risk Management, to provide a recommendation to SBA's Office of Capital Access (OCA). SBA's Administrator will make the final award decision based on, but not restricted to, the recommendation of the SBA's Office of Capital Access.

# **Small Business Investment Company of the Year**

Awards are presented to the Small Business Investment Company (SBIC), licensed pursuant to Section 301 of the Small Business Investment Act of 1958, that has used the SBA Debenture program to enhance access to capital for America's small business.

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

Only SBIC funds that have at least three years of operating history, are in good financial and regulatory standing, and have submitted their latest required annual Form 468 will be considered for the award. Portfolio entities are not eligible. More than one SBIC may be selected for the award.

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

SBA will solicit nominations from the SBIC community, including portfolio companies and service providers, although anyone may submit nominations. SBA employees cannot submit nominations on behalf of the nominee.

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

Nominations must be submitted by email to [SBIC@sba.gov](mailto:SBIC@sba.gov).

## **What is the deadline for nominations?**

All nominations for the SBIC of the Year must be emailed **no later than 3:00pm ET on January, 5, 2016.**

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

Nominations submitted to the Office of Investment of the U.S. Small Business Administration must be emailed to [SBIC@sba.gov](mailto:SBIC@sba.gov) prior to 3:00pm ET January 11, 2016. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal.
- 2) A completed nomination form (SBA Form 3314, Small Business Investment Company of the Year) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominated Lender or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other

evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

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

The selection will be based on the fund's overall performance, not just relative to other SBICs but the broader industry within the lower middle market; including:

- 1) Demonstrated commitment to supporting the growth and expansion of small businesses, including but not necessarily limited to job creation and retention, penetration in underserved markets, and commitment to communities served.
- 2) Commitment not just to financial return on investment, but to public focus and well-being. Although the entire body of work of the SBIC will be considered, this might also be demonstrated by a specific achievement reflecting positively upon the program and the Agency.
- 3) The SBIC managers should describe how the fund's participation directly added value to a small concern. For example, has the SBIC been able to attract other sources of capital with which to partner in order to provide a small concern additional equity, senior debt or subordinated debt and thus more financing capacity? Or, has the SBIC contributed as a board member in a manner that helped a small concern come up with new products or processes?
- 4) Positive working relationship with SBA and a clean compliance record.
- 5) Although multiple fund history is not a requirement, a commitment to small businesses by the fund managers over an extended period can be advantageous in the process.
- 6) **Quantitative criteria:**
  - Fund performance
  - Longevity (in the SBIC Program)
  - Size (by private capital commitment)
  - Amount invested
  - Number of companies financed
  - Number of jobs sustained and created
- 7) **Qualitative criteria:**
  - Fit with the SBA mission
  - Community involvement
  - Service to underserved markets

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

The winning SBIC(s) will be chosen by the SBA Administrator based on, but not restricted to, the recommendations of a panel of senior employees within the SBA Investment Division based upon the criteria listed below and will include input from the appropriate analyst within the Office of SBIC Operations.

**For more information:**

Online nomination portal: <http://awards.sba.gov>

**For assistance with your nomination:**

**District Offices:** <http://www.sba.gov/districtoffices>

SBA district offices are located in all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam.

**Disaster Field Offices:** <http://www.sba.gov/tools/local-assistance/disasteroffices>

**Government Contracting Area Offices:** <http://www.sba.gov/content/government-contracting-field-staff-directory>

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