



U. S. SMALL BUSINESS ADMINISTRATION

October 9, 2009

Dear Friends of America's Small Business Community:

For more than 40 years, the SBA and National Small Business Week have recognized outstanding owners of small businesses for their personal achievements and contributions to our nation's economy. Each year since 1963, Presidents have called for the celebration of Small Business Week.

In June 2010, we will once again have a celebration gala event to be held at the Oregon Convention Center to honor those small businesses in Oregon that continue to be the driving engine of the state of Oregon. There are over 330,000 small businesses in Oregon and they have driven our economy, transformed their communities, created jobs and enabled people to realize their entrepreneurial dreams. It is through small businesses that we see innovation thrive and grow to become companies like Nike and Columbia Sportswear, both recipients of SBA assistance in the past. Small businesses take risks that others would not take. They believe in a vision and they know that they will match every dollar they put into the business with an equivalent \$10 of sweat equity.

National Small Business Week is our opportunity to showcase and recognize some of the best and brightest of those successful entrepreneurs. Please help us to select the most outstanding candidates for that honor. As a leader in your community I am asking you to submit nomination(s) of deserving candidates for consideration. With your help, support and timely nomination of truly outstanding small business owners, we can make Small Business Week 2010 the best ever!

Please find the 2010 award nomination instruction package attached for your use

Sincere Thanks,

Harry L. DeWolf
District Director
Oregon & SW Washington

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

- **Small Business Person of the Year**
- **Small Business Champion Awards:**
 - Small Business Exporter of the Year
 - SBA Young Entrepreneur of the Year
 - Jeffrey Butland Family-Owned Business of the Year
 - Financial Services Champion of the Year
 - Home-Based Business Champion of the Year
 - Minority Small Business Champion of the Year
 - Veteran Small Business Champion of the Year
 - Women in Business Champion of the Year
- **Entrepreneurial Success Award**
- **Small Business Development Center (SBDC) Service Excellence and Innovation Center Award**
- **Office of Financial Assistance Small Business Lenders of the Year:**
 - Two 7 (a) Loan Lenders (large and small)
 - Two 504 Loan Lenders (large CDC and small CDC)
 - Community/Rural Lender of the Year Award

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

Individuals may not be nominated for more than one award category.

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

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

2010 Small Business Week Categories

1. State Small Business Person of the Year Award
2. Small Business Champion Awards
 - a. Small Business Exporter of the Year
 - b. SBA Young Entrepreneur of the Year
 - c. Jeffrey Butland Family-Owned Business of the Year
 - d. Financial Services Champion of the Year
 - e. Home-Based Business Champion of the Year
 - f. Minority Small Business Champion of the Year
 - g. Veteran Small Business Champion of the Year
 - h. Women in Business Champion of the Year
3. Entrepreneurial Success Award
4. Small Business Development Center Service Excellence and Innovation Center Award
5. Office of Financial Assistance Small Business Lenders of the Year

SBA will make Small Business Person of the Year awards 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 Small Business Person of the Year is selected from the State winners.

Key Deadlines:

November 13, 2009: National Small Business Person of the Year award nominations must be received by SBA district offices.

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

December 18, 2009: Due Date to Regional Office

January 22, 2010: A panel of judges will select state winners in multi-district states.

March 8, 2010: State Small Business Persons of the Year will be announced.

Who is eligible to be nominated for this award?

A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. 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**. 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.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations for the Small Business Person of the Year award.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee.

What is the deadline for nominations?

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

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with:
 - Nominee and Nominator's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - Type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.) (SBA assistance not required, but is preferred.)
 - One-paragraph description of the nominee's business
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; **photocopies are not acceptable**.
4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement **for the last three years**. — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 ½ inch x 11 inch paper.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages**. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

Small Business Persons of the Year Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges.

Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

State Small Business Person of the Year Award

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

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

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market:
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years:
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance; financial reports substantiate an improved financial position of the business:
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination:
 - 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 methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

Small Business Champion Awards

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

SBA will make Small Business Champion Awards 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), the Regional level and the National level. The National winners will be selected from the Regional winners.

Key Deadlines:

November 13, 2009: National Small Business Champion Award nominations must be received by SBA district offices.

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

December 18, 2009: Due Date to Regional Office

January 12, 2010: Regional winners will be selected

January 22, 2010: A panel of judges will select state winners in multi-district states.

March 8, 2010: National SBA Small Business Champion Awards will be announced

Who is eligible to be nominated and what are the evaluation/selection criteria for the Small Business Champion awards?

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

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

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: This award honors a family-owned and operated business which has been passed on from one generation to another. 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.

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: Individuals who assist 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.

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

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

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: Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

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. Voluntary provision of 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: Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.

4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

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

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.

Who may submit nominations for these awards?

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

Where are the nominations to be sent?

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

What is the deadline for nominations?

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

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with:
 - Nominee and Nominator's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - Type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.)
 - One-paragraph description of the nominee's business
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; **photocopies are not acceptable.**

4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement **for the last three years** — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 ½ inch x 11 inch paper (**Only for the Exporter, Young Entrepreneur and Family-owned Business**).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.
11. For Small Business Exporter of the Year, the nomination package must include a description of the products exported and markets served.

What are the selection procedures for these awards?

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

Entrepreneurial Success Award

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

SBA will make the Entrepreneurial Success 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.

Key Deadlines:

November 13, 2009: Entrepreneurial Success Award nominations must be received by SBA district offices.

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

December 18, 2009: Due Date to Regional Office

January 23, 2010: A panel of judges will select state winners in multi-district states.

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

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. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 34).

What is the deadline for nominations?

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

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with:
 - Nominee and Nominator’s full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable;
 - Award for which the nomination is being made;
 - One-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For “team” nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
4. **Four to five additional photos** of the nominee’s company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.

7. A business profile, not to exceed one page.
8. The nominee's financial statement **for the last three years** — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 ½ inch x 11 inch paper.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

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

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

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

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business
 - Sustained expansion, addition of territories, growth in square footage occupied
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market:
 - Sustained over a minimum of three years
 - Increase over the three years must be in excesses of growth in Gross National Product
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years:
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years
4. Current and past financial performance — financial reports substantiate an improved financial position of the business:
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return
5. SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee:
 - Specific description of uniqueness of product or service
 - Explanation of how product or service fits a niche not being adequately addressed by the competition

7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:

- Specific description of financial, physical, legal or other crisis
- Substantiation of the threat to the continuity of the business
- Defined actions taken by the nominee to resolve the crisis

8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:

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

Small Business Development Center Service Excellence and Innovation Center Award

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

Key Deadlines:

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

Who may submit nominations for this award?

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

Where are the nominations to be sent?

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

What is the deadline for nominations?

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

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with —
 - Award for which the nomination is being made
 - Nominator's full name, title, business address, telephone number, and e-mail address
2. Nomination letter to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.

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

What are the selection procedures for this award?

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

What are the evaluation/selection criteria for this award?

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

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

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

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

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

Office of Financial Assistance Small Business Lenders of the Year

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

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

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

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

How will candidates be selected?

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

What is the deadline for nominations?

November 23, 2009

What are the evaluation/selection criteria for this award?

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

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

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

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

How will candidates be selected?

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

What are the evaluation/selection criteria for this award?

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

Community/Rural Lender of the Year Award:

Following this year's Small Business Week awards, the Office of Financial Assistance has decided to change one of the awards to better reflect the mission and goals of the Agency in a critical business environment. For the 2009 awards, the District Offices were asked to nominate candidates for the 1st Mortgage Lender of the year. This award was divided into a large lender (over \$1B) and a small lender (under \$1B). Because the criteria were hard to implement, very few candidates were nominated. Therefore, this year OFA would like to change that award to recognize an outstanding community or rural lender of the year.

Who is eligible to be nominated?

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

Who may submit nominations for this award?

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

What is the deadline for this award?

November 23, 2009

What information must the nomination package contain?

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

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

What are the evaluation/selection criteria for this award?

The candidates should have a presence in their community and utilize several of the SBA loan products, including 7(a), SBA Express, ARC loans and Patriot and Community Express loans. The SBA is looking for lenders who definitely make an impact in their communities through the use of SBA loan programs.

Criteria to consider in making nominations:

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