2013 SBA Award Nomination Guidelines

Includes guidelines for the National SBA Awards and the new South Carolina Small Business & Advocacy Awards

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INTRODUCTION

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to National Small Business Week 2013 (SBW 2013), the U.S. Small Business Administration, in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to local entrepreneurs and those who support small business.

National SBA Awards

Winners of the following awards will be invited to Washington, D.C., to participate in the SBA's celebration of SBW 2013.

- Small Business Person of the Year (one from each of the 50 states, the District of Columbia, Puerto Rice, the U.S. Virgin Islands and Guam)
- Phoenix Awards
  - Phoenix Award for Small Business Disaster Recovery
  - Phoenix Award for Outstanding Contributions to Disaster Recovery
- 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 *(national winners or finalists only)*
- SBA Resource Partner Awards
  - Small Business Development Center (SBDC) Excellence and Innovation Center Award *(national winners or finalists only)*

    Women's Business Center of Excellence Award *(national winners or finalists only)*
- Veterans Business Development Center of the Year *(N/A in South Carolina)*

South Carolina Awards

Winners of the following awards will be honored in the spring at the 2013 Salute to Small Business in Columbia – part of South Carolina's celebration of Small Business Week.

- Small Business Person of the Year for South Carolina
- South Carolina Small Business & Advocacy Awards
  - South Carolina Small Exporter of the Year
  - South Carolina Young Entrepreneur of the Year
  - South Carolina Family Business of the Year
  - South Carolina Minority Small Business Advocate of the Year
  - South Carolina Veteran Entrepreneurship Advocate of the Year
  - South Carolina Women in Business Advocate of the Year
- 8(a) Graduate of the Year for South Carolina
- SBDC Excellence and Innovation Center Award
- Any national winners from South Carolina

Other Awards

Although not for public nomination, the following awards will also be presented during SBW 2013 in Washington, D.C.: 7(a) Small Business Lender of the Year, 504 Lender of the Year, Small Business Investment Company of the Year and SCORE Chapter of the Year.

SMALL BUSINESS PERSON OF THE YEAR AWARD

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

Who is eligible to be nominated?

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

Who may submit nominations?

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

Where are the nominations to be sent?

South Carolina nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

All South Carolina nominations must be postmarked, uploaded or hand delivered **no later than January 3, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. ***Incomplete nomination packages will not be considered.*** A complete nomination package will include:

1. A single cover page including:
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
   - the type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.);
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form), which is available at *www.sba.gov/content/award-nomination-form*. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 DPI.
4. Four to five additional photos of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement — including balance sheets, profit- and-loss statements and financial reports — for the last three years (not to exceed 12 pages).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.

What are the selection procedures?

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 at each level will be 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 the appropriate regional SBA office 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.

What are the evaluation/selection criteria?

All evaluation/selection criteria must be specifically addressed. 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 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 excess 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 the last three years.

4. **Current and past financial performance**
   Financial reports substantiate an improved financial position of the business:
   - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
   - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.

5. **Innovativeness of product or service offered**
   An illustration of the creativity and imagination of the nominee:
   - Specific description of uniqueness of product or service.
   - Explanation of how product or service fits a niche not being adequately addressed by the competition.

6. **Response to adversity**
   Examples of problems faced in the nominee's business and the methods used to solve them, including:
   - Specific description of financial, physical, legal or other crisis.
   - Substantiation of the threat to the continuity of the business.
   - Defined actions taken by the nominee to resolve the crisis.

7. **Contributions to community-oriented projects**
   Evidence of the use of his/her personal time and resources, including:
   - Listing of specific contributions of money, time, or resources to charitable causes.
   - Membership in councils, boards and clubs providing support and services to the community.

Key Deadlines

National Small Business Week 2013 nominations must be received by SBA district offices by January 3, 2013.

State winners will be announced around April 1, 2013.

SOUTH CAROLINA SMALL BUSINESS & ADVOCACY AWARDS

The SBA South Carolina District Office will accept nominations for the following awards:

- **South Carolina Small Exporter of the Year**
- **South Carolina Family Business of the Year**
- **South Carolina Young Entrepreneur of the Year**
- **South Carolina Minority Small Business Advocate of the Year**
- **South Carolina Veteran Entrepreneurship Advocate of the Year**
- **South Carolina Women in Business Advocate of the Year**

Who is eligible to be nominated?

Nominees must fit the following eligibility requirements for the corresponding award category.

Click each award to access the corresponding nomination form online.

Small Exporter of the Year

Any individual who owns and operates a small business engaged in exporting. The business must have at least a three-year exporting track record.

Young Entrepreneur of the Year

An individual who owns and operates (or bears 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, 2013.

Family Business of the Year

A family-owned and operated small business that has been passed on from one generation to the next. The current owners must have owned and/or operated the business for at least the past three years.

Minority Small Business Advocate of the Year

Any individual who has advanced minority entrepreneurship within South Carolina. Nominees do not need to be minorities themselves. Small business ownership is not required.

Veteran Entrepreneurship Advocate of the Year

Any individual who has advanced veteran entrepreneurship within South Carolina. Nominees do not need to be veterans themselves. Small business ownership is not required.

Women in Business Advocate of the Year

Any individual who has advanced female entrepreneurship within South Carolina. Nominees do not need to be women themselves. Small business ownership is not required.

All nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Contact the SBA South Carolina District Office if you have questions.

Who may submit nominations?

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

Where are the nominations to be sent?

South Carolina nominations must either be submitted via email to *anna.huntley@sba.gov* or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

All South Carolina Small Business & Advocacy Award nominations must be emailed, postmarked or hand delivered **no later than January 3, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery, collated and secured in a binder or folder. A complete nomination package will include:

1. A completed South Carolina Small Business & Advocacy Award nomination sheet corresponding to the appropriate award. The South Carolina Award nomination sheets are available as PDF attachments at the bottom of the Small Business & Advocacy Award online nomination guidelines webpage at *www.sba.gov/about-offices-content/2/3145/news/359521*.

2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.

3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.

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. (Some exceptions to the 10-page limit may be made if supporting documentation includes multi-page items, such as business magazine articles.) Videos will not be considered.

Incomplete nomination packages will not be considered.

What are the selection procedures?

Winners of the South Carolina Small Business & Advocacy Awards will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

Each of the above South Carolina Small Business & Advocacy awards has specific evaluation criteria, which are listed below:

Small Exporter of the Year

1. Overall financial performance
2. Export sales growth
3. Increase in export activity sustained for at least the last three years
4. Employment growth, including growth due to exporting
5. Innovative export strategies and/or creative overseas marketing strategies
6. Response to export-related obstacles

Young Entrepreneur of the Year

1. Financial performance
2. Business growth (including increased sales, increased employment and other indicators of growth)
3. Innovativeness of business and of business methods/practices
4. Community contributions or involvement

Family Business of the Year

1. Financial performance
2. Recent growth (including increased sales, increased employment and other indicators of growth)
3. Historical growth (including years in business, increased employment and other indicators of growth)
4. Evidence of continued success through new strategies, directions, etc. developed under the current owners
5. Community contributions and/or involvement

Minority Small Business Advocate of the Year

1. Efforts, actions and accomplishments as a voice for minority entrepreneurs
2. Efforts, actions and accomplishments related to educating or mentoring minority entrepreneurs
3. Efforts, actions and accomplishments in connecting minority entrepreneurs to resources and opportunities
4. Development of new programs, resources, etc. for minority entrepreneurs
5. Voluntary efforts on behalf of minority entrepreneurs or the minority business community
6. Leadership qualities

Veteran Entrepreneurship Advocate of the Year

1. Efforts, actions and accomplishments as a voice for veteran entrepreneurs
2. Efforts, actions and accomplishments related to educating or mentoring veteran entrepreneurs
3. Efforts, actions and accomplishments in connecting veteran entrepreneurs to resources and opportunities
4. Development of new programs, resources, etc. for veteran entrepreneurs
5. Voluntary efforts on behalf of veteran entrepreneurs or the veteran-owned business community
6. Efforts to improve the overall veteran community or efforts to increase employment opportunities for veterans

Women in Business Advocate of the Year

1. Efforts, actions and accomplishments as a voice for women entrepreneurs
2. Efforts, actions and accomplishments related to educating or mentoring women entrepreneurs
3. Efforts, actions and accomplishments in connecting women entrepreneurs to resources and opportunities
4. Development of new programs, resources, etc. for women entrepreneurs
5. Voluntary efforts on behalf of women entrepreneurs or the women-owned business community
6. Efforts to encourage girls or women to pursue entrepreneurship or efforts to encourage or support women in leadership roles

8(A) GRADUATE OF THE YEAR AWARD

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

All formerly certified 8(a) business participants that were graduated from the 8(a) program for at least a year as of April 1, 2012. The firm does not have to currently be a small business.

What are the criteria for the National 8(a) Graduate of the Year Award?

- Nominees must be residents of the United States or its territories and will be subject to background checks.
- 8(a) graduate must have been out of the program for at least one year as of April 1, 2012.
- Businesses owned and operated by nominees must comply with federal civil rights laws.
- Companies and/or their principal owner(s) must not appear on the suspended or debarred list as published by GSA. (Check online at *www.epls.gov*.)
- If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current.
- For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default.

NOTE: Firm does not have to be a small business.

Nominees will also be evaluated on the following:

- Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of Participation
- The most recent fiscal year-end financial statement must reflect non 8(a) sales of not less than 51 percent of total sales
- Firm must be in satisfactory financial condition.
- Growth in full-time employees
- Firm must have received a reasonable amount of 8(a) contract support while in the 8(a) program.
- Response to adversities, obstacles, etc. to achieve present level of success
- Use of minority firm as suppliers, subcontractors, etc.
- Participation in community projects and charitable affairs
- Noted employment of the disadvantaged
- Uniqueness of the firm, originality of entrepreneurship, special attributes previous awards, etc.

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information in the order indicated below:

1. A single cover page stating:
    - Award for which the nomination is being made;
    - Nominator's name and 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 exceeding four pages.
3. A completed background form (SBA Form 3300, Award Nomination Form) available at *www.sba.gov/content/award-nomination-form*.
4. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
5. Four to five additional photos of the nominee's company and employees at work.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A completed Award Nomination Consent Form (SBA Form 2137), available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.

Where are the nominations to be sent?

South Carolina nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

All South Carolina nominations must be postmarked, uploaded or hand delivered **no later than January 3, 2013.**

RESOURCE PARTNER AWARDS

SBDC Excellence and Innovation Center Award

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

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, including an SBDC may nominate an SBDC Service Center for this award.

Where are the nominations to be sent?

South Carolina nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

All South Carolina nominations must be postmarked, uploaded or hand delivered **no later than January 3, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information in the order indicated below:

1. A single cover page stating:
    - Award for which the nomination is being made (i.e., Small Business Development Center Award);
    - The name of the SBDC, business address with telephone and fax numbers, website, and e-mail address if applicable;
    - The SBDC director's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable.
    - Nominator's name and title, business address, telephone number and e-mail address if applicable.

2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding five pages. In addition to describing the basis for the nomination, the nomination letter should highlight an individual counselor at the SBDC who, in the view of the nominator, has excelled in providing counseling, training and other program services to small businesses. The nomination letter should also highlight a success story relating to a particular client business served by the SBDC.
3. A completed background form (SBA Form 3300, Award Nomination Form) which is available at *www.sba.gov/content/award-nomination-form*. For "team" nominations for Small Business Development Center Awards, a background form is required for each team member.
4. An original 8" x 10" or 5" x 7" photo of the counselor; or a digital photo – at least 300 dpi; photocopies are not acceptable.
5. A brief history of the SBDC, not exceeding one page.
6. A business profile, not exceeding one page.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
8. A completed SBA Form 2137 Award Nomination Consent Form, which is available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.
9. Please include the chart below in the nominee's submission:

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

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

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, regional 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 will be 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 Excellence and Innovation Award recipient of the Year will be selected from the regional winners based on the recommendations of the Agency's National SBDC Advisory Board, whose members are appointed by the SBA Administrator. 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 long-term counseling clients (5 hours of counseling contact time), new businesses started, capital infusion, client satisfaction and may include other center goals. (Include actual results and the related goal).

B – Builds

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

D – Develops

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

C – Champions

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

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

Women's Business Center of Excellence Award

Who is eligible to be nominated for this award?

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting women entrepreneurs by providing a wide variety of training and counseling. The award should focus on the work of the WBC and not on the host organization or the women's business center 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, may submit nominations for this award. Individual WBCs may not be nominated for more than one SBW 2013 award category.

Where are the nominations to be sent?

South Carolina nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

All South Carolina nominations must be postmarked, uploaded or hand delivered **no later than January 3, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information in the order indicated below:

1. A single cover page stating —
   - the name of the WBC, business addresses with telephone and fax numbers, website, and e-mail address;
   - the WBC director's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address; and
   - a one-paragraph description of the WBC's services provided.

2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at *www.sba.gov/content/award-nomination-form*.

3. 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.

4. A nomination letter, to include a concise statement of the qualities and WBC performance that merit the award, not exceeding five pages. In addition to describing the basis for the nomination, the nomination letter should highlight an individual counselor at the WBC who, in the view of the nominator, has excelled in providing counseling, training and other program services to small businesses. The nomination letter should also highlight a success story relating to a particular client business served by the WBC.

5. A brief biography of the Center Director, not exceeding one page.

6. A business profile, not exceeding one page, including the WBC mission statement, target market, and types of services offered, including any specialized programs or services.

7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.

8. A completed SBA Form 2137 Award Nomination Consent Form, which is available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.

What are the selection procedures for this award?

The Women's Business Center of Excellence Award winner will be selected at the national level. In those states served by more than one WBC, additional nominations may be made. Winners will be selected by a panel of judges. Nomination packages for each WBC will be prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Women's Business Center for Excellence Award of the Year recipient will be selected by the SBA Administrator based on the recommendations of the agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

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

1. **Delivers Results**: Meets or exceeds performance milestones. (This is reflected in the center's on-site review, the DOTR mid and end of the year evaluations, and SBA's data collection system for counseling and training), i.e. long-term clients, new businesses created, jobs creation/retained, capital infusion, client satisfaction, success stories, counseling evaluations, etc.
2. **Innovates**: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. **Champions**: Advocates for 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.
5. **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.

PHOENIX AWARDS

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

Phoenix Award for Small Business Disaster Recovery

Who is eligible to be nominated?

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

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one SBW 2013 award category.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA Disaster Field Operations Center – East at:

101 Marietta Street, N.W., Suite 700
Atlanta, GA 30303
404-331-0333

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 3, 2012.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information:

1. A single cover page including:
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at *www.sba.gov/content/award-nomination-form*.
3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 dpi/ppi.
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 that must include documentation supporting approval of the SBA disaster loan.
8. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.

What are the selection procedures for this award?

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

What are the evaluation/selection criteria for this award?

1. Recent disaster
2. Extent of damage
   The business suffered at least 40 percent physical damage.
3. Resiliency
   The business successfully resumed its operations within the same geographic area.
4. 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.
5. Contribution to the local community
   E.g.: The only supermarket in town, a major source of employment in the city, etc.
6. Speed of recovery
7. Initiative and innovation displayed during recovery
8. Efforts made by the business to protect the property from future disaster losses

Phoenix Award for Outstanding Contributions to Disaster Recovery

Who is eligible to be nominated?

Any private-citizen volunteer or public official who has made an outstanding contribution to a community's recovery following a natural disaster that occurred in the previous fiscal year may be nominated. National awards will be presented to one private citizen volunteer and one public official.

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 SBW 2013 award category.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA Disaster Field Operations Center – East at:

101 Marietta Street, N.W., Suite 700
Atlanta, GA 30303
404-331-0333

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 3, 2012.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page including:
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
   - the award for which the nomination is being made;
   - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
   - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at *www.sba.gov/content/award-nomination-form*.
3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 dpi/ppi.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee, not to exceed one page.
6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster.
7. Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
8. A completed SBA Form 2137 Award Nomination Consent Form, available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.

What are the evaluation/selection procedures for this award?

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

FEDERAL PROCUREMENT AWARDS

Small Business Prime Contractor of the Year Award

Who is eligible to be nominated for this award?

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors. All nominees must be defined as "small" according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the Area III Government Contracting Area Office at 404-331-7587.

Who may submit nominations for this award?

Only federal agencies may nominate firms. Federal agencies may nominate only one firm per agency for this award.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA Area III Government Contracting Office at:

233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than January 3, 2012.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page stating:
   - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made ;
   - the nominator's name, title, agency name, buying activity name, business address and telephone number, and e-mail address (if available); and
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at *www.sba.gov/content/award-nomination-form*.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company and employees at work; official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo.

5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, to include any SBA assistance, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director.

What are the selection procedures for this award?

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

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

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

Small Business Subcontractor of the Year Award

Who is eligible to be nominated for this award?

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the Area III Government Contracting Area Office at 404-331-7587.

Who may submit nominations for this award?

Only federal agencies may nominate firms. Federal agencies may nominate only one firm per agency for this award.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA Area III Government Contracting Office at:

233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than January 3, 2012.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page stating:
   - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made ;
   - the nominator's name, title, agency name, buying activity name, business address and telephone number, and e-mail address (if available); and
   - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at *www.sba.gov/content/award-nomination-form*.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company and employees at work; official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, to include any SBA assistance, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director.

What are the selection procedures for this award?

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

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

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

Dwight D. Eisenhower Award for Excellence

Who is eligible to be nominated for this award?

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One award may be made in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the Area III Government Contracting Area Office at 404-331-7587.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal *(available in mid- to late November)* or to the SBA Area III Government Contracting Office at:

233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than January 3, 2012.**

What information must the nomination package contain?

Nominations must be typewritten on ***one side*** of 8½" x 11" white stationery. If delivered or sent to the district office (i.e. not submitted online), they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page stating:
   - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address if applicable;
   - the award for which the nomination is being made
   - the nominator's name and title, prime contractor name, business address and telephone number and e-mail address if applicable; and
   - a one-paragraph description of the nominee's business and/or professional occupation.
2. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 dpi; photocopies are not acceptable.
3. Four to five additional photos of the nominee's company and employees at work; official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A detailed narrative summarizing the company's subcontracting and supplier program.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. A five-year trend analysis, in table format.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages.)
10. A completed SBA Form 3300 available at *www.sba.gov/content/award-nomination-form*.
11. A completed SBA Form 2137 Award Nomination Consent Form available at *www.sba.gov/content/small-business-week-consent-disclosure-information*.

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, DC, for review and recommendation of award winners. The SBA Administrator will select the winners. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for these awards?

1. Summary Subcontract Report(s) for fiscal the year ending September 30, 2010 must reflect maximum practicable opportunity for small business, veteran-owned small business, service-disabled veteran owned small business, Historically Underutilized Business Zone (HUBZone) small business, small disadvantaged business, and women-owned small business as required by statute and regulations.
2. Demonstrated management support of the small business program.
3. Effectiveness of the small business liaison officer.
4. Outreach efforts during the past 12 months (i.e., seminars, conferences, trade shows and any other related procurement functions).
5. Assistance to small businesses during the past two years. (In the narrative submitted with the nomination, include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, and women-owned small business).
6. Participation in a mentor-protégé program.
7. Receipt of other awards for small business activities (i.e., federal, state, trade shows, etc.) during the past three years.
8. Use of the Central Contractor Registration's (CCR's) Dynamic Small Business Search Engine, for identification of potential vendors, and use of SUB-Net for publication of subcontracting opportunities.
9. Nomination of firms under the Small Business Subcontractor of the Year Award Program in FY 2010, FY 2011 and FY 2012. (If the company has not yet submitted a nomination for the Subcontractor of the Year Award Program for FY 2012, it must indicate if it intends to do so).
10. Federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2012.