

## **What are the evaluation/selection criteria for the SBA Los Angeles District Office Small Business Week Awards?**

Each award has specific evaluation criteria which are listed below:

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

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

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. Individuals who have received the Small Business Person Award at the State level within the past five years are not eligible. Elected officials 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.

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

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 yearend 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

8. If applicable, a description of the products exported and markets served.

### **Small Business Exporter of the Year**

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

Any individual, or team of individuals, who own and operate a small business that is defined as "small" under the applicable SBA size standards and is engaged in exporting may be nominated. 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.

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

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.

### **Innovation Through Technology Business of the Year**

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

A business that has shown advocacy efforts to increase the use and availability of technology for small businesses may be nominated.

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

1. Promotion of innovation through ideas, techniques, and/or technologies.
2. Ability to address a problem or need.
3. Results of the technological innovation.
4. Short-term and long-term benefits for company and/or clients.

## **Family-Owned Business of the Year**

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

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

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

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**

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

An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated.

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

1. 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.

## **Minority Small Business Champion of the Year**

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

An individual who has fulfilled a commitment to the advancement of minority business ownership may be nominated.

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

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**

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

An Individual who has fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated.

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

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

### **Women in Business Champion of the Year**

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

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated.

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

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

## **Young Entrepreneur of the Year**

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

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.

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

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

1. Nominees must be residents of the United States or its territories and will be subject to background checks.
2. Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program.
3. Companies and/or their principal owner(s) must not appear on the suspending or debarred list as published by GSA at [www.sam.gov](http://www.sam.gov).
4. Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation.
5. The most recent fiscal year-end financial statement must reflect non 8(a) sales of not less than 51 percent of total sales.
6. Businesses owned and operated by nominees must comply with federal civil rights laws.
7. If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current and in good standing.
8. Firm must be in satisfactory financial condition, i.e. financial capability: sufficient capitalization, financial performance, bonding capacity, manageable debts. Applicants are ineligible if it is found that the firm, or any of its principals, has failed to pay Federal financial obligations.
9. For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default.
10. Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices.
11. The nominee must be a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least one year as of April 1, 2013.
12. The firm does not have to be a small business.

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

1. Management
  - Overall Qualifications/Expertise of Management
  - Familiarity with Government Regulations/Contracting Practices
  - Staff Qualifications in line with Contract Requirements (Technical Capabilities)
  - Customer Interface (Customer Support)

- Response to adversities, obstacles, etc. to achieve present level of success
- Participation in community projects and charitable affairs.
- 2. Exceptional Results/Special Achievements
  - Deliverables in line with, or exceed, contract requirements
  - Full and efficient utilization of assets
- 3. Cost Performance • Sustained control over Performance Costs
  - Financial Stability over length of contract
  - Contingency Labor Adjustments
  - Value Engineering Change Proposals (Performance Adjustments)
  - Internal Cost Controls
- 4. Increase in sales and/or unit volume over the last three years
- 5. Current and past financial performance – document an improved financial position of the business through:
  - 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
  - Growth in full-time employees
- 6. Innovativeness of product(s) or service(s) offered:
  - Specific description of unique/superior product or service
  - Explanation of how product or service fills a niche or technical need not being adequately addressed by the competition
- 7. Description of exceptional results and/or delivery performance that makes this company a valued product/service provider
- 8. Economic engagement of the disadvantaged community
  - Use of minority firms as suppliers, subcontractors, etc.
  - Noted employment of the disadvantaged

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

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

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

#### **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.

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

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.

The nomination application is available on Los Angeles SBA's website, [www.sba.gov/ca/la](http://www.sba.gov/ca/la).