"For centuries, America's progress has been driven by pioneers who think big, take risks, and work hard. Where their ideas take root, we find inventions that can change the way we live. And when their businesses take off, they fuel an engine of economic growth and job creation that moves America forward. During National Small Business Week, we celebrate the generations of entrepreneurs who have given their all to realize a dream, and we renew our promise to help their businesses grow, hire, and succeed."

Barack Obama
President of the United States

(2012 Small Business Week Proclamation)

Dear Supporters of America's Small Business Community:

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

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

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

Warm regards,

Karen G. Mills
Administrator

All SBA programs and services are provided on a nondiscriminatory basis.

Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week Small Business Week 2013 will be celebrated the week of . Leading up to National Small Business Week 2013 (SBW 2013), the U.S. Small Business Administration (SBA), often 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 and champion small business. Many of the award winners from those local and state events will be invited to Washington, D.C. for SBW '13 — Celebrating National Small Business Week.

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

Small Business Person of the Year (one from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam)

Small Business Exporter of the Year (SBA will select one national winner from the Regional winners)

Phoenix Awards (for disaster recovery):

- 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

Awards to SBA Resource Partners:

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

Although not for public nomination, the following awards will also be presented during SBW 2013:

- 7(a) Small Business Lender of the Year
- 504 Lender of the Year
- Small Business Investment Company of the Year
- SCORE Chapter of the Year

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

SBA Awards

The nomination and selection process, evaluation criteria and time frame for the various SBA Awards selected from nominated individuals or businesses are set forth below.

Small Business Person of the Year Awards

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

Who is eligible to be nominated for this award?

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

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 27); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

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 January 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page stating —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - 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.), if applicable; and
    - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is 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" 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 — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper - for the last three years;
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 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 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.

Key Deadlines

January 31, 2013 National Small Business Week 2013 nominations must be received by SBA district offices.
February 15, 2013 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.
February 26, 2013 A panel of judges will select state winners in multi-district states.
April 15, 2013 State Small Business Persons of the Year will be announced.

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

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

1. Staying power — a substantiated history as an established business; including:
    - Number of years in business; minimum three years.
    - Sustained 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.
8. If applicable, a description of the products exported and markets served.

Small Business Exporter of the Year

SBA will make the Small Business Exporter of the Year award to eligible small businesses at the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam), the regional level and the national level. SBA will select one national winner from the Regional winners.

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. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located or through the online nominations portal at http://nationalsmallbusinessweek.sba.gov/nominations (online nominations may begin Monday, January 7, 2013)

What is the deadline for nominations?

All nominations for the Small Business Exporter of the Year Award must be postmarked, hand delivered or submitted online to the appropriate SBA district office **no later than January 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in an 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page stating —
    - 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; and
    - a one-paragraph description of the nominee's business.

2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices. For "team" nominations, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, 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, not exceeding one page, if applicable
8. The nominee's business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2'' x 11'' paper – for FY 2009 through FY 2012, if applicable.
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 SBA district offices.
11. A description of the products exported and markets served.

What are the selection procedures for this award?

The SBA Small Business Exporter of the Year will be selected at the district (in multi-district states), state, and regional levels and a single winner will be selected at the national 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 International Trade for review. The national winner will be selected by the SBA Administrator based on the recommendations of the Agency's Office of International Trade-assembled panel of judges. The national winner will be announced in May 2013 during World Trade month.

Key Deadlines

January 31, 2013 Small Business Exporter of the Year 2013 nominations must be received by SBA district offices.
February 15, 2013 District winners will be selected from multi-district states; state winners will be selected from single-district states.
March 6, 2013 Regional winners will be selected.
April 1, 2013 A panel of judges will select a national winner.
National SBA Exporter of the Year Award will be announced by **May 31, 2013**.

What are the evaluation/selection criteria for this award?

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

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.

3. Effective solutions to export-related problems.
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.

Phoenix Awards

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Outstanding Contributions to Disaster Recovery

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 for this award?

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

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 be submitted in one of two ways:

1. Nominations may be submitted to the SBA Disaster Field Operations Centers (see list on page 31); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

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 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" 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 stating —
    - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
    - 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; and
    - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices.
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. For "team" nominations, a background form is required for each team member.
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 exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile that must include documentation supporting approval of the SBA disaster loan.
8. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at SBA field offices.

<u>What are the selection procedures for this award?</u>

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

<u>What are the evaluation/selection criteria for this award?</u>

1. Recent disaster — Businesses that suffered a physical disaster loss and **received** an SBA disaster loan during fiscal years 2011 or 2012 are eligible for nomination. A business that suffered losses in a disaster that occurred during fiscal year 2010, but did not receive an SBA disaster loan until fiscal year 2011 is also eligible for nomination.
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 for this award?

Phoenix awards may be presented to a private-citizen volunteer and public official who have each made an outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the SBA Disaster Field Operations Center covering the state or territory where the nominee is located. (see list on page 31); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

What is the deadline for nominations?

All nominations for Phoenix awards must be postmarked or hand delivered to the appropriate Disaster Field Operations Center **no later than January 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" 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 stating —
   - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
   - 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; and
- 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 through SBA field offices.
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. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster, as well as a biography and photo of the nominee.
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, attached and is available at SBA field offices.

What are the evaluation/selection procedures for this award?

Phoenix award nominees in the Outstanding Contribution to Disaster Recovery by a public official and volunteer categories are judged on 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
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Award for Excellence

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 nearest Government Contracting Area Office (see list on page 30).

Who may submit nominations for this award?

Only federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award. Federal agencies may nominate only one firm per agency for this award.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations for the Small Business Prime Contractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominated small business' headquarters is located (see list on page 30); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

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 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. 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 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 (i.e., Small Business Prime Contractor of the Year Award);
   - 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 through SBA field offices.
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 awards?

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 nomination. For more information, contact the nearest Government Contracting Area Office (see list on page 30).

Who may submit nominations for this awards?

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award Each large federal prime contractor may nominate one firm for the award.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations for the Small Business Subcontractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominated small business' headquarters is located (see list on page 30); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

What is the deadline for nominations?

All nominations for these awards must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than **January 31, 2013**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. 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 nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
   - Award for which the nomination is being made (i.e., Small Business Subcontractor of the Year Award);
   - the nominator's name and title, prime contractor 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 through SBA field offices.
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, 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 nearest Government Contracting Area Office (see list on page 30).

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations for the Dwight D. Eisenhower Award for Excellence must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the large prime contractor is located (see list on page 30); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

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 31, 2013**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. 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 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 (i.e., Dwight D. Eisenhower Award for Excellence);
   - 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 2137 Award Nomination Consent Form and other required forms which are available at SBA field offices.

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.

8(a) Graduate of the Year Award

Who is eligible for the National 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

Businesses owned and operated by nominees must comply with federal civil rights laws.

If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current.

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.)

For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default

Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices

8(a) graduate must have been out of the program for at least one year as of April 1, 2012. 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

* Showing of uniqueness and special attributes

* 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.

<u>What information must the nomination package contain?</u>

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. 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., Veterans Business Outreach Center Excellence in Service Award);
    - 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) which will be made available through SBA field offices.
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, which will be made available through SBA offices.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 27); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

What is the deadline for nominations?

All nominations for the 8(a) Graduate of the Year award must be postmarked or hand delivered to the appropriate SBA District Office **no later than January 31, 2013.**

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.

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?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 27); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

What is the deadline for nominations?

All nominations for the Small Business Development Center Excellence and Innovation award must be postmarked or hand delivered to the appropriate SBA District Office **no later than January 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. 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 through SBA field offices. 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; 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 through SBA field offices.
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.

Veterans Business Outreach Centers Excellence in Service Award

Who is eligible to be nominated for this award?

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

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the Office of Veterans Business Development of the U.S. Small Business Administration, Washington DC, 20416. Attn: Rhett Jeppson; or
2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

What is the deadline for nominations?

All nominations for the Veterans Business Outreach Centers Excellence in Service award must be postmarked or hand delivered to the Office of Veterans Business Development of the U.S. Small Business Administration, Washington, DC 20416 **no later than January 31, 2013.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. 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:
    a. Award for which the nomination is being made (i.e., Veterans Business Outreach Centers Excellence in Service Award);
    b. 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 five pages. In addition to describing the basis for the nomination, the nomination letter should highlight an individual counselor at the VBOC 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 VBOC.

3. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices.
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. A brief biography of the VBOC director, 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.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available through SBA field offices.

Please include the chart below in the nominee's submission.

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

What are the selection procedures for this award?

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

Nomination packages for each VBOC winner will be sent to the SBA's Office of Veterans Business Development and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. 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:

V – Veterans

- Meets or exceeds the VBOC's performance milestones including long-term counseling clients (2 to 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 – Business

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

O – Outreach

- Prepares the VBOC for success by providing relevant and timely training and counseling services to veterans interested in starting or growing a small business

C – Champions

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

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

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?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (see list beginning on page 27); or

2. Nominations may be submitted via the online nominations portal on www.sba.gov (information to be disseminated on or before Nov. 1, 2012).

What is the deadline for nominations?

All nominations for the Women's Business Center of Excellence Award must be postmarked or hand delivered to the appropriate SBA District Office no later than **January 31, 2013**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 11/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must also include, in the following order:

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 through SBA field offices.
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 SBA offices.

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.

SBA Awards Nominated by SBA

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 SBA Office of Credit Risk Management)

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

How will candidates be selected?

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

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).
- Use of numerous SBA loan programs under the 7(a) umbrella.
- 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 $50 million (large) at the end FY 2011.

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

How will candidates be selected?

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

What are the evaluation/selection criteria for this award?

- The selection will be based on portfolio performance, 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.

Small Business Investment Company of the Year

Awards are presented to the Small Business Investment Company (SBIC) that has used the SBA Debenture program to enhance access to capital for America's small business. More than one SBIC may be selected.

How will candidates be selected?

SBA will solicit nominations from the SBIC community, including portfolio companies and service providers although anyone may submit nominations. The winning SBIC(s) will be chosen

by a panel of senior employees within the SBA Investment Division based upon the criteria listed below and will include input from the appropriate analyst within the Office of SBIC Operations.

What is the deadline for nominations?

The deadline for nominations is **January 31, 2013**.

What are the evaluation/selection criteria for this award?

- The selection will be based on the fund's overall performance, not just relative to other SBICs but the broader industry within the lower middle market.
- Demonstrated commitment to supporting the growth and expansion of small businesses (including but not necessarily limited to job creation and retention, penetration in underserved markets, commitment to communities served).
- Commitment not just to financial return on investment, but to public focus and well-being. Although the entire body of work of the SBIC will be considered, this might also be demonstrated by a specific achievement reflecting positively upon the program and the Agency.
- Positive working relationship with SBA and a clean compliance record.
- Although multiple fund history is not a requirement, a commitment to small businesses by the fund managers over an extended period can be advantageous in the process.

For More Information
SBA field offices are located in all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam.
For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:
• Home page: www.sba.gov.
• Fax: 202-481-6190
• Phone: 1-800-U ASK SBA
• E-mail: answerdesk@sba.gov
• TDD: 704-344-6640

SBA District Offices

Alabama
801 Tom Martin Dr.
Suite 201
Birmingham, AL 35211
Tel: 205-290-7101

Alaska
510 L Street
Suite 310
Anchorage, AK 99501
Tel: 907-271-4022

Arizona
2828 North Central Ave.
Suite 800
Phoenix, AZ 85004-1093
Tel: 602-745-7200

Arkansas
2120 Riverfront Dr.
Little Rock, AR 72202
Tel: 501-324-7379

California
2719 N. Air Fresno Dr.
Suite 200
Fresno, CA 93727
Tel: 559-487-5791
330 North Brand Blvd.
Suite 1200
Glendale, CA 91203
Tel: 818-552-3201
6501 Sylvan Rd.

Citrus Heights, CA 95610
Tel: 916-735-1700
550 West C St.
Suite 550

San Diego, CA 92101
Tel: 619-557-7250
455 Market St.
Sixth Floor

San Francisco, CA 94105
Tel: 415-744-6820
200 West Santa Ana Blvd.
Suite 700

Santa Ana, CA 92701
Tel: 714-550-7420

Colorado
721 19th St.
Suite 426
Denver, CO 80202
Tel: 303-844-2607

Connecticut
330 Main St.
2nd Floor
Hartford, CT 06106
Tel: 860-240-4700 x241

Delaware
1007 N. Orange St.
Wilmington, DE 19801
Tel: 302-573-6294 x225

District of Columbia
740 15th Street, N.W.
Washington, DC 20005
Tel: 202-272-0343

Florida
100 South Biscayne Blvd.
7th Floor

Miami, FL 33131
Tel: 305-536-5521 x152
7825 Baymeadows Way
Suite 100-B

Jacksonville, FL 32256
Tel: 904-443-1900

Georgia
233 Peachtree Road, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-0100 x212

Guam
400 Route 8, Suite 302
First Hawaiian Bank Bldg.
Mongmong, GU 96927
Tel: 671-472-7419

Hawaii
500 Ala Moana Blvd.
Suite 1-306
Honolulu, HI 96813
Tel: 808-541-2990

Idaho
380 East Parkcenter Blvd.
Suite 330
Boise, ID 83706
Tel: 208-334-9004

Illinois
500 West Madison St.
Suite 1250
Chicago, IL 60661
Tel: 312-353-4528

Indiana
8500 Keystone Crossing
Suite 400
Indianapolis, IN 46204
Tel: 317-226-7272 x212

Iowa
2750 1st Ave., N.E.
Suite 350
Cedar Rapids, IA 52402
Tel: 319-362-6405

210 Walnut St.
Room 749
Des Moines, IA 50309-4106
Tel: 515-284-4422

Kansas
271 West Third St. North
Suite 2500
Wichita, KS 67202-1212
Tel: 316-269-6566

Kentucky
600 Dr. M.L. King Jr. Place
Downtown Station
Room 188
Louisville, KY 40202
Tel: 502-582-5978 x222

Louisiana
365 Canal St.
Suite 2820
New Orleans, LA 70130
Tel: 504-589-6685

Maine
68 Sewall St.
Room 512
Augusta, ME 04330

Tel: 207-622-8274 x386

Maryland
10 South Howard St.
Suite 6220
Baltimore, MD 21201
Tel: 410-962-6195 x318

Massachusetts
10 Causeway St.
Suite 265
Boston, MA 02222
Tel: 617-565-5561

Michigan
477 Michigan Ave.
Suite 515
Detroit, MI 48226
Tel: 313-226-6075 x284

Minnesota
100 North 6th St.
Suite 210-C
Minneapolis, MN 55403
Tel: 612-370-2324

Mississippi
AmSouth Plaza
210 East Capitol St.
Suite 900
Jackson, MS 39201
Tel: 601-965-4378 x20

Missouri
1000 Walnut St.
Suite 500
Kansas City, MO 64106
Tel: 816-426-4900

1222 Spruce St.
Rm. 10.103
St. Louis, MO 63103
Tel: 314-539-6600

Montana
10 West 15th St.
Suite 1100
Helena, MT 59626
Tel: 406-441-1081

Nebraska
10675 Bedford Avenue
Suite 100
Omaha, NE 68134
Tel: 402-221-4691

Nevada
400 South Fourth St., Suite 250
Las Vegas, NV 89101
Tel: 702-388-6611

New Hampshire
55 Pleasant St.
Suite 3101
Concord, NH 03101
Tel: 603-225-1400

New Jersey
2 Gateway Center
15th Floor
Newark, NJ 07102
Tel: 973-645-3680

New Mexico
625 Silver Ave., S.W.
Suite 320
Albuquerque, NM 87102
Tel: 505-248-8225

New York
130 S. Elmwood Ave.
Suite 540
Buffalo, NY 14202
Tel: 716-551-4301 x313

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Office of Government Contracting

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SBA Disaster Field Operations Centers

U.S. Small Business Administration
Office of Disaster Assistance
Field Operations Center – East
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Atlanta, GA 30303
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U.S. Small Business Administration
Office of Disaster Assistance
Field Operations Center – West
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Citrus Heights, CA 95610
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