



National Small Business Week 2019 Award Nominations Guidelines

U.S. Small Business Administration

Deadline for submission: 3:00 p.m. ET, January 9, 2019

Nomination Forms: www.sba.gov/nsbw

*National award winners will be announced during
National Small Business Week, May 5-May 11, 2019*

Awards Overview

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 community members from all 50 states and U.S. territories. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation, and increase America's global competitiveness. And in recognizing the changing face of America, the SBA's National Small Business Week awards honor individuals and businesses that reflect our nation's rich diversity.

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

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process. All nominees will be subject to background checks. Adverse information obtained through the background check, including compliance with Federal civil rights laws, may result in disqualification by SBA. Individuals or teams may not be nominated for more than one National Small Business Week 2019 award category. Winners at any level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification. SBA employees may solicit nominations, but they cannot submit nominations on behalf of the nominee.

Small Business Person of the Year

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

Exporter of the Year

Phoenix Awards for Disaster Recovery:

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

Federal Procurement Awards:

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

Awards to SBA Resource Partners:

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

Jody C. Raskind Lender of the Year

Small Business Investment Company of the Year

Small Business Person of the Year Award

Nominees from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam will compete for the title of the National Small Business Person of the Year, SBA's signature award. Nominees must demonstrate success in business as well as contributions to their local communities. Previous award winners include Landmark Pest Management, Maui Brewing Company, Equator Coffee & Teas, Pacifica, and Missouri Star Quilt Company.

Who is eligible to be nominated for this award?

Nominees for this award must meet the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business for a minimum of three years 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 (4).
- 2) Individuals who have received one type of SBA assistance such as, but not limited to an SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business training.

Who is NOT eligible to be nominated for this award?

- 1) Individuals who have received the Small Business Person Award at the State level within the past three years
- 2) Elected officials
- 3) Individuals or teams who own or operate a business defined as "other than small" (i.e. large businesses) for its primary industry under the applicable SBA size standards
- 4) Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations for this award?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States such as trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award.
- 2) Individuals may self-nominate.

Where are the nominations to be sent?

All nominations must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

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

What are the evaluation/selection criteria?

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

- 1) Staying power — a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied
- 2) Growth in number of employees — Increases over the three years must be in excess of growth in Gross Domestic Product
- 3) Increase in sales, net profit, and net worth for the three prior calendar years, that is, 2015, 2016 and 2017.
- 4) Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them
- 5) Contributions to community-oriented projects — evidence of the use of his/her personal time and resources

What are the selection procedures?

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

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

- 4) The National Small Business Person of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees.

Small Business Exporter of the Year

SBA's Small Business Exporter of the Year recognizes individuals for their success and dedication to exporting products or services. Previous winners include SeaDek, Endoscopy Replacement Parts, Inc., Sawyer Manufacturing Company and Baby Elephant Ears, Inc.

Who is eligible to be nominated for this award?

Nominees for this award must meet the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business for a minimum of three years 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 (4).
- 2) Individuals who have received one type of SBA assistance such as, but not limited to an SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business Training.

Who is NOT eligible to be nominated for this award?

- 1) Individuals who have received the Small Business Exporter Award at the Regional level within the past three years
- 2) Elected officials
- 3) Individuals or teams who own or operate a business defined as "other than small" (i.e. large businesses) for its primary industry under the applicable SBA size standards
- 4) Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States, such as trade and professional associations and business organizations, may submit nominations for the Small Business Exporter of the Year award.
- 2) Individuals may self-nominate.

Where are the nominations to be sent?

All nominations must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

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

What are the evaluation/selection criteria?

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

- 1) Increased sales, profits and/or growth of employment because of exporting. Clearly articulate what exporting has meant to the company (e.g. exports as a percentage of sales, jobs created by exporting, etc.
- 2) Creative overseas marketing strategies, exporting history, and current export markets
- 3) Effective solutions to export-related problems, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
- 4) Demonstrated encouragement of other small businesses to export and/or volunteer assistance to other small businesses entering the export market
- 5) Effective use of Federal and/or State government trade promotion or financing programs

What are the selection procedures?

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

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National Small Business Exporter of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees.

Phoenix Award for Small Business Disaster Recovery

The Phoenix Award for Small Business Disaster Recovery is given to a business owner whose efforts and contributions have enabled their business to recover successfully from a disaster.

Who is eligible to be nominated?

- 1) Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four (4).
- 2) Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2017 or 2018.
- 3) Business that suffered losses in a disaster that occurred during fiscal year 2016 but did not receive an SBA disaster loan until fiscal year 2017.

Who is NOT eligible to be nominated for this award?

Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States, such as trade and professional associations and business organizations, may submit nominations for this award.
- 2) Individuals may self-nominate for this award.

Where are the nominations to be sent?

All nominations for Phoenix Awards must be hand delivered or mailed to the SBA Disaster Field Operations Center in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw. For “team” nominations, a background form is required for each team member.
- 2) A completed nomination form (SBA Form 3303, Phoenix Award for Small Business Disaster Recovery) which is available at www.sba.gov/nsbw

- 3) Documentation supporting approval of the SBA disaster loan
- 4) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable
- 5) If possible, photos documenting the disaster damage and photos of the rebuilt property
- 6) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages)

What are the evaluation/selection criteria?

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

What are the selection procedures?

The Phoenix Award for Small Business Disaster Recovery winner will be selected at the Field and National levels.

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

Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Public Official is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster.

Who is eligible to be nominated?

- 1) A public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during fiscal years 2017 or 2018. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected. These "non-elected" officials are also eligible.
- 2) Public officials who suffered a physical disaster in their community during fiscal years 2016 or 2017 are eligible for nomination.

Who is NOT eligible to be nominated?

- 1) Corporate entities
- 2) Individuals who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States including, but such as trade and professional associations and business organizations, may submit nominations for this award.
- 2) Individuals may self-nominate for this award.

Where are the nominations to be sent?

All nominations for Phoenix Awards must be hand delivered or mailed to the SBA Disaster Field Operations Center in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw

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

What are the evaluation/selection criteria?

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

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

What are the selection procedures?

The Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official will be selected at the Field and National levels.

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

Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Volunteer is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster.

Who is eligible to be nominated?

- 1) A private-citizen volunteer may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community.
- 2) Volunteers who suffered a physical disaster in their community during fiscal years 2017 or 2018 are eligible for nomination.

Who is NOT eligible to be nominated?

- 1) Corporate entities
- 2) Individuals who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States including, such as trade and professional associations and business organizations, may submit nominations for this award.
- 2) Individuals may self-nominate for this award.

Where are the nominations to be sent?

All nominations for Phoenix Awards must be hand delivered or mailed to the SBA Disaster Field Operations Center in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw
- 2) A completed nomination form (SBA Form 3305, Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer) which is available at www.sba.gov/nsbw

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

What are the evaluation/selection criteria?

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

What are the selection procedures?

The Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer will be selected at the Field and National levels.

- 1) Phoenix Award nominees for Small Business Disaster Recovery are selected by the appropriate SBA Disaster Field Operations Center.
- 2) Winners will be selected by the SBA Administrator, based on, but not restricted to, the recommendations of a panel of judges comprised of federal employees.

Small Business Prime Contractor of the Year Award

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

Who is eligible to be nominated?

Firms must be defined as “small” according to applicable SBA size standards. For more information, contact the nearest Government Contracting Area Office.

Who is NOT eligible to be nominated?

- 1) Firms that have received this award within the past three years
- 2) Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award.
 - a. Each Federal agency may nominate one firm for this award.
 - b. Small businesses may request this nomination from their federal agency customer.
 - c. Agencies are not required to support requests from small business.

Where are the nominations to be sent?

Nominations for the Small Business Prime Contractor of the Year Award must be hand delivered or mailed to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominated small business' headquarters. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw
- 2) A completed nomination form (SBA Form 3306, Small Business Prime Contractor of the Year Award) which is available at www.sba.gov/nsbw
- 3) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required. Photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages)

What are the evaluation/selection criteria?

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

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

What are the selection procedures for this award?

Small Business Prime Contractor of the Year award winners will be selected at the Regional Government Contracting Area Office and at the national level.

- 1) The Regional Government Contracting Area Offices will select winners to compete at the national level. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review.
- 2) The National Small Business Prime Contractor of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.

Small Business Subcontractor of the Year Award

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

Who is eligible to be nominated?

Firms must be defined as “small” according to applicable SBA size standards. For more information, contact the nearest Government Contracting Area Office.

Who is NOT eligible to be nominated?

- 1) Firms that have received this award at within the past three years
- 2) Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

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?

All nominations must be hand delivered or mailed to the Government Contracting Area Office in which the nominated small business’ headquarters. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw
- 2) A completed nomination form (SBA Form 3307, Small Business Subcontractor of the Year Award) which is available at www.sba.gov/nsbw
- 3) An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required. Photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages)

What are the evaluation/selection criteria?

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

- 1) Contract Performance

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

What are the selection procedures?

Small Business Subcontractor of the Year award winners will be selected at the Regional Government Contracting Area Office and national levels.

- 1) The Regional Contracting Area Offices will select winners to compete at the national level. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review.
- 2) The National Small Business Subcontractor of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges.

Dwight D. Eisenhower Award for Excellence

Who is eligible to be nominated?

This award recognizes large prime contractors that have documented excellence in their utilization of small businesses as suppliers and subcontractors. If a compliance review has been conducted in the past three years, the rating(s) received may not be less than outstanding. One award may be made in each of the following five categories: manufacturing, service, research and development, construction, and utilities. Firms that have received this award in any of the five categories within the past three years are not eligible for nomination.

Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

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?

All nominations must be hand delivered or mailed to the Government Contracting Area Office in which the large prime contractor's headquarters is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form)which is available at www.sba.gov/nsbw
- 2) A completed nomination form (SBA Form 3308, Dwight D. Eisenhower Award for Excellence) which is available at www.sba.gov/nsbw
- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required. Photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages)

What are the evaluation/selection criteria?

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

What are the selection procedures?

The Dwight D. Eisenhower award winners will be selected at the national level.

- 1) The Regional Government Contracting Area Offices will select nominees to compete at the national level. The nomination packages will be transmitted to the Office of Government Contracting for review.
- 2) The SBA Administrator will select the winners based, but not restricted to, on the recommendations of a panel of judges comprised of federal employees.

8(a) Graduate of the Year Award

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that has **graduated from the 8(a) Program for at least one year as of April 1, 2018**. The firm does not have to currently be a small business.

Who is eligible to be nominated?

- 1) Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program
- 2) Companies and/or their principal owner(s) must not appear on the suspended or debarred list as published at www.sam.gov
- 3) Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation
- 4) The firm must show reduced reliance on 8(a) contracts; the most recent fiscal year-end financial statement must reflect non 8(a) sales of 50% or more of total sales
- 5) Businesses owned and operated by nominees must comply with federal civil rights laws
- 6) 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
- 7) 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.
- 8) For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default
- 9) Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices
- 10) 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, 2018
- 11) The firm does not have to be a small business

Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States, including, such as trade and professional associations and business organizations, may submit nominations.
- 2) Individuals may self-nominate.

Where are the nominations to be sent?

Nominations for the 8(a) Graduate of the Year award must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

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

What are the evaluation/selection criteria?

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

- 1) Management
 - a. Overall Qualifications/Expertise of Management
 - b. Customer Interface (Customer Engagement)
 - c. Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
 - a. Deliverables in line with or exceeding contract requirements
 - b. Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
 - c. Awards and Recognition
- 3) Cost Performance
 - a. Financial Stability and Credit Worthiness
 - b. Value Engineering Change Proposals (Performance Adjustments)
 - c. Increase in sales, net profit and net worth Growth in full-time employees
- 4) Innovation
 - a. Specific description of innovation or unique/superior product or service
 - b. Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition
- 5) Economic engagement of the disadvantaged community

- a. Use of minority firms as suppliers, subcontractors, etc.
- b. Noted recruitment and employment of socially disadvantaged personnel
- c. Participation in community projects and charitable affairs

What are the selection procedures?

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

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National 8(a) Graduate of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees and SBA's Office of SBA's Office of Government Contracting and Business Development.

Small Business Development Center Excellence and Innovation Award

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

Who may submit nominations?

- 1) Lead SBDC Centers may nominate SBDC Service Centers in their network.
- 2) Individual or organizations dedicated to the support of the small business community in the United States, including, such as trade and professional associations and business organizations, may nominate an SBDC Service Center for this award.

Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

Where are the nominations to be sent?

Nominations for the Small Business Development Center Excellence and Innovation Award must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the following information. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) for the Center director which is available at www.sba.gov/nsbw. The Center director may also include completed background forms for individual Center employees, as applicable
- 2) A completed nomination form (SBA Form 3310, Small Business Development Center Excellence and Innovation Award) which is available at www.sba.gov/nsbw
- 3) An original 8" x 10" or 5" x 7" photo of the SBDC director or a digital photo – at least 300 dpi is required. Photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages. Videos will not be considered.

What are the evaluation/selection criteria?

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

S – Surpasses

- 1) 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

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

D – Develops

- 3) 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

- 4) Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development (include any relevant news articles and/or letters from partners - limited to 4 total).
- 5) Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

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

What are the selection procedures?

Small Business Development Center Award winners will be selected at the District, Regional and National levels.

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National SBDC Excellence and Innovation Award of the Year winner will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the Agency’s National SBDC Advisory Board, whose members are appointed by the SBA Administrator.

Veterans Business Outreach Center Excellence in Service Award

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

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States, such as trade and professional associations and business organizations.

Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

Where are the nominations to be sent?

Nominations for the Veterans Business Outreach Centers Excellence in Service are to be hand delivered or mailed to the Office of Veterans Business Development in Washington, DC. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw
- 2) A completed nomination form (SBA Form 3311, Veterans Business Outreach Center Excellence in Service Award) which is available at www.sba.gov/nsbw
- 3) An original 8" x 10" or 5" x 7" photo of the nominee's executive director or a digital photo – at least 300 dpi is required. Photocopies are not acceptable.
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages. Videos will not be considered.

What are the evaluation/selection criteria?

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

V – Veterans

- 1) Provides entrepreneurship training and counseling to veterans and military spouses. Including, but not limited to, participation in the following programs; Boots to Business,

Boots to Business-Reboot, Hiring Our Heroes and the Yellow Ribbon Reintegration Program.

B – Business

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

O – Outreach

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

C – Champions

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

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

What are the selection procedures?

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

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

Women’s Business Center of Excellence Award

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

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States, such as trade and professional associations and business organizations, may submit nominations for this award.

Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

Where are the nominations to be sent?

All nominations for the Women’s Business Center of Excellence Award must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw
- 2) A completed nomination form (SBA Form 3312, Women’s Business Outreach Center of the Year Form) which is available at www.sba.gov/nsbw
- 3) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.
- 4) A statement by the WBC Director that the Center is in compliance with the Notice of Award
- 5) An original 8” x 10” or 5” x 7” photo of the nominated WBC’s Center Director or a digital photo – at least 300 dpi. Photocopies are not acceptable.

What are the evaluation/selection criteria for this award?

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

- 1) The nomination should demonstrate how the WBC is efficiently and effectively delivering services to clients. This should be included in the business profile, but should also be addressed in the nomination letter.
- 2) **Innovates:** Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
- 3) **Champions:** Advocates for women's entrepreneurship and the overall small business community.
- 4) **Develops:** Partners with a variety of local, state and other entities (including SBDCs and SCORE) to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC. Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.
- 5) **Collaborates:** Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: Center must be in good standing with the SBA and have met or exceeded milestones for the previous year and be on track to meeting or exceeding them for the current year at the time of submission. This includes but is not limited to having no outstanding examination or review findings.

What are the selection procedures for this award?

National Women's Business Center winners will be selected at the District, Regional and National levels.

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National Women's Business Center winner will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges that may be comprised of both SBA employees and non-federal employees and the recommendations of the SBA's Office of Women's Business Ownership.

Jody C. Raskind Lender of the Year

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

Who is eligible to be nominated?

- 1) To qualify, the nominee must be a participant in two or more of the following economic development loan or grant programs:
 - a. SBA's Microloan Program, Community Advantage Program, CDC/504 Loan Program, Intermediary Lending Pilot Program (ILPP,) and/or PRIME.
 - b. Alternatively, the Mission Lender could be a participant in one of these programs and be a Department of Treasury-certified Community Development Financial Institutions (CDFI).
- 2) The nominee must have made a minimum of 10 loans in either, or some combination of, the SBA Microloan, ILPP or Community Advantage Loan Programs during the fiscal year. Having met the minimum criteria, the award will be based upon the number of loans made and the relative impact the particular Mission Lender has had on the communities it serves based on the judgment of the reviewing panel.
- 3) The nominee must have met the minimum requirements for consideration for the award will be asked to submit a model exemplary transaction and/or interaction with a small business(s) they have served during the fiscal year which they feel best epitomizes their organization's mission, goals and community served.

Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations?

- 1) Any individual or organization dedicated to the support of the small business community in the United States, such as trade and professional associations and business organizations, may submit nominations for the Jody C. Raskind Lender of the Year award.
- 2) Lending institutions may self-nominate.

Where are the nominations to be sent?

Nominations for Jody C. Raskind Lender of the Year are to be hand delivered or mailed to the Office of Capital Access in Washington, DC. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

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

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

What are the evaluation/selection criteria?

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

What are the selection procedures?

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

Small Business Investment Company of the Year

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

Who is eligible to be nominated for this award?

- 1) Only SBIC funds that have at least three years of operating history, are in good financial and regulatory standing, and have submitted their latest required annual Form 468 will be considered for the award.
- 2) More than one SBIC may be selected for the award.

Who is NOT eligible to be nominated for this award?

- 1) Portfolio entities
- 2) Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations for this award?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States such as trade and professional associations and business organizations, may submit nominations for the Small Business Investment Company of the Year award.
- 2) Individuals may self-nominate.

Where are the nominations to be sent?

Nominations for the Small Business Investment Company of the Year are to be hand delivered or mailed to the Office of Investment and Innovation in Washington, DC. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

The following information must be included. Incomplete nomination package will not be accepted:

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

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

What are the evaluation/selection criteria?

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

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

What are the selection procedures?

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

District Office Award

Nominees will compete for the District Office Award within an SBA District Office. Nominees must demonstrate success in business as well as contributions to their local communities.

Who is eligible to be nominated for this award?

Nominees for this award must meet the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Any legal resident of the United States or its Territories 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 (4).

Who is NOT eligible to be nominated for this award?

- 1) Individuals or teams who own or operate a business defined as “other than small” (i.e. large businesses) for its primary industry under the applicable SBA size standards
- 2) Individuals or firms who are currently suspended or debarred by the Federal government

Who may submit nominations for this award?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States such as trade and professional associations and business organizations, may submit nominations.
- 2) Individuals may self-nominate.

Where are the nominations to be sent?

All nominations must be hand delivered or mailed to the U.S. Small Business Administration district office in the state or territory where the nominee is located. Electronic submissions of SBA Awards Forms are not accepted.

When is the deadline for nominations?

3:00 p.m. ET, January 9, 2019

What information must the nomination package contain?

Nominations must contain the information below. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw. For “team” nominations, a background form is required for each team member.
- 2) A completed nomination form (SBA Form 3315, District Office Award) which is available at www.sba.gov/nsbw

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

What are the evaluation/selection criteria?

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

- 1) Business’ staying power, growth in employees, increase in sales, improved financial position and innovativeness of product or service offered
- 2) Contributions to community— evidence of the use of his/her personal time and resources
- 3) Additional criteria to be determined by the District Office

What are the selection procedures?

The District Office Award will be selected by the appropriate District Director based on, but not restricted to, the recommendations of the panel of judges of federal or non-federal employees.

For assistance with your nomination:

SBA District Offices: (Located in all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam)

<http://www.sba.gov/districtoffices>

Disaster Field Offices:

<http://www.sba.gov/tools/local-assistance/disasteroffices>

Government Contracting Area Offices:

https://www.sba.gov/offices/headquarters/ogc_and_bd

Office of Veterans Business Development:

<https://www.sba.gov/offices/headquarters/ovbd>

Office of Capital Access:

<https://www.sba.gov/offices/headquarters/oca>

Office of Investment and Innovation:

<https://www.sba.gov/offices/headquarters/ooi>