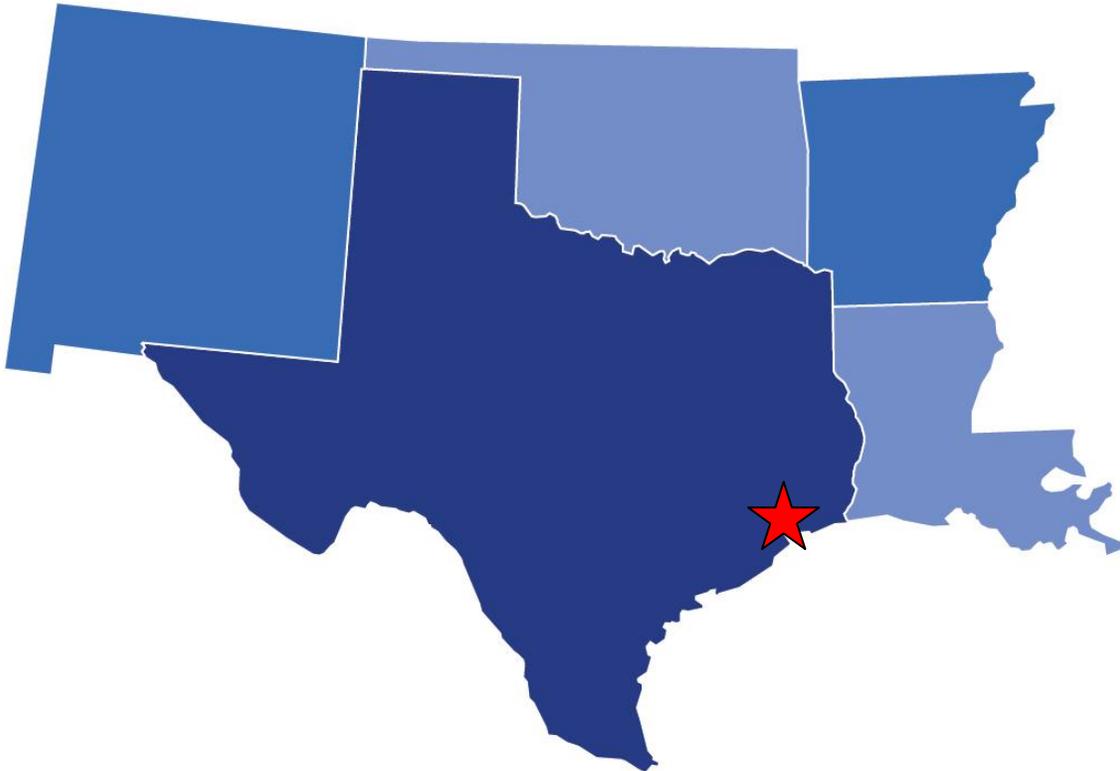




## 2017 Houston District



## Small Business Awards Guidelines Supplement

**National Small Business Week**  
April 30- May 6, 2017

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January 10, 2017

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## Houston District Office Small Business Awards Matrix

Awards Deadline = 1/10/17 @ 3 p.m. ET – Nominations must be mailed or hand delivered

<https://www.sba.gov/nsbw/awards>

Award Name	#1 Form Needed	#2 Form Needed	Criteria
District SBPY	<a href="#">SBA 3300</a>	<a href="#">Form 3301</a>	<a href="#">See 2017 National Guidelines</a>
Exporter of the Year	<a href="#">SBA 3300</a>	<a href="#">Form 3302</a>	<a href="#">See 2017 National Guidelines</a>
8(a) Graduate of the Year	<a href="#">SBA 3300</a>	<a href="#">Form 3309</a>	<a href="#">See 2017 National Guidelines</a>
SBDC Excellence and Innovation Center Award	<a href="#">SBA 3300</a>	<a href="#">Form 3310</a>	<a href="#">See 2017 National Guidelines</a>
Women's Business Center of Excellence	<a href="#">SBA 3300</a>	<a href="#">Form 3312</a>	<a href="#">See 2017 National Guidelines</a>
Veterans Business Outreach Center of the Year	<a href="#">SBA 3300</a>	<a href="#">Form 3311</a>	<a href="#">See 2017 National Guidelines</a>
Phoenix Award for Small Business Disaster Recovery	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3303</a>	<a href="#">See 2017 National Guidelines</a>
Phoenix Award for Outstanding Contributions to Disaster Recovery - Public Official	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3304</a>	<a href="#">See 2017 National Guidelines</a>
Phoenix Award for Outstanding Contributions to Disaster Recovery - Volunteer	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3305</a>	<a href="#">See 2017 National Guidelines</a>
Federal Procurement Award - Small Business Prime Contractor of the Year Award	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3306</a>	<a href="#">See 2017 National Guidelines</a>
Federal Procurement Award - Small Business Subcontractor of the Year Award	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3307</a>	<a href="#">See 2017 National Guidelines</a>
Federal Procurement Award - Dwight D. Eisenhower Award for Excellence	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3308</a>	<a href="#">See 2017 National Guidelines</a>
Jody C. Raskind Lender of the Year	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3313</a>	<a href="#">See 2017 National Guidelines</a>
Small Business Investment Company of the Year	<a href="#">SBA 3300</a>	<a href="#">SBA Form 3314</a>	<a href="#">See 2017 National Guidelines</a>
Family-Owned Small Business of the Year	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines

Young Entrepreneur of the Year	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines
Entrepreneurial Success Award	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines
Financial Services Champion of the Year	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines
Home Based Business Champion of the Year	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines
Minority Small Business Champion of the Year	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines
Veteran Small Business Champion of the Year	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines
Women Small Business Champion	<a href="#">SBA 3300</a>	N/A	See SCR District Guidelines

**Introduction**

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to National Small Business Week 2017, 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.

**When are nominations due?**

All nominations must be postmarked or hand delivered **no later than January 10, 2017 at 3:00 p.m. ET.**

**SBA Houston District Office  
ATTN: SBWA Coordinator  
8701 S. Gessner, Ste. 1200  
Houston, TX 77074**

**For more information**

Please contact: **Charles Abell** at [Charles.Abell@sba.gov](mailto:Charles.Abell@sba.gov) or 713-773-6512

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 2017 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 nomination on behalf of the nominee.

*To learn how to submit award winning nominations visit:  
<https://www.sba.gov/blogs/how-submit-winning-national-small-business-week-award-nomination>*

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

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**SBA Small Business Person of the Year**

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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 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, and 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" (ie 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.

**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 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 calendar years 2013, 2014 and 2015
- 4) Innovativeness of product or service offered — Explanation of how the product or service fits a niche not being adequately addressed by the competition
- 5) Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them
- 6) Contributions to community-oriented projects — evidence of the use of his/her personal time and resources

**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](http://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](http://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 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.

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**2017 Small Business Exporter of the Year**

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SBA’s Small Business Exporter of the Year recognizes individuals for their success and dedication to exporting products or services. Previous winners include 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, and 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” (ie 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.

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

In evaluating the nomination packages for the Exporter of the Year award, 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, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
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.

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at [www.sba.gov/nsbw](http://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](http://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 a group photo is acceptable;

- 4) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if 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 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.

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**Phoenix Awards**

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1. Phoenix Award for Small Business Disaster Recovery
2. Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
3. Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

Phoenix Awards are given to those individuals (business owners, public officials and volunteers) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster. SBA will make Phoenix Awards at the National level.

***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 for this award?**

- 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 2015 or 2016.
- 3) Business that suffered losses in a disaster that occurred during fiscal year 2014 but did not receive an SBA disaster loan until fiscal year 2015.

**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 for this award?**

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. 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.

**What is the deadline for nominations?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at [www.sba.gov/nsbw](http://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](http://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 a group photo is acceptable;
- 5) If possible, photos documenting the disaster damage and photos of the rebuilt property.
- 6) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if 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 for this award?**

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 for this award?**

The Phoenix Award for Small Business Disaster Recovery winner will be selected at the Field and National levels. Phoenix Award nominees for Small Business Disaster Recovery are selected by the appropriate SBA Disaster Field Operations Center. 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 for this award?**

- 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 2015 or 2016. 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 "nonelected" officials are also eligible.
- 2) Public officials who suffered a physical disaster in their community during fiscal years 2014 or 2015 are eligible for nomination.

**Who is NOT eligible to be nominated for this award?**

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

**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 self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

**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.

**What is the deadline for nominations?**

3:00 p.m. ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw). For “team” nominations, a background form is required for each team member.
- 2) A completed nomination form (SBA Form 3304, Phoenix Award for Outstanding Contributions Disaster Recovery, Public Official which is available at [www.sba.gov/nsbw](http://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) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

**What are the evaluation/selection criteria for these awards?**

- 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 for this award?**

The Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official will be selected at the Field and National levels. Phoenix Award nominees for Small Business Disaster Recovery are selected by the appropriate SBA Disaster Field Operations Center. 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 2015 or 2016 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?**

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. 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?**

3:00pm ET, January 10, 2017

**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](http://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](http://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) 12 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. Phoenix Award nominees for Small Business Disaster Recovery are selected by the appropriate SBA Disaster Field Operations Center. 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.

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**Small Business Prime Contractor of the Year Award**

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

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

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 for this award?**

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.

**What is the deadline for nominations?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form ) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw).
- 2) A completed nomination form (SBA Form 3306, Small Business Prime Contractor of the
- 3) Year Award) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw).
- 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;
- 5) 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 for these awards?**

- 1) Contract Performance
  - Overall satisfaction of the contract requirements as specified by the customer
  - Customer Interface (Customer Support)
- 2) Innovativeness of product(s) or service(s) offered:
  - Specific description of unique/superior product or service.

- 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 these awards?**

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

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### **Small Business Subcontractor of the Year Award**

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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 for this award?**

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 for this award?**

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.

#### **What is the deadline for nominations?**

3:00pm ET, January 10, 2017

#### **What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form ) which is available at [www.sba.gov/nsbw](http://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](http://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 for these awards?**

- 1) Contract Performance
  - Overall satisfaction of the contract requirements as specified by the customer
  - Customer Interface (Customer Support)
  - Innovativeness of product(s) or service(s) offered:
  - 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 for these awards?**

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

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**Dwight D. Eisenhower Award for Excellence**

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

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 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?**

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.

**What is the deadline for nominations?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form ) which is available at [www.sba.gov/nsbw](http://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](http://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 for these awards?**

- 4) Summary Subcontract Report(s) for the most recently concluded fiscal year must reflect maximum practicable opportunity for all small business concerns including all socioeconomic categories.
- 5) A five-year small business trend analysis.
- 6) Effectiveness of the small business liaison officer and demonstrated management support of the small business program.
- 7) Small business outreach during the preceding fiscal year
- 8) 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.
- 9) Other small business award recognitions during the past three years.
- 10) 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.
- 11) Nomination of firms under the Small Business Subcontractor of the Year Award Program in the three previous fiscal years.

**What are the selection procedures for these awards?**

The Dwight D. Eisenhower award winners will be selected at the Regional Government Contracting Area Office and national levels. 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. The SBA Administrator will select the winners based, but not restricted to, on the recommendations of a panel of judges comprised of federal employees.

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

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SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that had been **graduated from the 8(a) Program for at least one year as of April 1, 2016**. The firm does not have to currently be a small business.

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

- 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](http://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, 2016.
- 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 for this award?**

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. 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?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at [www.sba.gov/nsbw](http://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](http://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 for the 8(a) Graduate of the Year Award?**

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

- 1) Management
  - Overall Qualifications/Expertise of Management
  - Customer Interface (Customer Engagement)
  - Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
  - Deliverables in line with or exceeding contract requirements
  - Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
  - Awards and Recognition
- 3) Cost Performance
  - Financial Stability and Credit Worthiness
  - Value Engineering Change Proposals (Performance Adjustments)
  - Increase in sales, net profit and net worth Growth in full-time employees
- 4) Innovation
  - Specific description of innovation or unique/superior product or service
  - 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
  - Use of minority firms as suppliers, subcontractors, etc.
  - Noted recruitment and employment of socially disadvantaged personnel
  - Participation in community projects and charitable affairs

**What are the selection procedures for this award?**

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.

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### **SBA Resource Partner Awards**

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#### ***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 for this award?**

- 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.

#### **What is the deadline for nominations?**

3:00pm ET, January 10, 2017

#### **What information must the nomination package contain?**

Nominations must contain the information required below. All evaluation/selection criteria must be specifically addressed. 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](http://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](http://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 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, 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**

- 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 - limited to 4 total).
- 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 for this award?**

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.

***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 or the women’s business center director. Organizations hosting multiple WBC grants may submit separate nominations for each WBC.

**Who may submit nominations for this award?**

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.

**What is the deadline for nominations?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at [www.sba.gov/nsbw](http://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](http://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) **Smart, Bold and Accessible:** The nomination should demonstrate how the WBCs is being Smart, Bold and Accessible in 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. 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.

***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 for this award?**

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. What is the deadline for nominations?

**When is the deadline for nominations?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form ) which is available at [www.sba.gov/nsbw](http://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](http://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 for this award?**

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

**V – Veterans**

- 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**

- 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

- 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

- 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 for this award?**

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.

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**SBA Lender Awards**

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***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 for this award?**

To qualify, the mission lender must be a participant in two or more of the following economic development loan or grant programs: SBA's Microloan Program, Community Advantage Program, CDC/504 Loan Program, Intermediary Lending Pilot Program (ILPP,) and/or PRIME. 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).

Additionally, the Mission Lender 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.

All lenders that 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 for this award?**

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. 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.

**What is the deadline for nominations?**

3:00pm ET, January 10, 2017

**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 available at [www.sba.gov/nsbw](http://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](http://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 for this award?**

- Portfolio performance and OCRM Risk Rating;
- Satisfactory SBA compliance record; and
- Scoring/recommendation by SBA's Underserved Market Coordinating Committee
- Number of loans approved/made
- 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 for this award?**

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). 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***

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?**

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. 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?**

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. 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.

**What is the deadline for nominations?**

3:00pm ET, January 10, 2017

**What information must the nomination package contain?**

A complete nomination package will also include. 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](http://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](http://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 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; including:

- 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.
- Commitment not just to financial return on investment, but to public focus and wellbeing. 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.
- 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?
- 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.
- Quantitative criteria:
  - Fund performance
  - Longevity (in the SBIC Program)
  - Size (by private capital commitment)
  - Amount invested
  - Number of companies financed
  - Number of jobs sustained and created
- Qualitative criteria:
  - Fit with the SBA mission
  - Community involvement
  - Service to underserved markets

**What are the selection procedures for this award?**

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.

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**SBA Houston District Awards**

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**Small Business Awards**

1. Entrepreneurial Success Award
2. Young Entrepreneur of the Year
3. Family-Owned Business of the Year

**Small Business Champion Awards**

4. Financial Services Champion of the Year
5. Home-Based Business Champion of the Year
6. Minority Small Business Champion of the Year
7. Veteran Small Business Champion of the Year
8. Women in Business Champion of the Year

SBA will make the above referenced awards to eligible small businesses at the **District level**.

**Small Business Awards**

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***Entrepreneurial Success Award***

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

**Evaluation/selection criteria for the SBA Entrepreneurial Success award:**

1. **Staying power** — a substantiated history as an established business; including:
  - a. Number of years in business; minimum three years.
  - b. Sustained expansion, addition of territories, growth in square footage occupied.
  - c. Steady growth in net worth as evidenced by total assets less total liabilities on calendar year end annual balance sheets for 2013, 2014 and 2015.
2. **Growth in number of employees** — a benchmark to judge the impact of the business on the job market.
  - a. Sustained over a minimum of three years.
  - b. 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 calendar years 2013, 2014 and 2015.

4. **Current and past financial performance** — financial reports substantiate an improved financial position of the business.
  - a. Profit-and-loss statements for the last three years, reflecting sustained upward growth.
  - b. Balance sheets for calendar years 2013, 2014 and 2015, showing consistent increase in net worth and/or partners' return.
5. **SBA Assistance** – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.

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### *Young Entrepreneur of the Year*

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To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2017.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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

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

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

### **Who is eligible to be nominated for these awards?**

To be nominated to receive this award, the nominee must be an individual who owns and operates, or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks.

**Who may submit nominations for these awards?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one National SBW 2017 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

**What information must the nomination packages contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. **All evaluation/selection criteria listed above for the award category must be specifically addressed.**

A complete nomination package will include:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at <https://www.sba.gov/nsbw/awards>. For “team” nominations, a background form is required for each team member;
- 2) A brief biography of the nominee, **not to exceed one page**. For “team” nominations, a biography is required for each team member;
- 3) A business profile that includes a description of the nominee’s business and **information to support the evaluation/selection criteria** listed above.
- 4) The nominee’s financial performance in the following format:

Financial Summary			
Year	2013	2014	2015
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

Based on the financial chart provided above, please explain in more detail the business's year to year changes in financial health (e.g. sales, net profit, net worth) and number of employees.

- 5) Additional 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;
- 6) 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 group photo is acceptable

### **Small Business Champion Awards**

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To be nominated and receive one of these awards, the small business nominee must fit within the category of the award. Each of the Small Business Champion awards will be rated based on the specific evaluation criteria listed below:

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#### ***Financial Services Champion of the Year***

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An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

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

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***Home-Based Business Champion of the Year***

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An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

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

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An individual who has fulfilled a commitment to the advancement of small business opportunities for minority business owners may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Volunteer efforts to provide professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

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***Veteran Small Business Champion of the Year***

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An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.

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

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

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An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

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

**Who may submit nominations for these awards?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Individuals may not be nominated for more than one 2017 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. Nominations may be mailed or hand delivered to the District Office. These awards may not be emailed.

**What information must the nomination packages contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at <https://www.sba.gov/nsbw/awards>. For “team” nominations, a background form is required for each team member;
- 2) A brief biography of the nominee, **not to exceed one page**. For “team” nominations, a biography is required for each team member;
- 3) A business profile, if applicable, that includes a description of the nominee’s business and **information to support the evaluation/selection criteria** listed above.
- 4) Additional 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;
- 5) 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 photo is required for each team member.

**What are the selection procedures for these awards?**

The SBA Small Business Champions will be selected at the district level by a panel of judges. District winners will be announced during National Small Business Week.

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