

“During Small Business Week, we honor small business owners and workers for their important role in ensuring that America remains the economic leader of the world. Every day, our Nation’s small businesses help enhance the lives of our citizens and lead the way in an economy distinguished by low unemployment, sustained job creation, and one of the fastest growth rates of any major industrialized nation. I call upon the people of the United States to observe this week...to celebrate the accomplishments of small business owners and their employees and encourage the development of new small businesses.”

George W. Bush
President of the United States

(SBW 2007 Proclamation)

Dear Supporters of America's Small Business Community:

Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to the strength and economic well-being of America. Each year, the U.S. Small Business Administration also recognizes the special impact made by outstanding small business owners, and by champions of America's entrepreneurs.

In 2008, National Small Business Week will honor the estimated 25.8 million small businesses in America. Small businesses are the backbone of the American economy, and their impact is huge. They represent 50 percent of the non-farm GDP. They also create 60-80 percent of new jobs in the country. Through the work of entrepreneurs, jobs are created, families are given hope for a better life, and indeed, whole communities are transformed.

National Small Business Week is an important moment to showcase and recognize some of the most successful and inspiring of these entrepreneurs. We need your assistance in finding, and nominating candidates for these awards. Please take the time over the coming weeks to identify outstanding small companies in your district and to champion them through this nomination process. With your support of the finest candidates in your region, you will be helping our national recognition efforts immensely.

Warm regards,

**Steven Preston
Administrator**

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

Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to National Small Business Week (SBW), 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 the nation's entrepreneurs and those who support and champion small business. Many of the award winners from those local and state events will be invited to Washington, D.C. for SBW '08 — Celebrating National Small Business Week.

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

- Small Business Person of the Year (one from each of the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam);
- Small Business Exporter of the Year;
- SBA Young Entrepreneur of the Year;
- Jeffrey Butland Family-Owned Business of the Year;
- Phoenix Awards (for disaster recovery);
- Small Business Champions (individuals or organizations dedicated to supporting small businesses);
- Small Business Prime Contractor of the Year;
- Small Business Subcontractor of the Year;
- Frances Perkins Vanguard Awards (for use of women-owned businesses in government contracting);
- Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors);
- Gold Star Awards (for federal government contracting);
- Small Business Development Center (SBDC) Service Excellence and Innovation Center Award
- 7(a) Small Business Lender of the Year (does not require nominations);
- 504 Lender of the Year (does not require nominations);
- Export Lender of the Year (does not require nominations)

The National Small Business Person of the Year, Small Business Prime Contractor of the Year, and Small Business Subcontractor of the Year will be announced and honored at a National event during National Small Business Week. They will be joined by government officials, corporate leaders and small businesses from around the country.

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

SBA Awards

The nomination and selection process, evaluation criteria and time frame for the various SBA Awards are set forth below.

Small Business Person of the Year Awards

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

Who is eligible to be nominated for this award?

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

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee (see list beginning on page 32).

What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 23, 2007.**

What information must the nomination package contain?

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

All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
 - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.); and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper - for the last three years.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for this award?

Small Business Persons of the Year Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadlines

November 23, 2007 National Small Business Week 2008 nominations must be received by SBA district offices.

December 21, 2007 SBA district winners are selected from multi-district states; state winners are selected from single-district states.

January 25, 2008 A panel of judges selects state winners in multi-district states.

February 21, 2008 State Small Business Persons of the Year are announced.

What are the evaluation/selection criteria for this award?

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

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

SBA AWARDS TO SMALL BUSINESSES

- Small Business Exporter of the Year

- SBA Young Entrepreneur of the Year
- Jeffrey Butland Family-Owned Business of the Year

SBA will make the above referenced awards to eligible small businesses on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the national level. The National winners will be selected from the State winners.

Who is eligible to be nominated for this award?

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award:

Exporter: Any individual who owns and operates a small business engaged in exporting may be nominated.

Young entrepreneur: 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, 2008.

Family-owned business: This award honors a family-owned and operated business which has been passed on from one generation to another. 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.

In addition, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for one of these awards must own or operate a business defined as “small” under the applicable SBA size standards. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 32).

What is the deadline for nominations?

All nominations for the above Small Business Awards must be postmarked or hand delivered to the appropriate SBA district office **no later than November 23, 2007**.

What information must the nomination package contain?

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

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for any of the above Small Business Awards, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.
10. For Small Business Exporter of the Year, the nomination package must include a description of the products exported and markets served.

What are the selection procedures for this award?

These SBA Small Business Award winners will be selected at the district (in multi-district states), state and national levels. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Small Business Awardees will be selected by the SBA Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadlines

November 23, 2007 National Small Business Week 2007 nominations must be received by SBA district offices.

December 21, 2007 SBA district winners are selected from multi-district states; state winners are selected from single-district states.

January 25, 2008 A panel of judges selects state winners in multi-district states.

February 21, 2008 State Small Business Awards are announced.

What are the evaluation/selection criteria for these awards?

Each of the above awards has separate evaluation criteria which are listed below for each award:

Small Business Exporter

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

SBA Young Entrepreneur of the Year

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.

Jeffrey Butland Family-Owned Business of the Year

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.

Small Business Champion Awards

- Financial Services Champion of the Year

- Home-Based Business Champion of the Year
- Minority Small Business Champion of the Year
- Small Business Journalist of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year

Small Business Champion awards are made to individuals or organizations dedicated to supporting small businesses. SBA will make Small Business Champion awards on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the national level. The National Small Business Champion awards are selected from the State winners.

Who is eligible to be nominated for these awards?

Financial Services Champion of the Year: Individuals who assist 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.

Home-Based Business Champion of the Year: Individuals who have experienced the rewards and difficulties of owning a home-based business and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

Minority Small Business Champion of the Year: Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

Small Business Journalist of the Year: Journalists representing television, radio, electronic or print media who report and champion small business issues may be nominated.

Veteran Small Business Champion of the Year: Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Women in Business Champion of the Year: Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations

and business organizations, may submit nominations for Small Business Champion awards. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 32).

What is the deadline for nominations?

All nominations for Small Business Champion Awards must be postmarked or hand delivered to the appropriate SBA district office **no later than November 23, 2007**.

What information must the nomination package contain?

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

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. For all but the Small Business Journalist of the Year, videos will not be considered. For the journalist award, submitting sample articles or tapes as part of the nomination package is encouraged.
8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for these awards?

Small Business Champion Award winners will be selected at the district (in multi-district states), state and national levels. Winners are selected by a panel of judges. Winners

at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Small Business Champion winners will be selected by the SBA Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadlines

November 23, 2007 National Small Business Week 2007 nominations must be received by SBA district offices.

December 21, 2007 SBA district winners are selected from multi-district states; state winners are selected from single-district states.

January 25, 2008 A panel of judges selects state winners in multi-district states.

February 21, 2008 State Small Business Champions are announced.

What are the evaluation/selection criteria for this award?

Each of the above awards has separate evaluation criteria which are listed below for each award:

Financial Services Champion of the Year

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. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

Home-Based Business Champion of the Year

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in 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.

Minority Small Business Champion of the Year

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community

- in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
 5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Small Business Journalist of the Year

1. Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
2. Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
3. Voluntary community service aimed at enhancing small business opportunity and growth.
4. Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.

Veteran Small Business Champion of the Year

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.

Women in Business Champion of the Year

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.

Entrepreneurial Success Award

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

SBA will make the above referenced award to eligible businesses on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the national level. The National winners will be selected from the State winners.

Who is eligible to be nominated for this award?

To be nominated and 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. A nominee for this award must own or operate a business that initially was defined as "small" under the applicable SBA size standards, developed into a large business and must have received SBA assistance. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 32).

What is the deadline for nominations?

All nominations for the above Small Business Awards must be postmarked or hand delivered **no later than November 23, 2007**.

What information must the nomination package contain?

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

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for this award, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for this award?

The SBA Entrepreneurial Success Award winners will be selected at the district (in multi-district states), state and national levels. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Entrepreneurial Success Award winner will be selected by the SBA Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadlines

November 23, 2007 National Small Business Week 2008 nominations must be received by SBA district offices.

December 21, 2007 SBA district winners are selected from multi-district states; state winners are selected from single-district states.

January 25, 2008 A panel of judges selects state winners in multi-district states.

February 21, 2008 State Small Business Awards are announced.

What are the evaluation/selection criteria for this award?

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

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. SBA Assistance — documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

Phoenix Awards

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

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

Phoenix Award for Small Business Disaster Recovery

Who is eligible to be nominated for this award?

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

Who may submit nominations for this award?

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

Where are the nominations to be sent?

SBA Disaster Field Operations Centers (see list beginning on page 39).

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 21, 2008**.

What information must the nomination package contain?

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

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.

6. A business profile that must include documentation supporting approval of the SBA disaster loan.
7. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for this award?

Winners will be selected by a panel of judges.

What are the evaluation/selection criteria for this award?

1. Recent disaster — The business suffered a physical disaster loss during FY06 and received an SBA disaster loan during FY 2006 and/or FY 2007.
2. Extent of damage — The business suffered at least 40 percent physical damage.
3. Resiliency — The business successfully resumed its operations within the same geographic area.
4. Employment level — The business maintained at least 90 percent of its pre-disaster employment level.
5. Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.).
6. Speed of recovery.
7. Initiative and innovation displayed during recovery.
8. Efforts made by the business to protect the property from future disaster losses.

Phoenix Award for Outstanding Contributions to Disaster Recovery

Who is eligible to be nominated for this award?

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

Who may submit nominations for this award?

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

Where are the nominations to be sent?

SBA Disaster Field Operations Centers. (see list beginning on page 39).

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate Disaster Field Operations Center **no later than January 21, 2008.**

What information must the nomination package contain?

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

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster, as well as a biography and photo of the nominee. In all categories, the submission of articles from newspapers and magazines is encouraged.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the evaluation/selection procedures for this award?

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

Federal Procurement Awards

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Award for Excellence
- Gold Star
- Frances Perkins Vanguard

Small Business Prime Contractor of the Year Award

Who is eligible to be nominated for these awards?

These awards honor small businesses that have provided the government with outstanding goods and services as prime contractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 33).

Who may submit nominations for these awards?

Only federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award.

Where are the nominations to be sent?

Nominations for the Small Business Prime Contractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating federal agency’s buying activity is located. (see list on page 35).

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 14, 2007**.

What information must the nomination package contain?

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

1. A single cover page with containing:
 - the nominee’s full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
 - the award for which the nomination is being made (i.e., Small Business Prime

- Contractor of the Year Award);
- the nominator's name, title, agency name, buying activity name, business address and telephone number, and e-mail address (if available); and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
 3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
 4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
 5. A brief biography of the nominee, not exceeding one page.
 6. A business profile, not exceeding one page.
 7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
 8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.
 9. SBA Form 1375, Nomination for Small Business Prime Contractor of the Year Award, available at <http://www.sba.gov/library/forms.html> by clicking on Forms by Form Number.

What are the selection procedures for this award?

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

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

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

Small Business Subcontractor of the Year Award

Who is eligible to be nominated for these awards?

These awards honor small businesses that have provided the government and industry with outstanding goods and services as subcontractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 38).

Who may submit nominations for these awards?

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

Where are the nominations to be sent?

Nominations should be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating prime contractor is located (see list on page 38).

What is the deadline for nominations?

All nominations for these awards must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 14, 2007**.

What information must the nomination package contain?

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

1. A single cover page containing:
 - the nominee’s full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
 - Award for which the nomination is being made (i.e., Small Business Subcontractor of the Year Award);
 - the nominator’s name and title, prime contractor name, business address, and telephone number and e-mail address (if available); and
 - a one-paragraph description of the nominee’s business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 Dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance

- that merit the award, not to exceed four pages.
5. A brief biography of the nominee, not exceeding one page.
 6. A business profile, not exceeding one page.
 7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
 8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.
 9. A completed SBA Form 883, Nomination for Small Business Subcontractor of the Year Award, available on the Internet at <http://www.sba.gov/library/forms.html>, by clicking on Forms by Form Number.

What are the selection procedures for this award?

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

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

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

Dwight D. Eisenhower Award for Excellence

Who is eligible to be nominated for this award?

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One award may be made in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 38).

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the SBA Government Contracting Area Office in which the prime contractor is located (see list beginning on page 38).

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than **December 28, 2007**.

What information must the nomination package contain?

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

1. A single cover page containing:
 - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
 - the award for which the nomination is being made (i.e., Dwight D. Eisenhower Award for Excellence);
 - the nominator's name and title, prime contractor name, business address and telephone number and e-mail address (if available); and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 dpi; photocopies are not acceptable.
3. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
4. A detailed narrative summarizing the company's subcontracting program.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. A five-year trend analysis, in table format.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages.)
9. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for this award?

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting, Washington, DC, for review and recommendation of award winners. The SBA Administrator will select the winners. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

1. Summary Subcontract Report(s) for fiscal the year ending September 30, 2006 must reflect maximum practicable opportunity for small business, veteran-owned small business, service-disabled veteran owned small business, HUBZone small business, small disadvantaged business, and women-owned small business as required by statute and regulations.
2. Demonstrated management support of the small business program.
3. Effectiveness of the small business liaison officer.
4. Outreach efforts during the past 12 months (i.e., seminars, conferences, trade shows and any other related procurement functions).
5. Assistance to small businesses during the past two years. (In the narrative submitted with the nomination, include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, and women-owned small business).
6. Participation in a mentor-protégé program.
7. Receipt of other awards for small business activities (i.e., federal, state, trade shows, etc.) during the past three years.
8. Use of the Central Contractor Registration's (CCR's) Dynamic Small Business Search Engine, for identification of potential vendors, and use of SUB-Net for publication of subcontracting opportunities.
9. Nomination of firms under the Small Business Subcontractor of the Year Award Program in FY 2006, FY 2007 and FY 2008. (If the company has not yet submitted a nomination for the Subcontractor of the Year Award Program for FY 2008, it must indicate if it intends to do so).
10. Federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2007.

Gold Star Award

Who is eligible to be nominated for this award?

This award recognizes federal agencies (e.g., Office of Small and Disadvantaged Business Utilization or, for the Department of Defense, the Office of Small Business Programs), that exhibit exemplary performance in pursuit of aggressive goals and strategic initiatives that help ensure increased small business participation in the federal marketplace. Federal agencies that have received this award within the past two years are not eligible for nomination.

Who may submit nominations for this award?

Self-nominations for Gold Star Awards are made by the federal agencies.

Where are the nominations to be sent?

Nominations must be submitted to the Office of Government Contracting and Business Development, Attention: Gold Star Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416.

What is the deadline for nominations?

Nominations for the Gold Star award must be postmarked or hand delivered to SBA **no later than December 14, 2007.**

What information must the nomination package contain?

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

1. A single cover page containing:
 - The award for which the nomination is being made (i.e., Gold Star Award);
 - The name of office and agency nominated, and its business address;
 - The nominator's name and title, business address, telephone number and e-mail address (if available);
2. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
3. Tabular presentation of agency small business and socioeconomic procurement preference goals for FY 2006, FY 2005, and FY 2004, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).
4. A detailed narrative summarizing the agency's: (a) goaling achievement for FY 2006, for small business and all socioeconomic procurement preference programs, and how such performance compares with that of prior years; and (b) marketing and outreach efforts, or other initiatives, in support of increased goal achievement, that rise to the level of best practices.
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).
6. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for this award?

A panel of judges convened by the Office of Government Contracting and Business Development, will evaluate nominee(s) based on information contained in the nomination package, and provide recommendations to the Administrator. The SBA Administrator will select the award winner(s). Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

The federal agency nominated must have:

1. Met or exceeded its overall small business contracting goals for FY 2006;
2. Met or exceeded at least three socioeconomic procurement preference goals for FY 2006; and
3. Engaged in a level or type of outreach to the small business community, or undertook other measures to increase achievements against goals, that rose to the level of best practices.

In evaluating nominations, the following will be considered.

1. Goaling achievement for FY 2006, for small business and all socioeconomic procurement preference programs, and how such performance compares with that of prior years; and,
2. Best practices including marketing and outreach efforts, or other initiatives, in support of increased goal achievement.

Frances Perkins Vanguard Award

Who is eligible to be nominated for this award?

This award honors federal government agencies and industry for their excellence in the use of women-owned small businesses as prime contractors and subcontractors. Awards will recognize exemplary utilization of women-owned small businesses by:

1. Federal buying activity,
2. Federal procurement official,
3. Industry buying activity, and
4. Industry procurement official.

Firms, federal agencies, and officials that have received this award within the past three years are not eligible for nomination.

Who may submit nominations for this award?

Firms and agencies must self-nominate for the Frances Perkins Vanguard Award.

Where are the nominations to be sent?

Nominations must be submitted to the Office of Government Contracting and Business Development, Attention: Frances Perkins Vanguard Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416.

What is the deadline for nominations?

All nominations for the Frances Perkins Vanguard Award must be postmarked or hand delivered to SBA **no later than December 18, 2007.**

What information must the nomination package contain?

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

1. A single cover page containing:
 - The award for which the nomination is being made (i.e., Frances Perkins Vanguard Award);
 - The name of the federal buying activity, federal procurement official, industry buying activity, or industry procurement official, and business address, telephone and FAX numbers, and e-mail address (if available); and
 - The nominator's name and title, business address, telephone number and e-mail address (if available).
2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
3. For nomination of federal buying activities and/or federal procurement officials tabular presentation of buying activity women-owned small business goals for FY 2006, FY 2005, and FY 2004, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).
4. For nomination of industry buying activities and/or industry procurement officials: tabular presentation Summary Subcontract Reports for FY 2006, FY 2005, and FY 2004.
5. Detailed narrative summarizing the following with respect to increasing participation of women owned small businesses in the federal marketplace.
 1. Leadership — includes, but is not limited to, factors such as: written policy supporting women-owned small businesses; reference to women-owned small businesses in standard operating procedures; designation of a senior executive responsible for implementing women-owned small business initiatives and formal recognition of procurement personnel who utilize women-owned small businesses.
 2. Advocacy — includes, but is not limited to, factors such as: outreach efforts including newsletters; business assistance and training seminars for women business owners; facilitating trade show/marketplace presentations.
 3. Innovation — includes, but is not limited to, factors such as: using new technologies; new methodologies; new processes and challenging the conventional procedures, resulting in an increase in women-owned small business' participation.
 4. Implementation — includes, but is not limited to, factors such as: development and administration of an agency/company plan to ensure maximum practicable opportunities for women-owned small businesses as subcontractors; and establishing aggressive subcontracting goals for women.
 5. Accomplishment — the trend in awards to women owned small businesses (prime contracts for federal buying activities and officials, and subcontracts for industry buying activities and officials).
 6. 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 selection procedures for this award?

Following the determination of eligibility, a panel of judges, convened by the Office of Government Contracting and Business Development will review nominations, and recommend award winners to the Administrator. The SBA Administrator will make final selection of award winners. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating nominations, the following (as described in detail above) will be considered.

1. Leadership,
2. Advocacy,
3. Innovation,
4. Implementation, and
5. Accomplishment.

Small Business Development Center Service Excellence and Innovation Center Award

Who is eligible to be nominated for this award?

This award honors the Small Business Development Center (SBDC) Service Centers for their innovation and excellence in assistance to entrepreneurs and small businesses owners by providing a wide variety of information and guidance in central and easily accessible locations.

Who may submit nominations for this award?

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

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee, Attn: SBDC Project Officer (see list beginning on page 32).

What is the deadline for nominations?

All nominations for the Small Business Development Center Service Excellence and Innovation Center award must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 23, 2007**.

What information must the nomination package contain?

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

1. A single cover page with containing:
 - Award for which the nomination is being made (i.e., Small Business Development Center Award);
 - Nominator's name and title, business address, telephone number and e-mail address (if available).
2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
3. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small
4. Business Person of the Year, a background form is required for each team member.
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.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A completed Award Nomination Consent Form, attached and available at SBA offices.

What are the selection procedures for this award?

Small Business Development Center Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each SBDC winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National SBDC Service Center Excellence and Innovation Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

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

1. **Delivers Results**: Meets or exceeds performance milestones (This is reflected in the center on-site review), i.e. extended engagement clients, new businesses created, capital infusion, client satisfaction, success stories, counseling evaluations, jobs creation/retention.
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 the SBA, SBDC and the small business community .
4. **Develops**: Prepares center for success by actively participating with the lead center in the development and execution of the strategic plan and professional development of counselors.

The following awards do not require nominations, but will be presented during Small Business Week:

Small Business Lenders of the Year

Who is eligible to be nominated for this award?

Awards are presented to those lenders that have used the SBA loan programs to help the maximum number of small business owners to obtain the financing that they need to grow their businesses. These lenders demonstrate their creativity by using the SBA loan programs to assist those businesses that are not able to obtain conventional financing on reasonable terms. The awards include the following:

Lenders of the Year Award

This award recognizes two 7(a) Loan Lenders and two 504 Loan Lenders. The awards for each category are based on lender size, portfolio performance, and growth in approval volume for the previous fiscal year as well as having demonstrated a steadfast commitment to supporting the growth and expansion of small businesses across the country even beyond the scope of SBA loans.

Export Lender of the Year Award

This award recognizes two lenders, including nonbank lenders, which have made the most SBA-guaranteed international loans the previous fiscal year as well as having demonstrated a steadfast commitment to supporting the growth and expansion of small businesses across the country even beyond the scope of SBA loans. The focus includes Export Express, Export Working Capital, and International Trade loans.

For More Information

SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam.

For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:

- Home page: www.sba.gov.
- Fax: 202-481-6190
- Phone: 1-800-U ASK SBA
- E-mail: answerdesk@sba.gov
- TDD: 704-344-6640

SBA Regional Offices

Region I

10 Causeway St.
Suite 812
Boston, MA 02222
Tel: 617-565-8415

Region II

26 Federal Plaza
Room 3108
New York, NY 10278
Tel: 212-264-1450

Region III

Robert N.C. Nix Federal Bldg.
900 Market St.
5th Floor
Philadelphia, PA 19107
Tel: 215-580-2807

Region IV

233 Peachtree St., N.E.
Suite 1800
Atlanta, GA 30303
Tel: 404-331-4999

Region V

500 West Madison St.
Suite 1240
Chicago, IL 60661
Tel: 312-353-4626

Region VI

4300 Amon Carter Blvd.
Suite 108
Fort Worth, TX 76155
Tel: 817-684-5581

Region VII

1000 Walnut
Suite 530
Kansas City, MO 64106
Tel: 816-426-4840

Region VIII

721 19th St.
Suite 400
Denver, CO 80202
Tel: 303-844-0505

Region IX

330 N. Brand Blvd.
Suite 1270
Glendale, CA 91203
Tel: 818-552-3436

Region X

2401 Fourth Avenue
Suite 400
Seattle, WA 98121
Tel: 206-553-0291

SBA District Offices

Alabama

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

Alaska

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

Arizona

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

Arkansas

2120 Riverfront Dr.
Suite 100
Little Rock, AR 72202
Tel: 501-324-7379

California

2719 N. Air Fresno Dr.
Suite 200
Fresno, CA 93727
Tel: 559-487-5791
330 North Brand Blvd.
Suite 1200
Glendale, CA 91203
Tel: 818-552-3215
650 Capital Mall
Suite 7-500
Sacramento, CA 95814
Tel: 916-930-3700
550 West C St.
Suite 550
San Diego, CA 92101
Tel: 619-557-7250
455 Market St.
Sixth Floor
San Francisco, CA 94105
Tel: 415-744-8475
200 West Santa Ana Blvd.
Suite 700
Santa Ana, CA 92701
Tel: 714-550-7420

Colorado

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

Connecticut

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

Delaware

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

District of Columbia

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

Florida

100 South Biscayne Blvd.
7th Floor
Miami, FL 33131
Tel: 305-536-5521 x152
7825 Baymeadows Way
Suite 100-B
Jacksonville, FL 32256

Tel: 904-443-1900

Georgia

233 Peachtree Road, N.E.

Suite 1900

Atlanta, GA 30303

Tel: 404-331-0100 x212

Guam

400 Route 8

Suite 302

Hagatna, GU 96910

Tel: 671-472-7419

Hawaii

300 Ala Moana Blvd.

Room 2-235

Honolulu, HI 96850

Tel: 808-541-2990

Idaho

380 Parkcenter Blvd.

Suite 330

Boise, ID 83706

Tel: 208-334-9004

Illinois

500 West Madison St.

Suite 1250

Chicago, IL 60661

Tel: 312-353-4508

Indiana

8500 Keystone Crossing

Suite 400

Indianapolis, IN 46204

Tel: 317-226-7272 x212

Iowa

2750 1st Ave., N.E.

Suite 350

Cedar Rapids, IA 52402

Tel: 319-362-6405

210 Walnut St.

Room 749

Des Moines, IA 50309-4106

Tel: 515-284-4422

Kansas

271 West Third St. North

Suite 2500

Wichita, KS 67202-1212

Tel: 316-269-6566

Kentucky

600 Dr. M.L. King Jr. Place

Downtown Station

Room 188

Louisville, KY 40202

Tel: 502-582-5978 x222

Louisiana

365 Canal St.

Suite 2820

New Orleans, LA 70130

Tel: 504-589-2853

Maine

68 Sewall St.
Room 512
Augusta, ME 04330
Tel: 207-622-8274 x386

Maryland

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

Massachusetts

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

Michigan

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

Minnesota

100 North 6th St.
Suite 210-C
Minneapolis, MN 55403
Tel: 612-370-2306

Mississippi

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

Missouri

1000 Walnut St.
Suite 500
Kansas City, MO 64106
Tel: 816-426-4900
200 North Broadway
Suite 1500
St. Louis, MO 63102
Tel: 314-539-6600

Montana

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

Nebraska

11145 Mill Valley Road
Omaha, NE 68154
Tel: 402-221-4691

Nevada

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

New Hampshire

55 Pleasant St.
Suite 3101

Concord, NH 03101

Tel: 603-225-1400

New Jersey

2 Gateway Center

15th Floor

Newark, NJ 07102

Tel: 973-645-3680

New Mexico

625 Silver Ave., S.W.

Suite 320

Albuquerque, NM 87102

Tel: 505-248-8225

New York

130 S. Elmwood Ave.

Suite 540

Buffalo, NY 14202

Tel: 716-551-4301 x313

26 Federal Plaza

Room 3100

New York, NY 10278

Tel: 212-264-1318

401 S. Salina St.

5th Floor

Syracuse, NY 13202

Tel: 315-471-9393

North Carolina

6302 Fairview Rd.

Suite 300

Charlotte, NC 28210-2227

Tel: 704-344-6563

North Dakota

657 2nd Ave. North

Room 218

Fargo, ND 58102

Tel: 701-239-5131

Ohio

1350 Euclid Ave.

Suite 211

Cleveland, OH 44115

Tel: 216-522-4182

401 N. Front Street, Suite 200

Columbus, OH 43215-2240

Tel: 614-469-6860 x287

Oklahoma

301 N. Sixth Street

Suite 116

Oklahoma City, OK 73102

Tel: 405-609-8000

Oregon

601 S.W. Second Ave.

Suite 950

Portland, OR 97204

Tel: 503-326-2682

Pennsylvania

900 Market St.

5th floor

Philadelphia, PA 19107
Tel: 215-580-2700
411 Seventh Ave.
Room 1450
Pittsburgh, PA 15219
Tel: 412-395-6560

Puerto Rico

252 Ponce De Leon Ave.
Suite 200
Hato Rey, PR 00918
Tel: 787-766-5002

Rhode Island

380 Westminster Mall
5th Floor
Providence, RI 02903
Tel: 401-528-4561

South Carolina

1835 Assembly St.
Suite 1425
Columbia, SC 29201
Tel: 803-765-5377

South Dakota

2329 North Career Avenue
Suite 105
Sioux Falls, SD 57107
Tel: 605-330-4231

Tennessee

50 Vantage Way
Suite 201
Nashville, TN 37228
Tel: 615-736-5881

Texas

10737 Gateway Blvd.
Suite 320
El Paso, TX 79935
Tel: 915-633-7001
4300 Amon Carter Blvd.
Suite 114
Fort Worth, TX 76155
Tel: 817-684-5500
222 East Van Buren St.
Room 500
Harlingen, TX 78550
Tel: 956-427-8533
8701 S. Gessner Dr.
Suite 1200
Houston, TX 77074
Tel: 713-773-6500
George Mahon Fed. Bldg.
1205 Texas Ave.
Room 408
Lubbock, TX 79401
Tel: 806-472-7462 x103
17319 San Pedro
Building 2, Suite 200
San Antonio, TX 78232

Tel: 210-403-5904

Utah

125 South State St.

Room 2237

Salt Lake City, UT 84138

Tel: 801-524-3209

Vermont

87 State St.

Suite 205

Montpelier, VT 05602

Tel: 802-828-4422

Virginia

Federal Building

400 North 8th St.

11th Floor

Richmond, VA 23240

Tel: 804-771-2400 x140

Washington

2401 Fourth Avenue

Suite 450

Seattle, WA 98121

Tel: 206-553-7310

801 W. Riverside

Suite 200

Spokane, WA 99201

Tel: 509-353-2810

West Virginia

320 West Pike St.

Suite 330

Clarksburg, WV 26301

Tel: 304-623-5631

Wisconsin

310 W. Wisconsin Ave.

Suite 400

Milwaukee, WI 53203

Tel: 414-297-1471

Wyoming

100 East B St.

Room 4001, Fed. Bldg.

P.O. Box 44001

Casper, WY 82602-5013

Tel: 307-261-6500

Office of Government Contracting

Area I (ME, NH, VT, MA, RI, CT, NY, NJ, PR & VI)

U.S. Small Business Administration

Office of Government Contracting

10 Causeway Street, Room 416

Boston, MA 02222-1093

Tel: 617-565-5622

Fax: 617-565-8186

Area II (PA, DE, MD, VA, DC, WVA)

U.S. Small Business Administration

Office of Government Contracting

Robert NC Nix Sr., Federal Building

900 Market Street, 5th Floor

Philadelphia, PA 19107

Tel: 215-580-2767

Fax: 215-580-2776

Area III (KY, NC, TN, SC, GA, AL, MS, FL)

U.S. Small Business Administration

Office of Government Contracting

233 Peachtree Street, N.E.

Suite 1805

Atlanta, GA 30303-1500

Tel: 404-331-7587

Fax: 404-331-2956

Area IV (MI, OH, IN, IL, WI, MN, IA, MO,

KS, NB, SD, ND)

U.S. Small Business Administration

Office of Government Contracting

500 Madison Street, Suite 1250

Chicago, IL 60661-2511

Tel: 312-353-4506

Fax: 202-481-4162

Area V (CO, NM, OK, AR, LA, TX)

U.S. Small Business Administration

Office of Government Contracting

4300 Amon Carter Blvd., Suite 116

Ft. Worth, TX 76155-2653

Tel: 817-684-5302

Fax: 817-684-5310

Area VI (MT, WY, ID, WA, OR, UT, NV,

AZ, CA, AK, HI)

U.S. Small Business Administration

Office of Government Contracting

455 Market Street, 6th Floor

San Francisco, CA 94105-2420

Tel: 415-744-6843

Fax: 415-744-0314

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Office of Disaster Assistance

Field Operations Center – East

One Baltimore Place

Suite 300

Atlanta, GA 30308

1-404-347-3771

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U.S. Small Business Administration

Office of Disaster Assistance

Field Operations Center – West

6501 Sylvan Road

Citrus Heights, CA 95610

1-716-735-1500

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