



## National Small Business Week

### SBA Form 3308

### Dwight D. Eisenhower Award for Excellence

**Instructions: Refer to the National Small Business Week Award nominations Guidelines for detailed instructions for submitting nominations.**

This form must be completed by the nominee. The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A.

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1. Nominee Information:

a. Name:

b. Title:

c. Business name:

d. Business address:

e. Business phone number:

f. Business email address:

2. Select one of the following nomination categories that best fits the business:

- a. Manufacturer
- b. Services
- c. Research & development
- d. Construction
- e. Utilities

**Answer each of the following questions in 200 words or less.**

3. Provide a biography for the company being nominated:

4. Has the company ever received SBA assistance (e.g. SBA loan, U.S. Export Assistance Center, Veteran's Business Outreach Center, Boots to Business, Procurement Technical Assistance Center, government contracting, SCORE counseling, Small Business Development Center (SBDC) assistance, Women's Business Center (WBC) assistance, disaster assistance, or Emerging Leaders Initiative)? If yes, please explain (include the amount and date of financial assistance received if applicable):

5. Provide a five-year small business trend analysis:

6. List any small business award recognitions during the past three years.

7. Provide a summary subcontract report(s) for the most recently concluded fiscal year reflecting the maximum practicable opportunity for all small business concerns including all socio-economic categories:

8. Describe the effectiveness of the company's small business liaison officer and how he or she demonstrated management support to the small business program:

9. Describe the company's small business outreach during the preceding fiscal year:

10. Describe how the company provided 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.:

11. Did the company provide any 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? If yes, please explain:

12. Has the company had any firms nominated under the Small Business Subcontractor of the Year Award Program in the three previous fiscal years? If yes, please explain:

**Caution:** Penalties for False Statements

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of program participation or other benefits awarded by the agency. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of not more than \$250,000 and under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000.

**Paperwork Reduction Act Notice:**

SBA will use the information collected on this form, along with other information submitted by award nominees as part of the nomination package, to determine the nominee's eligibility for a particular small business award; to identify any actual or apparent conflict of interest and, to make eventual award determinations. Responding to this request for information is voluntary. However, failure to provide the requested information may affect SBA's ability to make a decision regarding your eligibility for an award.

You are not required to respond to any collection of information unless it displays a currently valid OMB control number (3245-0360). The estimated burden for completing this form is 1 hour and 15 minutes, including the time for reviewing the instructions, and gathering and compiling data. Combined with the time for completing the Form 3300, the total estimated time to prepare and submit the nomination package for each nominee is 90 minutes. Comments on this burden estimate should be sent to the U.S. Small Business Administration, Chief, AIB 409 3rd St., SW, Washington, DC 20416, and Desk Officer for the U.S. Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. **DO NOT SEND COMPLETED FORMS TO OMB. Submit them to the location indicated in the nomination guide.**