



National Small Business Week

SBA Form 3302

Phoenix Award for Small Business Disaster Recovery and Mitigation

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 or by the nominator. 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.

The answers submitted on this form are strictly for award judging purposes only.

1. Lead Nominee Information:

a. Name:

b. Title:

c. Business name:

d. Business address:

e. Business phone number:

f. Business email address:

2. Co-nominee(s) Information (Note: you may nominate up to 3 additional co-nominees per business. Each co-nominee must fill out the SBA Form 3300):
 - a. Name(s):
 - b. Title(s):
 - c. Email address(es):
3. Nominator Information (if you are nominating yourself, write n/a):
 - a. Nominator name:
 - b. Title:
 - c. Address:
 - d. Phone number:
 - e. Email address:
4. Provide the nominee(s) percentage of ownership or stock owned in the small business.
5. How many years has the nominee's business been operational?
6. How many employees does the business currently have?
7. Does the business have a website? If yes, list the URL:

8. Is the business on social media? If yes, list the handles:
9. Did the nominee's business suffer at least 40 percent physical damage?
10. Did the business successfully resume operations within the same geographic area?

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

11. Provide a biography for the nominee(s):
12. Describe the nominee's business, including areas served:
13. Describe how the disaster damaged the business, including how long it took for the business to recover:
14. Describe how the business was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan and explain if there are any plans to rehire employees:
15. Describe the steps taken by the business to prevent future disaster damage including use of SBA mitigation assistance if applicable:
16. Did the nominee contribute to his or her local community (e.g. the only supermarket in town, a major source of employment in the city)? If yes, please explain:
17. Did the nominee take initiative and/or implement innovative techniques during recovery? If yes, please explain:
18. Besides the disaster loan, has the business received any other type of SBA assistance (e.g. 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, Emerging Leaders Initiative, etc.)? 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.**

Privacy Act (5 U.S.C. § 552a):

Anyone can request copies of information that SBA has in its files when that file is retrieved by either a name or applicable individual identifiers. SBA will protect an individual's personal information from disclosure to third parties to the extent permitted by law, including the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act of 1974, 5 U.S.C. § 552a. However, as a routine matter certain information collected may be disclosed as follows:

- a) to the news media for public disclosure of the name, address, and biography of award recipients;
- b) to communicate with State and local governments about the status of a particular nominee;
- c) to an individual nominee's Congressional office when that office is inquiring on the individual's behalf;
- d) to Agency volunteers, interns, judges, experts and contractors who need access to the records in order to perform an award-related activity;
- e) to the Department of Justice (DOJ);
- f) to a court, adjudicative body, or a dispute resolution body when any of the following is a party to litigation or has an interest in such litigation:

- 1) the agency or any of its components;
 - 2) an agency employee in his or her official capacity;
 - 3) an agency employee in his or her individual capacity where DOJ has agreed to represent the employee; or
 - 4) the United States Government, where the agency determines that litigation is likely to affect the agency or any of its components; and
- g) to appropriate agencies, entities, and persons if SBA believes the security or confidentiality of information in the system records has been compromised.

Before making any disclosures, SBA must determine that the use of the records is relevant and necessary to the litigation, and disclosure of the records is for a purpose that is compatible with the purpose for which the records were collected.

Additional information regarding the retention and disclosure of certain collected information is listed in the systems of record notice for SBA 28, Small Business Person and Advocate Awards-, which was published in the Federal Register at 74 F.R. 14889.