

**Office of International Trade
State Trade Expansion Program (STEP)
Funding Opportunity Number: OIT-STEP-2018-01**

IMPORTANT

**ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH
GRANTS.GOV.**

APPLICATIONS WILL NOT BE ACCEPTED THROUGH THE MAIL.

**If your organization hasn't already done so, it must register with Grants.gov
before you will be able to apply for this funding opportunity.**

**THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1 - 2 WEEKS, IS
REQUIRED TO SUBMIT YOUR APPLICATION ELECTRONICALLY.**

**WE STRONGLY SUGGEST THAT YOU START THE REGISTRATION PROCESS
IMMEDIATELY.**

**If you have any problems registering with Grants.gov,
call the Grants.gov Support Line at 1-800-518-4726.**

The hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard Time.

1 Electronic Delivery

SBA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. Applicants must submit their applications online through Grants.gov.

2 How to Register to Apply through Grants.gov

- a. *Instructions:* Read the instructions below about registering to apply for STEP funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here:

<https://www.grants.gov/web/grants/applicants/registration.html>

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an **Organization** Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

6) *Track Role Status*: To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

- b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed and it is crucial for valid and timely submissions.**

3 How to Submit an Application to SBA via Grants.gov

Grants.gov applicants must apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Funding Opportunity Announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- 1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms *online* or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- 3) *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

- a. *Mandatory Fields in Forms*: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
 - b. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.
- 4) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit *button* on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
 - 5) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov *Tracking* Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the SBA with tracking your issue and understanding background information on the issue.

| What you need to do | Time it takes | Tips |
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| <p>1. Find out your institution's DUNS number All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers.</p> <p>If your institution doesn't have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge. More information about DUNS numbers is available at http://www.dnb.com/get-a-duns-number.html?serv=UP-HP-07082014-new3</p> | <p>You will receive a DUNS number at the conclusion of the phone call.</p> | <p>Record and protect your DUNS number and have it available for quick reference in the following steps.</p> |
| <p>2. Register your institution with System for Award Management (SAM)</p> <p>SAM is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. SAM will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with SAM.</p> <p>Remember that registration with the System for Award Management must be confirmed each year for your Grants.gov registration to remain valid. If your organization is not registered, you can register online at https://www.sam.gov/portal/SAM/#1 or apply by phone at the SAM Federal Service Desk (1-866-606-8220). When your organization registers with SAM, you must designate:</p> <p>1) SAM Point of Contact (SAM POC). This individual is responsible for maintaining the accuracy and timeliness of the information in SAM's registry. Upon successful registration, SAM POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's SAM information as necessary.</p> <p>2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both SAM POC and as Ebiz POC. During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 4 below.</p> | <p>This is the most cumbersome step. We recommend that you allow up to 3 days to gather information and prepare the application. After you submit your registration information, SAM will send an e-mail confirmation, generally on the same day.</p> | <p>The SAM site uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc.; just provide the requested information.</p> <p>Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.</p> |
| <p>3. Register with Grants.gov</p> <p>Finally, your organization's AOR(s) must register with Grants.gov at http://www.grants.gov/web/grants/applicants/organization-registration.html using their User IDs and passwords obtained in Step 3. Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf.</p> <p>When an AOR registers with Grants.gov, the Ebiz POC for your organization will receive an e-mail notification. Your Ebiz POC must then log on to Grants.gov (using the DUNS number from Step 1 and the MPIN password from Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an Ebiz POC approves an AOR, Grants.gov will notify the AOR via e-mail.</p> | <p>Same day.</p> <p>Registration will be complete when the AOR submits his or her information. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR.</p> <p>AORs will receive usernames and passwords when they submit their information.</p> | <p>If you are uncertain about your organization's AORs, contact Grants.gov with your DUNS number and they can check AOR information for you.</p> <p>AORs should record and protect their UserIDs and passwords, and have them available for quick reference.</p> |

Glossary

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grants.gov.

System for Award Management (SAM): Institutions receiving any type of award from the federal government must register with SAM.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 1-866-705-5711 to receive one free of charge.

E-Business Point of Contact (Ebiz POC): Person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an Ebiz POC.

M-PIN: Password used by your Ebiz POC to designate which staff members can submit applications to Grants.gov.

Useful links and resources

DUNS Number information: <http://www.dnb.com/get-a-duns-number.html?serv=UP-HP-07082014-new3>

System for Award Management (SAM):
<https://www.sam.gov/portal/SAM/#1>

Register with Grants.gov:
<http://www.grants.gov/web/grants/applicants/organization-registration.html>

Grants.gov website: <http://www.grants.gov>

Contact Grants.gov via e-mail: support@grants.gov

Grants.gov Customer Support Tutorials and Manuals:
<http://www.grants.gov/web/grants/applicants.html>

Grants.gov Support Line: 1-800-518-4726

SBA on GRANTS.GOV

Grant Forms - Instructions and Guidelines

This section provides the guidelines and instructions for the forms that are required by the grant program for which you are applying. These forms must be completed before you submit your application.

Applications must include the following elements:

- Cover letter (signed)
- Proposed activities, milestones, and outcomes
- Technical proposal *template*
- Budgetary information;
- Certifications, forms, assurances; and
- Additional attachments and exhibits

Funding Opportunity Announcement OIT-STEP-2018-01, Sections 4 and 5 provide instructions on the required format and contents of an application. **The following forms (numbered one through four) are incorporated as part of the electronic application process on www.grants.gov for this funding opportunity:**

- 1) SF-424, Application Federal Assistance,
- 2) SF-424A, Budget Information,
- 3) SF-LLL, Disclosure of Lobbying, and
- 4) SF-424B, Budget Information (Non-Construction).

The remaining forms will be submitted as attachments. The forms can be found on SBA's Office of International Trade web page at <http://www.sba.gov/STEP>, and should be downloaded, saved as files, and submitted as attachments following the file nomenclature noted below.

Instructions for file naming conventions:

Please attach documents using the exact name and standard order outlined below (which is the same order as in Attachment C).

The Applicant elements should be saved with the Attachment number [#], Applicant's State abbreviation, and name of document. **For example: [1] [State abbreviation] Cover Letter**

All applications successfully submitted to SBA via grants.gov will undergo an initial screening process, consisting of a review for Applicant eligibility and adherence to the requirements of Section 4 of the Funding Opportunity Announcement. Only those applications which pass this initial screening will move forward in the competitive, merit-based evaluation process.

After you submit your electronic application to Grants.gov, you will be assigned a Grants.gov tracking number. This number will be e-mailed to your Authorized Organization Representative (AOR) email address.

| <p>File name and Format structure</p> | <p>Required Application Elements</p> |
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| <p>Attachment [1] [State abbreviation] Cover Letter</p> <p><i>Signed Pdf format</i></p> | <p>Cover Letter – <i>Maximum 1 page</i></p> <p>The first element of the application must be a cover letter containing a summary of each non-Federal entity’s key proposed export activities, which will be sent to Congress and appear on the SBA’s STEP webpage. <u>Submit the Cover Letter electronically in pdf format.</u> The cover letter is <u>not</u> counted in the 10 page requirement and must be <u>one page</u>. Include the following information:</p> <ol style="list-style-type: none"> i. Non-Federal entities name and address (which must match the Governor’s Letter of designation); ii. Non-Federal entities website address; iii. Non-Federal entities STEP webpage, if already extant; iv. Name, telephone number, fax number, and email address of the non-Federal entities designated point of contact (the Authorized Organizational Representative); v. Dollar amount of Federal assistance being requested; vi. A one paragraph summary (110-125 words) of the proposed export activities supporting the proposed milestone goals. Use the following language to start this requirement: The (fill in State name) will use STEP award funds to support export development for eligible small business concerns to include (insert the proposed export activities). |
| <p>Attachment [2] [State abbreviation] Proposed Plan: Performance Measures & Outcomes</p> <p><i>Excel format</i></p> | <p>Proposed Plan: Performance Measures & Outcomes</p> <p>Non-Federal entities will be responsible for preparing a Proposed Plan including, Performance Measures and Outcomes in an excel spreadsheet (“Instructions’ on how to complete proposed plan will be on https://www.sba.gov/STEP website). The Proposed Plan serves as the data blueprint to measure the extent to which the STEP grant recipient achieves program activities and the results (outcomes) of those measures.</p> <p>If awarded a grant, the grant recipient will be assigned a STEP Program Manager who is responsible for reviewing and approving your plan. Upon approval, the spreadsheet will be converted into a full Performance Progress Report and returned to you. <u>Grant recipients will be required to report performance measures achieved, activities completed, and measurable results on a quarterly basis for the full two year award period.</u> SBA will collect, analyze and utilize this data to evaluate the program’s overall success. Client data will be classified confidential.</p> |

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| <p style="text-align: center;">Attachment [3] [State abbreviation] Technical Proposal <i>Word format</i></p> | <p style="text-align: center;">Technical Proposal <i>template</i> <i>Maximum 10 pages</i></p> <p>To expedite the proposal review process, <u>Applicants must submit Technical Proposal using the template provided on https://www.sba.gov/STEP website.</u> The proposal elements must be in the same order as the evaluation criteria in Section 5.2 of the Funding Opportunity Announcement. <u>The proposal may not exceed 10 pages excluding title page and cover page) of double spaced text using 8 ½ x 11 inch paper. A minimum Times New Roman 12 point font is required.</u> Only 10 pages will be reviewed and evaluated. Any additional pages submitted other than the 10 pages will be eliminated without consultation of applicant and will not be reviewed. Non-Federal entities do NOT need to address every allowable statutory export activity (identified in Section 1.4). Non-Federal entities <u>are strongly encouraged to prepare focused proposals including, performance measures and supporting activities that can realistically be achieved within the 24 month award period.</u></p> <ol style="list-style-type: none"> i. Introduction - Start the Technical Proposal with an ‘Introduction’ section on page one (not on the title page) that summarizes in <u>no more than one (1) paragraph</u>, your organization’s requested Federal and Non-Federal award amount, targeted number of eligible small business concerns, brief description of proposed statutory activities that will be achieved with STEP funds in FY 2018, the total expected export sales, and anticipated return on investment that is realistic and achievable. ii. Organizational Competency - <u>In an estimated 1-2 pages</u>, labeled with the main heading ‘Organizational Competency’, this section includes: <ul style="list-style-type: none"> ▪ Program management - The proper management capability to execute STEP activities including, overseeing contracts (if any, is used) to support the proposed STEP project; and ii) the sufficient facilities and locations to conduct the proposed export activities; ▪ Key Personnel – The level of knowledge and experience of key personnel <u>especially the STEP Project Director</u> (must be at least 50% of his/her time throughout the performance period) in both administering a Federal award and executing the proposed export activities; ▪ Exporting Experience– The organizational capability to achieve success in the past and/or present to increase the number of small business exporters, export sales, and new export opportunities. iii. Project Design: Performance Measures, Outcomes & Collaboration to Directly Benefit ESBCs – <u>In an estimated 1-6</u> |
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| | <p><u>pages</u>, labeled with the main heading ‘Performance Measures, Outcomes & Collaboration to Directly Benefit ESBCs’ this section should demonstrate how credible and impactful the non-Federal entities organization can leverage partnerships to produce new small business exporters, increase ESBCs export sales, and expand significant new export opportunities; as well as, promote export services to a broad range of small business communities.</p> <ul style="list-style-type: none"> ▪ Performance Measure #1 – To increase the number of eligible small business concerns in the State that export ▪ Performance Measure #2 – To increase the value of exports by eligible small business concerns in the State ▪ Performance Measure #3 – To increase the number of eligible small business concerns exploring significant new trade opportunities <p>Additional performance measures that will be reported to STEP but do not have a goal requirement are following: -Increase number of small business communities; -Increase in job creation/job retention stemming from ESBCs participation in export activities.</p> <p>iv. Financial Assistance Plan - <u>In an estimated 1 page</u>, labeled with the main heading ‘Financial Assistance Plan’, this section must outline the eight elements (detailed in Section 5.2.3) for ESBCs seeking assistance with award funds.</p> <p>v. Data Collection & Measurement of Outcomes - <u>In an estimated 1 page</u>, labeled with the main heading ‘Data Collection and Measurement of Outcomes’, this section must address the required data collection elements identified in Section 5.2.4 (and listed in technical proposal template); and, the quality of Applicant’s ability to quantitatively measure progress towards achieving proposed outcomes. STEP’s proven results are measured by an increase in the number of firms, an increase in the value of ‘actual’ export sales, and an increase in new export trade opportunities. <i>Refer to Technical Proposal template for more details.</i></p> <p>Applicants are encouraged to discuss the benefit that can be realized to Your state’s economy as a result of job created and/or job retained stemming from ESBCs participation in export activity. Non-Federal entities shall include a question on your STEP Application to capture the number of jobs created/retained completed by the client to collect this data.</p> |
| 1 | <p style="text-align: center;">Budget Information</p> <p><i>Each Applicant must provide budget information according to the specific instructions for each item. Submit budget information documents separately, in the following order, with the file name labeled as follows:</i></p> |
| Attachment [4] [State abbreviation] SF 424 | <p>Standard Form (SF) 424, Application for Federal Assistance. SF 424, Application for Federal Assistance. This standardized form requires basic information about your organization.</p> |

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| <p><i>Online and Pdf format</i></p> | <p>The STEP Project Director <u>must</u> be listed in block 8f on the SF 424, not a grant writer or any other contact person, since this is where SBA obtains the contact information to generate the Notice of Award (NOA) for acceptance of grant. Pertinent information regarding this announcement and all programmatic matters will also need to be provided to the STEP Project Director listed here.</p> |
| <p>Attachment [5] [State abbreviation] SF 424A</p> <p><i>Online and Pdf format</i></p> | <p>SF-424A, Budget Information (Non-Construction Programs) - this form requires an estimate of the Applicant's total cost of executing STEP activities described in the technical proposal.</p> <ol style="list-style-type: none"> a. Do not show non-Federal funds overmatch. Include only Applicant staff travel in the “Travel” cost category and ESBC travel in the “Other” cost category; b. For Section A, fill in columns (a) with ‘STEP’, (b) with 59.061, and appropriate total amounts in (e), (f), and (g); c. For Section B, label column (1) ‘Federal’, label column (2) with exact ‘Non-Federal’ (Cash) match, label column (3) with any ‘Non-Federal’ (In-kind) contribution (from Applicant or a third party). The ‘Total’ Federal and Non-Federal amount is in column (5); d. For Section C, (Non-Federal Resources): Only complete columns 8(a) Grant Program with ‘STEP’, column (b) <u>Applicant</u> (combined Cash/In-kind, if applicable), and column (e) <u>Totals</u>; and; e. Prepare SF424A, Section D to match Approved Plan expenditures by quarter. In other words, the ‘forecasted cash needs’ for the two years, Federal amount (line 13) and non-Federal amount (line 14) must match the activity expenditure amounts on your proposed plan by quarter. Line 15, the total amount of expenditures you proposed in your Federal and Non-Federal budget and approved plan for all activities must be the same each quarter; <u>Do not merely divide the total amount by eight (quarters)</u>. They should match the technical proposal and proposed plan exactly. They should match the technical proposal and proposed plan exactly for proposed activities and requested amounts. |
| <p>Attachment [6] [State abbreviation] A10 – A12 <i>Pdf format</i></p> | <p>Attachments A-10 through A-12 (Budget Detail Worksheets)</p> <ol style="list-style-type: none"> a. Non-Federal entity STEP Project Director must devote at least 50% of his/her time at all times to the STEP project (ensure “STEP Project Director” is applied to one Applicant staff member); b. On the A-10, identify all personnel who will be funded by Federal and Non-Federal amounts or who will support the STEP project without project funding (follow the sample shown on the A-9 ‘Supplementary Instructions’ for personnel calculations; do <u>not</u> include the A-9 instruction page in the application package); c. All totals on the A-10 through A-12 must match the totals on the SF-424; d. All subtotals and totals on the A-10 through A-12 must match all dollar amounts reflected on SF-424A; and, |

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| | <p>e. Non-Federal entities may substitute its own forms or spreadsheets in place of the A-10 through A-12, provided these alternate forms include all the same cost elements and columns in the same order as the A-10 through A-12.</p> |
| <p>Attachment [7] [State abbreviation] Budget Narrative <i>Pdf format</i></p> | <p>Budget Narrative</p> <p>a. Provide a detailed explanation of the components of each budget cost category listed in the SF-424A;</p> <p>b. Explain how each cost component directly benefits ESBCs;</p> <p>c. Indicate which cost category (item and dollar amount) comprises the proposed Non-activity Federal Expense that was entered in the yellow highlighted section at the bottom row (P 21) in the Proposed Plan.</p> |
| <p>Attachment [8] [State abbreviation] Match Certification <i>Pdf format</i></p> | <p>Match Certification</p> <p>a. Provide a match certification letter that reflects the Applicant’s match components composed of the following elements: -match dollar amount -type of match (cash, indirect expense, or in-kind) -description</p> <p>A sample match certification letter is included in the Application Forms Package located on the SBA STEP webpage: www.sba.gov/STEP</p> <p>b. Include as attachments any commitment letter(s) from sources which the Applicant intends to obtain in-kind matching funds.</p> |
| <p>Attachment [9] [State abbreviation] Commitment letter <i>Pdf format</i></p> | <p>Commitment letter(s) from sources which the non-Federal entity intends to obtain in-kind matching funds (<i>if applicable</i>).</p> |
| <p>4.2.4</p> | <p>Certification Forms and Assurances</p> <p><i>Each Applicant must provide budget information according to the specific instructions for each item. <u>Submit certification and assurances forms separately in the following order, with the file name labeled as follows:</u></i></p> |
| <p>Attachment [10] [State abbreviation] SBA Form 1623 Certification <i>Pdf format</i></p> | <p>SBA Form 1623 Certification Regarding Debarment, Suspension and Other Responsibility Matters (a handwritten signature (not electronic) is required for this form)</p> |
| <p>Attachment [11] [State abbreviation] SF-LLL Disclosure <i>Pdf format</i></p> | <p>SF-LLL, Disclosure of Lobbying Activities (signed) - this form request disclosure of any lobbying activities pursuant to 31 U.S.C. 1352. If there is nothing to disclose in blocks 10a-b, only blocks 1-9 need be completed. <u>The form must be signed by hand</u> (not electronically) and dated in block 11. Federal funds under this award may not be used for lobbying activities.</p> |
| <p>Attachment [12] [State abbreviation]</p> | <p>SF-3881 ACH Vendor/Miscellaneous Payment Enrollment Form</p> |

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| <p>SF-3881 ACH Payment Form <i>Pdf format</i></p> | <p>(signed)Applicant must complete the Payee Information and Financial Institution sections only. The Agency Information section will be completed by SBA.</p> |
| <p>Attachment [13] [State abbreviation] SF-424B Assurances <i>Signed Pdf format</i></p> | <p>SF-424B Assurances for Non-Construction Programs (signed) – this form is required to certify that the organization will comply with all applicable requirements of the Federal laws, executive orders, regulations, and policies governing the grant program. <u>A handwritten signature (not electronic) is required for this form.</u></p> |
| <p>Attachment [14] [State abbreviation] CFO Certification letter <i>Signed Pdf format</i></p> | <p>Chief Financial Officer (CFO) Certification letter - verifies that the Applicant has an established organizational infrastructure with an internal financial management system that meets OMB cost principles (2 C.F.R. 200.302). The certification letter must be on letterhead, <u>signed</u> and dated by the CFO, or equivalent thereof, holding analogous responsibilities, and having analogous expertise.</p> <p>A sample CFO Certification letter is included in the Application Forms Package located on the SBA STEP webpage: www.sba.gov/STEP</p> |
| <p>Attachment [15] [State abbreviation] Governor Designation Letter <i>Signed Pdf format</i></p> | <p>Designation Letter - Governor’s letter, or equivalent thereof (e.g., Mayor of the District of Columbia), designating the Applicant as the State’s sole applicant and lead entity for conducting the State’s trade and export activities.</p> <ul style="list-style-type: none"> ▪ Address letter to: Mr. Eugene Cornelius, Deputy Associate Administrator Office of International trade 409 3rd Street, S.W. Washington, D.C. 20416 <p>For insular areas, the Governor, or equivalent must state that the Applicant is an agency or instrumentality of the area’s to receive the waiver of matching funds.</p> |
| <p>Attachment [16] [State abbreviation] Consultation Letter <i>Pdf format</i></p> | <p>Consultation Letter – This is a letter documenting consultation with the applicable trade agencies of the Federal Government on the export activities and contract services the non-Federal entity proposes to carry out using a STEP award to reduce duplication with existing Federal services. At a minimum, non-Federal entities must consult with:</p> <ol style="list-style-type: none"> a. The SBA District Office serving the non-Federal entities State (or the District Office that serves the non-Federal entities State capital or is located nearest to the non-Federal entities office for States with multiple SBA District Offices); and, b. The Department of Commerce US Commercial Service US Export Assistance Center (USEAC) serving the non-Federal entity State capitol or located nearest to the non-Federal entities office for States with multiple USEACs. c. American Samoa, the Commonwealth of Northern Mariana Islands, and |

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| | <p>Guam should consult with the SBA District Office and the USEAC located in Hawaii.</p> <p><u>Use the Consultation template letter for this purpose, which is available in the Application Forms Package located on the SBA STEP webpage: www.sba.gov/STEP.</u></p> |
| | <p style="text-align: center;">Organizational Management</p> <p><i>Each Applicant must provide budget information according to the specific instructions for each item. Submit organizational management documents separately in the following order, with the file name labeled as follows:</i></p> |
| <p>Attachment [17] [State abbreviation] Organizational Chart <i>Pdf format</i></p> | <p>Organizational chart(s) included as a separate attachment identifying the non-Federal entities (including, STEP Project Director and all key and other personnel) listed on the SF-424A and A-10. Include the chart as a separate submission. Do NOT include Organizational chart in technical proposal.</p> |
| <p>Attachment [18] [State abbreviation] List of facilities and locations <i>Pdf format</i></p> | <p>List of Applicant facilities and locations used to:</p> <ol style="list-style-type: none"> 1. Manage the proposed STEP project, 2. Conduct proposed STEP activities. |
| <p>Attachment [19] [State abbreviation] Board of Directors <i>Pdf format</i></p> | <p>List members of Board of Directors (if applicable)</p> |
| <p>Attachment [20] [State abbreviation] Resumes and Position Descriptions <i>Pdf format</i></p> | <p>Résumés and position descriptions for ALL key personnel (including vacant positions) supporting the STEP project.</p> <ol style="list-style-type: none"> a. Résumé of STEP Project Director should reflect knowledge and experience with both administering a Federal award and executing the proposed export activities; b. Other résumés must reflect experience and education relevant to the proposed STEP project; c. Résumés and position descriptions for board members, contractors, and consultants need not be submitted unless they are also key personnel. <p><u>Résumés may not be more than one page in length.</u></p> |

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| <p style="text-align: center;">Attachment [21] [State abbreviation] List of Contractual and Consulting <i>Pdf format</i></p> | <p>List of Contractual and Consulting Agreements - List of all extant or anticipated contractual and consulting agreements that <i>directly support</i> the Applicant’s proposed export activities which must include:</p> <ol style="list-style-type: none"> a. Contract provider name or TBD if contractor is anticipated; b. Manner in which the provider was or will be selected (i.e., competitively or sole source); c. Summary of support provided; d. Actual or estimated contract cost to support the proposed STEP activities; e. Identity of the employee or official of the Applicant organization who will be responsible for overseeing the agreements; and, f. Description of oversight process. <p>Non-Federal entity may follow their own procurement policies and procedures when contracting with Project Funds, but must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. <u>The following additional rules apply to contracts involving \$3,500 or less in Project Funds:</u></p> <ol style="list-style-type: none"> a. Do not submit copies of the proposed contracts for approval before executing them. b. The contracts are not required to be awarded via competition if the non-Federal entity considers their prices to be reasonable. <p><u>Note:</u> For some organizations (i.e., institutions of higher education), the base threshold has increased from \$3,500 to \$10,000.</p> <p><u>The following additional rules apply to contracts between \$3,501 and \$150,000 in Project Funds:</u></p> <ol style="list-style-type: none"> a. Non-Federal entity does not need to submit copies of the proposed contracts for approval before executing them. b. Non-Federal entity must obtain price quotes (either orally or in writing) from at least three qualified sources and inform SBA of these quotes in the corresponding payment requests/financial reports. c. If non-Federal entity does not choose to go with the lowest price quote, the non-Federal entity must explain why. <p><u>The following additional rules apply to contracts involving more than \$150,000 in Project Funds:</u></p> <ol style="list-style-type: none"> a. Non-Federal entity must submit copies of the proposed contracts for approval before executing the contract. b. The contracts must be awarded via competition. Non-competitive contracting at this level is only allowed if Applicant can demonstrate to SBA’s satisfaction either: (i) there is only one possible source for a particular good or service or (ii) there is an emergency involving the risk of imminent damage to property or injury to people. If non-Federal entity does not propose any contract support for this award, include this attachment marked “N/A.” |
| <p style="text-align: center;">Attachment [22] [State abbreviation]</p> | <p>List of contracts that the non-Federal entity proposes to charge against the project as a <u>direct cost</u> or to meet <u>matching funds</u> requirement that will be</p> |

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| <p>List of Contracts <i>Pdf format</i></p> | <p>outside the indirect cost rate agreement (e.g., a facilities lease).</p> <ol style="list-style-type: none"> a. Contract provider/lessor name b. Summary of support provided c. Actual or estimated contract cost <p>If Applicant does not propose such charges for this award, include this attachment marked “N/A.”</p> |
| | <p style="text-align: center;">Financial Management</p> <p style="text-align: center;"><i>Each Applicant must provide financial management information according to the specific instructions for each item. <u>Submit financial management documents separately in the following order, with the file name labeled as follows:</u></i></p> |
| <p>Attachment [23] [State abbreviation] IRS Tax ID <i>Pdf format</i></p> | <p>Tax identification documentation issued by the Internal Revenue Service (IRS). <u>The form must be on official IRS letterhead.</u> Do NOT submit W-9; it is not acceptable and will be rejected.</p> <p>A sample Tax Identification form is included in the Application Forms Package located on the SBA STEP webpage: www.sba.gov/STEP</p> |
| <p>Attachment [24] [State abbreviation] Cost Policy <i>Pdf format</i></p> | <p>Cost Policy Statement - This statement must describe non-Federal entities general accounting policies and a description of their cost allocation methodology (how each type of proposed cost is allocated: direct, indirect, or match). This policy must be signed by the Chief Financial Officer (or equivalent thereof, holding analogous responsibilities, and having analogous expertise).</p> |
| <p>Attachment [25] [State abbreviation] A-133 Audit Report <i>Pdf format</i></p> | <p>A-133 Audit Report - Attach the most recent A-133 audit report. If the non-Federal entity is not subject to the requirements of the Single Audit Act, non-Federal entity must instead submit a copy of its most recently audited financial statement and the CPA opinion of this audit (e.g., unqualified, qualified, adverse, etc.)</p> <p><u>Note: if the non-Federal entities A-133 or most recent financial statement audit is large, provide a blank page with website link and instruction on where to locate the audit.</u></p> |
| <p>Attachment [26] [State abbreviation] ICRA <i>Pdf format</i></p> | <p>Indirect Cost Rate Agreement or extension letter (if applicable) - For non-Federal entities that include indirect costs, provide a current, executed Indirect Cost Rate Agreement from the cognizant Federal agency or a letter from the non-Federal entities cognizant Federal agency approving an extension of a previous indirect cost rate for a period of time that covers the period of performance for this award.</p> <p>If the non-Federal entity does not propose such charges for this award, include this attachment marked “N/A.”</p> |
| <p>Attachment [27] [State abbreviation] Drug free Agreement <i>Pdf format</i></p> | <p>Drug-free Workplace Agreement - This agreement requires the non-Federal entity to certify that the organization will provide a drug-free workplace by adhering to certain conditions.</p> |

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| | <p>Data Collection</p> <p><i>Each Applicant must provide data collection information according to the specific instructions for each item. <u>Submit data collection documents separately in the following order, with the file name labeled as follows: Attachment [10] [State abbreviation] Data Collection</u></i></p> |
| <p>Attachment [28] [State abbreviation] Data Collection <i>Pdf format</i></p> | <p>Data Collection Instrument - Copy of non-Federal entities data collection instrument (DCI) used to collect data from STEP Clients on the results of STEP activities that clearly indicate, at a minimum, the criteria outlined in Section 5.2. <u>Note:</u> A signature and date for STEP clients should be included on this form. Electronic signatures are acceptable for online applications.</p> |
| <p>Attachment [29] [State Abbreviation] STEP Client Application <i>Pdf format</i></p> | <p>STEP Client Application - Copy of non-Federal entities application form used by small businesses applying to become STEP Clients. A statement on the application by the client that conveys their certification of the reported data. For example, “I hereby certify that all information provided in this document, as well as any accompanying documents, are true and complete;” <u>Note:</u> A signature and date for STEP clients should be included on this form. Electronic signatures are acceptable for online applications.</p> |
| <p>Attachment [30] [State abbreviation] Client Self Representation <i>Pdf format</i></p> | <p>STEP Client Self-Representation form - Copy of the STEP Client Self-Representation as an Eligible Small Business Concern form used by the Applicant.</p> |

Outline for file naming conventions and location:

ADDITIONAL ATTACHMENTS – Use the remaining attachment buttons if you have any additional files you need to attach to support the application. Please use the same naming nomenclature and ensure that it is in Microsoft Word, Microsoft Excel, or pdf format.

For additional help on how to use Grants.gov, please see the help screens on the Grants.gov website at <http://www.grants.gov/web/grants/support.html>. You can also send an e-mail to the Grants.gov helpdesk at support@grants.gov or call them at 1-800-518-4726.