U.S. SMALL BUSINESS ADMINISTRATION
ON GRANTSOLUTIONS.GOV

CONTINUATION APPLICATION INSTRUCTIONS

Office of International Trade
State Trade Expansion Program (STEP)

Funding Opportunity Number: OIT-STEP-2021-01

Opening Date: March 30, 2021
Closing Date: May 30, 2021

Award Amounts: Applicants can apply for Continuation Grant award ranging from $50,000 (minimum) to $2,000,000 (maximum)

IMPORTANT:

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via **GRANTSOLUTIONS.GOV**.

If your organization hasn't already done so, it must register with Grantsolutions.gov before applying for this funding opportunity.

THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1-2 WEEKS, MUST BE COMPLETED TO SUBMIT AN APPLICATION ELECTRONICALLY. IT IS STRONGLY SUGGESTED THAT YOU START THE REGISTRATION PROCESS IMMEDIATELY.

If you experience any problems registering with Grantsolutions.gov, please call the Grantsolutions.gov Support Line at 1-866-566-0771 or email at help@grantsolutions.gov. The hours of operation are Monday-Friday, 7 a.m. to 8 p.m., Eastern Standard Time.

1. Registering with Grantsolutions.gov

SBA requires the use of the Grantsolutions.gov website for submission of all grant application packages. If your organization hasn't already done so, it must register with Grantsolutions.gov before it can apply for this funding opportunity.

Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take a number of days, so please don't wait until the last minute if you have a deadline approaching! If you have problems registering with Grantsolutions.gov, call the help desk at 1-866-577-0771.

The checklist below has been designed to help guide you through the Grantsolutions.gov registration process.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
1. Find 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. If your institution does not 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://fedgov.dnb.com/webform.	1-2 business days	Record and protect your DUNS number and have it available for quick reference in the following steps.
2. Register your institution with System of Award Management (SAM) 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. **Remember that registration with the System of Award Management must be confirmed each year for your Grants.gov registration to remain valid.** **Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator (SAM POC). Read updated FAQs on SAM.gov to learn more about changes to the notarized letter review process and other system improvements.** If your organization is not registered, you can register online at https://sam.gov or apply by phone (1-888-227-2423).	This is the most cumbersome step. We recommend that you allow at minimum, 3 days to gather information and prepare the application. Remember SAM.gov now requires a notarized letter formally appointing the authorized Entity Administrator for your entity before they will activate your SAM.gov entity registration. This can take some time to complete. **Allow up to 10 business days after you submit your registration**	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. Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.

When your organization registers with SAM, you must designate: 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.	**including the Notarized letter for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems.**	
3. Register with Grantsolutions.gov Finally, your Principal Investigator/Project Director (PI/PD) and Authorizing Official Representative (AOR) must register with Grantsolutiona.gov. Registration creates an account on Grantsolutions.gov that enables your organization to name and confirm authorization from one or more PI/PDs & AORs and then allow the PI/PDs & AORs to submit applications on your organization's behalf. For Directed Announcements, Grant Solutions will send an email to all PI/PDs and AORs for each organization to apply to the announcement with GrantSolutions.gov. To register, do the following: 1) Navigate to the following link: https://home.grantsolutions.gov/home/getting-started-request-a-user-account/ 2) Scroll to the "Recipient User" section and click "Recipient User Account Request Form" https://home.grantsolutions.gov/home/wp-content/uploads/2020/02/Grant-Recipient-User-Account-Request-Form-2019-Final-.pdf 3) Fill out the account request form digitally, then sign, scan and send to help@grantsolutions.gov via email **NOTE**: For additional help in registration, please view the following instructional video on registering for a GrantSolutions Recipient Account http://hhs.adobeconnect.com/p6ulgnvragma/	Up to 2 business days. PI/PDs & AORs will receive usernames and passwords after they submit their recipient user registration form.	If you are uncertain about your organization's currently registered PI/PDs and/or AORs, contact Grantsolutuons.gov with your DUNS number and they can check for you. An organization needs at least one PI/PD and one AOR. PI/PDs submit applications. AORs are required for award acceptance in GrantSolutions PI/PDs & AORs should record and protect User IDs and passwords, and have them available for quick reference.

Glossary

Authorized Official Representative (AOR): A person authorized by your E-Business POC to accept and counter-sign awards from Grant Solutions.

DNS 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.

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

Useful Links and Resources

DUNS Number information: http://fedgov.dnb.com/webform

System for Award Management (SAM): https://sam.gov/SAM

- If using IE, recipients must use an Internet Versions older than IE9 to access this website.

Register with Grant Solutions: https://home.grantsolutions.gov/home/getting-started-request-a-user-account/

Recipient User Account Registration Training Video: http://hhs.adobeconnect.com/p6ulgnvragma/

Grant Solutions website: www.grantsolutions.gov

Grant Solutions Help Desk e-mail: help@grantsolutions.gov

Grant Solutions Support Line: 1-866-577-0771

2. Accessing & Submitting Required Forms on GRANTSOLUTIONS.GOV

This section provides the guidelines and instructions for the forms that are required for the grant program to which you are applying. These forms must be completed to submit your application. They can be found through GrantSolutions.gov. The 424 part of your application must be submitted via the electronic form on GrantSolutions.gov. The other requested items for your application may be uploaded as an attachment.

All documents must be submitted as separate attachments due to new GrantSolutions.gov requirements. Documents cannot be bundled together.

To apply for this funding opportunity, the forms listed below must be submitted through Grant Solutions:

☐ **Grant Solutions Application Checklist** When you apply for an opportunity in Grant Solutions an application control checklist appears that allows you to enter your SF-424 form family electronically and also allows you to upload the requested attachments for the opportunity. By clicking on the upload attachment link next to each of the requested items, you will be able to choose the file from your computer that you wish to attach.

Please attach the proper file to the corresponding button as listed below. Note that only standard file format types are accepted (password protected and ZIP files will not be accepted).

Instructions for file naming conventions: Please include the following attachments separately using the exact name and standard order outlined below. The Application elements as described below should be named with the Attachment number [#], Applicant's State abbreviation (do not spell out state name), and name of document. Do not add the word "attachment" in the file name.

☐ **ATTACHMENT 1 - List of Attachments**

Create a list outlining all attachments. This will assist SBA in verifying all attachments were received. Name this document: List of Attachments.

☐ **ATTACHMENT 2 - Cover Letter (maximum 1 page) -**

[State abbreviation] Cover Letter - ***(Signed) Pdf format***
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. Submit the Cover Letter electronically in pdf format. The cover letter must be one page and include the following information:

i. Non-Federal entity's name and address (which must match the Governor's Letter of designation);
ii. Non-Federal entity's website address;
iii. Non-Federal entity's STEP webpage, if one already exists;
iv. Name, telephone number, fax number, and email address of the non-Federal entity's designated point of contact (the Authorized Organizational Representative);
v. Dollar amount of Continuation Grant Year funding 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)"

☐ **ATTACHMENT 3 - SF-424, Application for Federal Assistance -** this form asks for basic information about your organization. This form can be completed on GrantSolutions.gov

[State abbreviation] SF 424 ***Online and Pdf format*** SF 424
Application for Federal Assistance. This standardized form requires basic information about your organization. The STEP Project Director must 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 the grant. Pertinent information regarding this announcement and all programmatic matters will also need to be provided to the STEP Project Director listed in block 8f.

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:***

☐ **ATTACHMENT 4 - SF-424(A), Budget Information -** this form is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year of this proposal. This form can be completed on GrantSolutions.gov.

All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies.

[State abbreviation] SF 424A - ***Online and Pdf format***
This form requires an estimate of the Applicant's total cost of executing STEP activities.

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) and across line K;
d. For Section C, (Non-Federal Resources): Only complete columns 8(a) Grant Program with 'STEP', column (b) Applicant (combined Cash/In-kind, if applicable), and column (e) Totals; and;
e. Prepare SF-424A, Section D to match the Updated Approved Plan expenditures for the first four quarters. 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.; Do not merely divide the total amount by four (quarters). They should match the updated plan exactly for proposed activities and requested amounts.

☐ **ATTACHMENT 5 - A-9 thru A-12 Budget Detail Worksheet, with narrative justification, for Twelve Month Budget Period**

[State abbreviation] A10 - A12- ***Pdf format***

a. A non-Federal entity STEP Project Director must devote at least 50% of his/her time, to the STEP project

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 not include the A-9 instruction page in the application package);
c. All subtotals and totals on the A-10 through A-12 must match all dollar amounts reflected on SF-424A; and,
d. Non-Federal entities may substitute their 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.

☐ ATTACHMENT 6 – Updated Budget Narrative

[State abbreviation] Updated Budget Narrative - *Pdf format*

a. Provide a detailed explanation of the components of each budget cost category listed on the SF-424A; Section B.
b. Explain how each cost component directly benefits ESBCs.

Indicate which cost category (item and dollar amount) comprises the proposed Non-activity related Federal Expense that was entered in the yellow highlighted section at the bottom row (I 8) in the Updated Proposed Plan.

☐ ATTACHMENT 7 – Match Certification

[State abbreviation] Match Certification - *Pdf format*

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

Include as attachments any commitment letter(s) from sources which the Applicant intends to obtain in-kind matching funds.

☐ ATTACHMENT 8 – Match Commitment Letter(s)

[State abbreviation] Commitment Letter - *Pdf format*

Commitment letter(s) from sources which the non-Federal entity intends to obtain in-kind matching funds *(if applicable)*.

****ONLY submit documents in the section below if there is change from your base-year application***

☐ ATTACHMENT 9 – Technical Proposal

Note: If your Technical Proposal does not cover the Continuation year period of performance or would like to modify your existing Technical Proposal, please submit with the following guidelines

Technical Proposal *template* *(Maximum 10 pages)*
[State abbreviation] Technical Proposal-*Word format*

To expedite the proposal review process, Applicants must submit their Technical Proposal using the template provided on https://www.sba.gov/STEP website. The proposal elements must be in the same order as the evaluation criteria in Section 5.2 of the Notice of Funding Opportunity. **The proposal may not exceed 10 pages (excluding title page and cover page) and must be double-spaced on 8 ½ x 11- inch paper. Times New Roman in 12-point font is required.** Only the first 10 pages will be reviewed and evaluated. An applicant will not be notified and consulted if additional pages are eliminated and not reviewed.
Non-Federal entities do NOT need to address every allowable statutory export activity (identified in Section 1.4). Non-Federal entities are strongly encouraged to prepare focused proposals including, performance measures and supporting activities that can realistically be achieved within the two-year performance period.

i. **Introduction**: Start the Technical Proposal with an '**Introduction**' section on page one (not on the title page) that summarizes in no more than one (1) paragraph, 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 the base year *and* in the option year, the total expected export sales, and anticipated return on investment that is realistic and achievable.

ii. **Exporting Experience:** In an estimated (1) page, the organizational capability to achieve success in the past and/or present to increase the number of small business exporters, export sales, and significant new trade opportunities.

iii. **Project Design:** In an estimated 1-7 pages, labeled with the main heading '**Project Design**', this section should demonstrate how credible and impactful the non-Federal entity's 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. This section must address all components as described in Section 5.2:

  a. Performance Measures & Outcomes;
  b. Direct Benefit to ESBCs;
  c. Direct Benefit to Small Business Communities; and
  d. Collaboration;

iv. **Financial Assistance Plan** - In an estimated 1 page, labeled with the main heading '**Financial Assistance Plan**', this section must outline the eight elements (detailed in Section 5.2) for ESBCs seeking assistance with award funds.

v. **Data Collection & Measurement of Outcomes** - In an estimated 1 page, labeled with the main heading '**Data Collection and Measurement of Outcomes**', this section must address the required data collection elements identified in Section 5.2.7 (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 significant new export trade opportunities. *Refer to Technical Proposal template for more details.* 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 plus jobs retained completed by the client to collect this data.

☐ ATTACHMENT 10 – Key Personnel Resumes and Position Descriptions

[State abbreviation] Key Personnel Resumes and Position Descriptions - ***Pdf format***
Résumés and position descriptions for ALL key personnel (including vacant positions) supporting the STEP project.

Résumé of STEP Project Director should reflect knowledge and experience with both administering Federal award and executing the proposed export activities;

Other résumés must reflect experience and education relevant to the proposed STEP project.

Résumés may not be more than one page in length. Only the first page of each resume will be reviewed and evaluated. An applicant will not be notified and consulted if additional pages are eliminated and not reviewed.

- □ List of Contractors/Consultants
- □ **Copies of Contractual/Consultant Agreements (Over $10,001 up to $250,000)**

☐ **ATTACHMENT 11 – List of Contractual and Consulting Agreements**

[State abbreviation] List of Contractual and Consulting- *Pdf format*
Provide two separate lists of Contracts and Agreements as follows:

List of Contractual and Consulting Agreements - List of all extant or anticipated contractual and consulting agreements that ***directly support*** the Applicant's proposed export activities which must include:

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.

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.: Additionally, when using Project Funds to procure supplies and/or equipment, You are encouraged to purchase American- manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American-manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

The following additional rules apply to contracts involving $10,000 or less:

a. You do not need to submit copies of the proposed contracts to the GOTR for approval before executing them.
b. The contracts are not required to be awarded via competition if Your organization considers their prices to be reasonable.

The following additional rules apply to contracts involving between $10,001 and $250,000 in Project Funds:

a. You do not need to submit copies of the proposed contracts to the GOTR for approval before executing them.
b. You 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 You do not choose to go with the lowest price quote, you must explain why.

The following additional rules apply to contracts involving more than $250,000 in Project Funds:

a. You must submit copies of the proposed contracts to the GOTR for approval before executing the contract.
b. The contracts must be awarded via competition. Non-competitive contracting at this level is only allowed if You 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.

a. ***List of contracts** that the non-Federal entity proposes to charge against the project as a *direct cost* or to meet matching funds requirement that will be outside the indirect cost rate agreement (e.g., a facilities lease).

   a. Contract provider/lessor name.
   b. Summary of support provided.
   c. Actual or estimated contract cost.

If non-Federal entity does not propose any contract support for this award, include this attachment marked "N/A."

☐ **ATTACHMENT 12 – Indirect Cost Rate Proposal from Cognizant Agency (if applicable) – Applicant must submit current approved rate**

[State abbreviation] ICRA - Pdf format

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. If the Non-Federal entity does not propose such charges for this award, include this attachment marked "N/A."

☐ **ATTACHMENT 13 - Copy of the Applicant's Cost Policy Statement**

The cost policy statement must describe all accounting policies and narrate in detail your proposed cost allocation plan. This plan must identify the procedures used to identify, measure, and allocate all costs to each benefiting activity. This policy should be signed by an authorized official. Name this document: Cost Policy.

After you submit your electronic application on GrantSolutions you will be assigned an application number and email will be generated then sent to all PI/PDs and AORs. It will also be available under "My Applications" tab in GrantSolutions.

For additional help on how to use GrantSolutions you can send an e-mail to the GrantSolutions helpdesk at help@grantsolutions.gov or call 1-866-577-0771.

☐ **ATTACHMENT 14 – Updated Proposed Plan: Performance Measures & Outcomes**

Updated Proposed Plan: Performance Measures & Outcomes - See Application Instructions Appendix
[State abbreviation] Updated Proposed Plan - *Excel format*
Non-Federal entities will be responsible for preparing an **Updated Proposed Plan** including, **Performance Measures and Outcomes** in an excel spreadsheet based on the Milestone Goals. The Updated 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. If awarded Continuation Grant year funding, the grant recipient will be assigned a STEP Program Manager who is responsible for reviewing and approving the plan. Grant recipients will be required to report performance measures achieved, activities completed, and measurable results on a quarterly basis for the one-year award period. SBA will collect, analyze and utilize this data to evaluate the program's overall success. Client data will be confidential and used by SBA only, if permission is given by a representative of the eligible small business concern

APPLICATION INSTRUCTIONS APPENDIX

Cover Letter
Updated Proposed Plan
Instructions to Complete 'Updated Proposed Plan'
Match Certification

SAMPLE COVER LETTER

STATE TRADE EXPANSION PROGRAM

[STATE LETTERHEAD]

[DATE]

[Applicant STEP Project Director or Authorizing Official's Name]

Ms. Michele Schimpp, Deputy Associate Administrator
U.S. Small Business Administration
Office of International Trade
409 3rd Street, SW
Washington, DC 20416

RE: Continuation Grant Year STEP Application Cover Letter

Dear Ms. Michele Schimpp:

In support of our STEP application, we submit the following information:

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 one already exists;
iv. Name, telephone number, fax number, and email address of the non-Federal entity's 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:

SUMMARY: "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)".

STEP UPDATED PROPOSED PLAN

Non-Federal entities must complete and submit as part of their application an MS Excel format worksheet that contains data elements for all proposed Milestone Goals, performance measures, and supporting export activities (the template worksheet depicted below is provided on www.grants.gov for Applicant use).

Each Milestone Goal, performance measure, and supporting activity proposed in the Technical Proposal must be reflected in the Proposed Plan, and vice versa. List each Milestone Goal and accompanying performance measures and supporting export activities consecutively, regardless for which quarter an activity is projected.

The total Federal award expense projected in the Updated Proposed Plan (column-G) must match the total Federal award projected in the SF-424 and SF-424A. Any non-Federal entity's matching funds used for activities listed on this form must be recorded in column-H on this form also. Only list these funds if the funds are to be used for the proposed line's activities.

MILESTONE GOAL DESCRIPTION	*EXPORT ACTIVITY TYPE*	NEW TO EXPORT (NTE) FIRMS PARTICIPATING (BY ACTIVITY) - PROJECTED	NTE EXPORT SALES - PROJECTED	MARKET EXPANSION FIRMS PARTICIPATING (BY ACTIVITY) - PROJECTED	MARKET EXPANSION EXPORT SALES - PROJECTED	FEDERAL AWARD EXPENSE - PROJECTED	*NON-FEDERAL AWARD EXPENSES PROJECTED*	*OUTCOME: TOTAL FIRMS PARTICIPATING (BY ACTIVITY) - PROJECTED*	*OUTCOME: TOTAL EXPORT SALES - PROJECTED*	*RETURN ON FEDERAL INVESTMENT - PROJECTED*
Goal #1								0	$0	N/A
Goal # 2								0	$0	N/A
Goal # 3								0	$0	N/A
								0	$0	N/A
								0	$0	N/A
								0	$0	N/A
								0	$0	N/A
						$0.00	**$0.00**			
		0	**$0**	**0**	**$0**	**$0**	**$0**	**0**	**$0**	**N/A**

STATE TRADE EXPANSION PROGRAM
Instructions to Complete 'Updated Proposed Plan'

Performance Measures, Outcomes & Collaboration to Directly Benefit ESBCs

Milestone Goals & Activities

1. In **Column A**, list each ***MILESTONE GOAL DESCRIPTION*** followed by all supporting export activities consecutively, regardless of the quarter an activity is projected.

2. In each row, assign a sequential number for each milestone goal. For example:
   a) Milestone Goal # 1
   b) Milestone Goal # 2
   c) Milestone Goal # 3

3. In **Column B** (blue), use drop down to specify your supporting ***EXPORT ACTIVITY TYPE*** for each milestone goal.

Outcomes: New to Export Firms (NTE) and Export Sales

4. In **Column C**, complete your projected outcomes for the number of ***NTE FIRMS PARTICIPATING (By Activity) – Projected***
5. In **Column D**, complete your NTE export sales projected.

Outcomes: Market Expansion Firms (ME) and Export Sales

6. In **Column E**, complete your projected outcomes for the number of ***ME FIRMS PARTICIPATING (By Activity) – Projected***
7. In C**olumn F**, complete your ME export sales projected.

Federal and Non-Federal Award Expenses

8. In **Column G**, complete ***FEDERAL AWARDED EXPENSE PROJECTED*** for each activity
9. In **Column H**, complete ***NON-FEDERAL EXPENSES PROJECTED*** for each activity

10. Ensure the total Federal expense (column G) on the bottom summary row matches the proposed Federal STEP award amount on the SF 424 Application (block 15A) for Federal Assistance and SF-424A Budget Information (block 6 K).

11. Do not overwrite the orange-color total Outcomes columns or the bottom summary row.
    - OUTCOME: ***TOTAL FIRMS PARTICIPATING - PROJECTED*** *(Column I) – this data element sums the NTE and ME firms participating in the activity.*
    - OUTCOME: ***TOTAL EXPORT SALES - PROJECTED*** *(Column J) - this data element sums the NTE and ME export sales of firms.*
    - OUTCOME: ***RETURN ON INVESTMENT - PROJECTED*** *(Column K) - this data element calculates ROI in numeric terms.*

SAMPLE MATCH CERTIFICATION
[STATE LETTERHEAD]

[DATE]

[Applicant STEP Project Director or Authorizing Official's Name]

U.S. Small Business Administration
Office of International Trade
409 3rd Street, SW
Washington, DC 20416

Match Certification for Continuation Grant Year STEP Program Application

Dear SBA Official:

In support of our STEP Program application, please accept this letter as confirmation of our required match.

The [Applicant] will meet the required match amount of [$____________] for the duration of the project. The table below illustrates the elements of our match contribution for the proposed project.

MATCH $	TYPE	SOURCE	DESCRIPTION
$	Cash	State Budget	
$	Indirect	Indirect Cost Rate Agreement	
$	In-Kind*	[enter state or third party name(s)]	Premises Lease, contribution statement and etc…
Total $			

* Add additional rows, as needed.

Sincerely,

[Signature]

____

[Printed name]
Chief Financial Officer