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New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS

December 15, 2023

The Honorable Ken Weyler, Chairman Fiscal
Committee of the General Court
State House
Concord, New Hampshire 03301

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Business and Economic Affairs, Division of Economic Development, Office of International Commerce, to accept and expend grant funds from the U.S. Small Business Administration's State Trade Expansion Program grant program (Award # SBAOITST230104) for specialized program financial assistance in the amount of $444,366, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2025. **100% Federal Funds.**

Funds are to be budgeted in Fiscal Year 2024 in the following account:

03-22-22-220510-XXXX0000, Dept. of Business and Economic Affairs, ECD, STEP XI

Class-Account	Description	FY 24 Requested Budget	Requested Action	Revised FY24 Adjusted Authorized
000-403944-16	Federal Funds	$ -	$ 444,366	$ 444,366
	Total Revenue	**$ -**	**$ 444,366**	**$ 444,366**
040-501587	Indirect Costs	$ -	$ 39,366	$ 39,366
041-500801	Audit Fund Set-Aside	$ -	$ 444	$ 444
080-500710	Out of State Travel	$ -	$ 8,600	$ 8,600
102-500731	Contracts for Program Services	$ -	$ 395,956	$ 395,956
	Total Expense	**$ -**	**$ 444,366**	**$ 444,366**

EXPLANATION

The U.S. Small Business Administration's State Trade Expansion Program (STEP) grant program, which was created under the Small Business Jobs Act of 2010, awards financial assistance grants to states for the purpose of furthering their efforts of assisting small businesses in preparing for new international markets, complying with trade regulations, accessing export financing, and participating in international trade shows and trade missions. These grants allow for the creation of specialized programs to focus on international markets with the highest growth potential and to engage industries with the greatest and most immediate ability to compete successfully.

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Suite 100
Concord, New Hampshire 03301
603 271 2341
visitnh.gov nheconomy.com choosenh.com

The State of New Hampshire has successfully been awarded STEP funds in ten previous rounds of this competitive grant, making the current cycle the eleventh round of funding (STEP 11). New Hampshire is one of forty-nine states and territories to receive a STEP grant award this year.

In one of the most recently concluded rounds of funding (STEP 9, as STEP 10 is still underway), New Hampshire was awarded $225,427 in federal funding, which was used to support 43 New Hampshire businesses with education and training on exporting processes as well as helping these businesses find and enter new export markets. Based on feedback from those participating New Hampshire businesses, this funding resulted in more than $9.6 million in exports and 407 jobs created or retained during the grant period.

The total grant amount awarded to the Department of Business and Economic Affairs (BEA) is $444,366, to run over a period of two years (ending on September 29, 2025).

Funds are budgeted as follows:

Class 040 – Indirect Costs – BEA will withdraw funds at the rate of 9.72% of direct costs; this rate was calculated by BEA and reported to the Federal Government as the rate to be used for federal grants.

Class 041 – Audit Fund Set-Aside – payment of audit fee set aside associated with federal funding to comply with RSA 124:16 that requires all agencies which receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.

Class 080 – Out of State Travel Reimbursement – funding for BEA staff to travel to the United Kingdom, to support New Hampshire businesses participating in the Farnborough Air Show in July 2024.

Class 102 – Contracts for Program Services – contracts for financial management of direct financial assistance awards to businesses and for organizing and facilitating New Hampshire's participation at the Farnborough Air Show in July 2024.

In addition to State administrative costs for Indirect Costs and Audit Fund Set-Aside, BEA will award a contract for assistance ("program services") with facilitating direct financial assistance awards to New Hampshire businesses and for organizing and facilitating trade show participation by BEA staff and by New Hampshire businesses at the Farnborough Air Show in the United Kingdom in 2024. Funding for the Air Show will enable inviting 6 - 8 New Hampshire businesses with interest in the aerospace and defense industries in the UK and throughout Europe to help foster business opportunities in this important sector. BEA will also use travel funding under this grant to fund staff travel to the Farnborough Air Show to support the participating New Hampshire businesses.

In the event that Federal Funds are no longer available, General Funds will not be requested to continue the support of this program.

Respectfully Submitted,

Taylor Caswell
Commissioner

1. DATE ISSUED *MM/DD/YYYY* 08/30/2023	**1a. SUPERSEDES AWARD NOTICE dated** except that any additions or restrictions previously imposed remain in effect unless specifically rescinded
2. CFDA NO. 59.061 - STATE TRADE EXPANSION	
3. ASSISTANCE TYPE Project Grant	
4. GRANT NO. SBAOITST230104-01-00 **Formerly**	**5. TYPE OF AWARD** Other
4a. FAIN SBAOITST230104	**5a. ACTION TYPE** New
6. PROJECT PERIOD *MM/DD/YYYY* **From** 09/30/2023	**Through** *MM/DD/YYYY* 09/29/2025
7. BUDGET PERIOD *MM/DD/YYYY* **From** 09/30/2023	**Through** *MM/DD/YYYY* 09/29/2025

U.S. Small Business Administration

Office of Grants Management (OGM)

Small Business Administration
409 3rd St, SW
Washington, DC 20416

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
15 U.S.C. 637(b)(17)

8. TITLE OF PROJECT (OR PROGRAM)
NH State Trade Expansion Program, Round 11

9a. GRANTEE NAME AND ADDRESS
BUSINESS AND ECONOMIC AFFAIRS, NEW HAMPSHIRE DEPARTMENT OF
1 Eagle Sq Ste 100
Economic Development
Concord, NH 03301-4991

9b. GRANTEE PROJECT DIRECTOR
Mr. Alan Dillingham
100 North Main Street
Economic Development
Concord, NH 03301-4903
Phone: 603-271-0323

10a. GRANTEE AUTHORIZING OFFICIAL
Mr. Taylor Caswell
100 N MAIN ST STE 100
CONCORD, NH 03301-5054
Phone: 603-271-0331

10b. FEDERAL PROJECT OFFICER
Adria Washington
409 3rd St SW
Washington, DC 20416-0011
Phone: 202-205-6717

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)

I Financial Assistance from the Federal Awarding Agency Only		—
II Total project costs including grant funds and all other financial participation		II
a. Salaries and Wages	102,862.00	
b. Fringe Benefits	45,260.00	
c. Total Personnel Costs	148,122.00	
d. Equipment	0.00	
e. Supplies	0.00	
f. Travel	8,600.00	
g. Construction	0.00	
h. Other	0.00	
i. Contractual	396,400.00	
j. TOTAL DIRECT COSTS →	553,122.00	
k. INDIRECT COSTS	39,366.00	
l. **TOTAL APPROVED BUDGET**	592,488.00	
m. Federal Share	444,366.00	
n. Non-Federal Share	148,122.00	

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from item 11m)	444,366.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
d. **AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION**	444,366.00
13. Total Federal Funds Awarded to Date for Project Period	444,366.00

14. RECOMMENDED FUTURE SUPPORT
(Subject to the availability of funds and satisfactory progress of the project):

YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2		d. 5	
b. 3		e. 6	
c. 4		f. 7	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:
a. DEDUCTION
b. ADDITIONAL COSTS
c. MATCHING
d. OTHER RESEARCH (Add / Deduct Option)
e. OTHER *(See REMARKS)*

b

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:
a. The grant program legislation
b. The grant program regulations.
c. This award notice including terms and conditions, if any, noted below under REMARKS
d. Federal administrative requirements, cost principles and audit requirements applicable to this grant

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached - ☒ Yes ☐ No)

GRANTS MANAGEMENT OFFICIAL:
Rena Memmedli, GMS
409 3rd St SW
Washington, DC 20416-0011
Phone: 202-205-7664

17.OBJ CLASS 4110	18a. VENDOR CODE 026000618	18b. EIN 026000618	19a. UEI VZ8GBEALT588	19b. DUNS 787504158	20. CONG. DIST. 02
FY-ACCOUNT NO.	**DOCUMENT NO.**	**ADMINISTRATIVE CODE**	**AMT ACTION FIN ASST**		**APPROPRIATION**
21. a. 2023.340400DB.506001	b. OITST230104A	c. OITST	d.	$444,366.00	e.
22. a.	b.	c.	d.		e.
23. a.	b.	c.	d.		e.