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September 26, 2024

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 # SBAOITST240148) in the amount of \$500,000, effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. **100% Federal Funds**

Funds are to be budgeted in Fiscal Year 2025 in the following Account:

**03-22-022-20510-XXXX0000, SBA STEP XII:**

Class - Account	Description	FY 25 Current Adjusted Authorized	Requested Action	Revised FY 25 Adjusted Authorized
000-403944-16	Federal Funds	\$ -	\$ 500,000	\$ 500,000
		\$ -	\$ 500,000	\$ 500,000
040-501587	Indirect Costs	\$ -	\$ 45,455	\$ 45,455
041-500801	Audit Fund Set-Aside	\$ -	\$ 500	\$ 500
080-500710	Out of State Travel	\$ -	\$ 5,000	\$ 5,000
102-500731	Contracts for Program Services	\$ -	\$ 449,045	\$ 449,045
		\$ -	\$ 500,000	\$ 500,000

**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

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international markets with the highest growth potential and to engage industries with the greatest and most immediate ability to compete successfully.

The State of New Hampshire has successfully been awarded STEP funds in eleven previous rounds of this competitive grant, making the current cycle the twelfth round of funding (STEP 12).

In one of the most recent rounds of funding (STEP 10, as STEP 11 is still collecting results), New Hampshire was awarded \$250,000 in federal funding. This funding supported 30 New Hampshire companies with international expansion. Based on feedback from those participating businesses, this funding resulted in more than \$5.7 million in exports and 61 jobs created or retained.

The total STEP 12 grant amount awarded to the Department of Business and Economic Affairs (BEA) is \$500,000, to run over a period of two years (ending on September 29, 2026).

Funds are budgeted as follows:

- Class 040 – Indirect Costs – BEA will withdraw funds at the rate of 10% of direct costs, using the *de minimis* available to all grant awardees with negotiated indirect cost rate.
- 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 support a New Hampshire presence at trade shows.
- 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 trade shows.

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. Through this funding, BEA and its selected contractor will create a branded New Hampshire presence at trade shows abroad, based on the interest and support of New Hampshire companies.

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 08/30/2024		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. SBAOITST240148-01-00 Formerly		5. TYPE OF AWARD Other	
4a. FAJN SBAOITST240148		5a. ACTION TYPE New	
6. PROJECT PERIOD MM/DD/YYYY From 09/30/2024		Through 09/29/2026	
7. BUDGET PERIOD MM/DD/YYYY From 09/30/2024		Through 09/29/2026	

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. 649(l)

8. TITLE OF PROJECT (OR PROGRAM)  
NH State Trade Expansion Program, Round 12

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  
An authorized representative electronically signed the award on 09/11/2024

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	
a. Salaries and Wages	115,740.00
b. Fringe Benefits	50,927.00
c. Total Personnel Costs	166,667.00
d. Equipment	0.00
e. Supplies	0.00
f. Travel	5,000.00
g. Construction	0.00
h. Other	0.00
i. Contractual	449,545.00
<b>j. TOTAL DIRECT COSTS</b>	<b>621,212.00</b>
k. INDIRECT COSTS	45,455.00
<b>l. TOTAL APPROVED BUDGET</b>	<b>666,667.00</b>
m. Federal Share	500,000.00
n. Non-Federal Share	166,667.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from item 11m)	500,000.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	0.00
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>	<b>500,000.00</b>
<b>13. Total Federal Funds Awarded to Date for Project Period</b>	<b>500,000.00</b>

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>b</b>
b. ADDITIONAL COSTS	
c. MATCHING	
d. OTHER RESEARCH (Add / Deduct Option)	
e. OTHER (See REMARKS)	

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDOING 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:  
Benee Edwards, Grants Management Specialist  
409 3rd St SW  
Washington, DC 20416-0011  
Phone: 202-272-3268

17. OBJ CLASS 4110	18a. VENDOR CODE 028000618	18b. EIN 025000618	19a. UEI VZ8GSEALT568	19b. DUNS 787504158	20. CONG. DIST. 02
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST		APPROPRIATION
21. a. 2024.45040008.50600	b. OITST240148A	c. OITST	d. \$500,000.00		e.
22. a.	b.	c.	d.		e.
23. a.	b.	c.	d.		e.

NOTICE OF AWARD (Continuation Sheet)

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GRANT NO. SBAOITST240148-01-00	

**Terms and Conditions**

1. 2024 SBA Terms and Conditions