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August 13, 2025

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

Her Excellency, Governor Kelly A. Ayotte
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 (BEA), Division of Economic Development, Office of International Commerce, to **retroactively** amend Fiscal Item #FIS 24-331, originally approved by the Fiscal Committee on October 18, 2024, and by the Governor and Council on October 30, 2024, Item #55, by extending the end date from June 30, 2025 to September 29, 2026, and 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. **100% Federal Funds.**

Funds are to be budgeted in Fiscal Year 2026 in the following Account:

03-22-22-220510-42570000, SBA STEP XII

Class - Account	Description	FY 26 Requested Budget	Requested Action	Revised FY 26 Adjusted Authorized
000-403944-16	Federal Funds	\$ -	\$ 500,000	\$ 500,000
		\$ -	\$ 500,000	\$ 500,000
040-201587	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

This request is **retroactive** as the beginning date of July 1, 2025, associated with this request is in a new biennium. It is the policy of the Fiscal Committee of the General Court to act only on items within the current biennium and this is the first Fiscal Committee meeting in the new biennium.

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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.

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 \$10 million in exports and 61 jobs created or retained.

The total grant amount awarded to BEA for STEP 12 is \$500,000, to run over a period of two years with an end date of September 29, 2026. BEA has a proven record of fully utilizing STEP resources, having expended 100% of STEP 10 funds and is on track to fully expend STEP 11 by the September 29, 2025 program deadline. The \$500,000 STEP 12 award, with an end date of September 29, 2026, is likewise expected to be fully utilized, with several New Hampshire companies already expressing interest in funding for trade shows and other export-related initiatives. Approval will also continue the successful New Hampshire Export Accelerator program and support a New Hampshire-led delegation to a major international trade show, such as Farnborough in July 2026, driving export growth, job creation, and global competitiveness.

The New Hampshire Export Accelerator is a state-led program designed to help small businesses in New Hampshire explore and expand into international markets. Managed by BEA with administrative support from the NH Small Business Development Center (NH SBDC) and delivered in partnership with the U.S. Commercial Service and the U.S. Small Business Administration, the program combines training, individualized advising, and coaching to help businesses create formal export plans and prepare for international growth. Participants can choose between two tracks: the Global Growth Series, which offers five training sessions and one-on-one export counseling, and the Going Global Cohort, which provides the same sessions plus export coaching, STEP grant preparation, and the opportunity to earn an Export Ready Business Certification. Launched in May 2024, the program has already helped a range of New Hampshire companies successfully plan for exporting, with graduates gaining access to federal and state resources, trade missions, and expert guidance. By integrating education, personalized support, and connections to funding opportunities, the Export Accelerator aims to make it easier for local businesses to compete and succeed in global markets. With this funding, BEA is planning on another round of the Going Global Cohort, helping companies enter the Canadian market late fall/early winter 2025.

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "T. Caswell", with a stylized initial "T" and a long, sweeping underline.

Taylor Caswell
Commissioner

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court

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FISCAL SITUATION
FY 2026
03-22-22-220510-42570000, STEP XII

Total Federal Authorization	\$ 500,000
Less Expenditures thru 6/30/25	\$ -
Remaining Authorization to Budget	<u>\$ 500,000</u>
Less Current FY26 Budget Authorization	\$ -
Total Available for Budgeting	<u>\$ 500,000</u>
Available to Budget at a Later Date	\$ -
REQUESTED ACTION	<u>\$ 500,000</u>

Grant Award Number	Award Amount	Expenses to 6/30/25	Balance
SBAOITST240148	\$ 500,000	\$ -	\$ 500,000
			<u><u>\$ 500,000</u></u>

55



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

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

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

10b. FEDERAL PROJECT OFFICER
Adria Washington
409 3rd St SW
Washington, DC 20418-0011
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
j. TOTAL DIRECT COSTS	621,212.00
k. INDIRECT COSTS	45,455.00
l. TOTAL APPROVED BUDGET	666,667.00
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
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	500,000.00
13. Total Federal Funds Awarded to Date for Project Period	500,000.00

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	<input type="checkbox"/>
b. ADDITIONAL COSTS	<input type="checkbox"/>
c. MATCHING	<input type="checkbox"/>
d. OTHER RESEARCH (Add / Deduct Option)	<input type="checkbox"/>
e. OTHER (See REMARKS)	<input checked="" type="checkbox"/>

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:
Benee Edwards, Grants Management Specialist
409 3rd St SW
Washington, DC 20418-0011
Phone: 202-272-3268

17. OBJ CLASS 4110	18a. VENDOR CODE 028000618	18b. EIN 025000618	18c. UEI V28G8EAL7568	18d. 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	\$500,000.00	e.	
22. a.	b.	c.	d.	e.	
23. a.	b.	c.	d.	e.	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 08/30/2024
GRANT NO. SBAOITST240148-01-00	

Terms and Conditions

1. 2024 SBA Terms and Conditions