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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, Division of Economic Development, Office of International Commerce, to **retroactively** amend Fiscal Item #FIS 23-344, originally approved by the Fiscal Committee on January 19, 2024, and by the Governor and Council on January 31, 2024, Item #67, by extending the end date from June 30, 2025 to September 29, 2025, to accept and expend grant funds from the U.S. Small Business Administration's State Trade Expansion Program grant program (Award # SBAOITST230104) in the amount of \$16,335, effective upon Fiscal Committee and Governor and Council approval. **100% Federal Funds.**

Funding to be budgeted as follows:

**03-22-22-220510-62890000**, Dept. of Business and Economic Affairs, ECD, STEP XI

Class - Account	Description	FY 26 Adjusted Authorized Budget	Requested Action	Revised FY 26 Adjusted Authorized
000-403944-16	Federal Funds	\$ 74,183	\$ 16,335	\$ 90,518
		<b>\$ 74,183</b>	<b>\$ 16,335</b>	<b>\$ 90,518</b>
040-501587	Indirect Costs	\$ -	\$ 16,156	\$ 16,156
041-500801	Audit Fund Set-Aside	\$ -	\$ 179	\$ 179
102-500731	Contracts for Program Services	\$ 74,183	\$ -	\$ 74,183
		<b>\$ 74,183</b>	<b>\$ 16,335</b>	<b>\$ 90,518</b>

**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 ten previous rounds of this competitive grant, making this cycle the eleventh round of funding (STEP 11). New Hampshire is one of forty-nine states and territories to receive a STEP grant for the eleventh round.

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 the Department of Business and Economic Affairs (BEA) for STEP 11 is \$444,366, to run over a period of two years and ending on September 29, 2025. Roughly 80% of the federal funding was expended in the last biennium resulting in several success stories for New Hampshire businesses. These include successes such as: Sleepnet of Hampton, a manufacturer of respiratory and CPAP masks, reporting over \$1.1 million in export sales to date; Geophysical Survey Services, Inc. (GSSI) of Nashua, a producer of ground-penetrating radar equipment, with over \$800,000 in reported export sales; and Northland Forest Products of Kingston, a hardwood lumber processor and distributor, reporting over \$400,000. The remaining 20% of the federal funding has been awarded to New Hampshire companies, and approval of this request will allow BEA to expense the budgeted indirect costs associated with administering the disbursement of remaining program funds.

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.

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

**FISCAL SITUATION**  
**FY 2026**  
**03-22-22-220510-62890000, ECD, STEP XI**

Total Federal Authorization	\$	444,366
Less Expenditures thru 6/30/25	\$	353,848
		90,518
Remaining Authorization to Budget	\$	90,518
Less Current FY26 Budget Authorization	\$	74,183
Total Available for Budgeting	\$	16,335
Available to Budget at a Later Date	\$	-
<b>REQUESTED ACTION</b>	\$	16,335

Grant Award Number	Award Amount	Expenses to 6/30/25	Balance
SBAOITST230104	\$ 444,366	\$ 353,848	\$ 90,518

\$ 90,518

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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
	<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 444,366</b>	<b>\$ 444,366</b>
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
	<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 444,366</b>	<b>\$ 444,366</b>

**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.

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

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December 15, 2023  
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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. PAJN SBAOITST230104		5a. ACTION TYPE New	
6. PROJECT PERIOD MM/DD/YYYY From 09/30/2023		Through 09/29/2025	
7. BUDGET PERIOD MM/DD/YYYY From 09/30/2023		Through 09/29/2025	
8. TITLE OF PROJECT (OR PROGRAM) NH State Trade Expansion Program, Round 11			

**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)

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: 663-271-0323	
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)		12. AWARD COMPUTATION			
I Financial Assistance from the Federal Awarding Agency Only		II		a. Amount of Federal Financial Assistance (from Item 11m) 444,366.00	
II Total project costs including grant funds and all other financial participation				b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages 102,862.00				c. Less Cumulative Prior Award(s) This Budget Period 0.00	
b. Fringe Benefits 48,280.00				d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 444,366.00	
c. Total Personnel Costs 148,122.00				13. Total Federal Funds Awarded to Date for Project Period 444,366.00	
d. Equipment 0.00				14. RECOMMENDED FUTURE SUPPORT	
e. Supplies 0.00				(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel 8,600.00				YEAR TOTAL DIRECT COSTS YEAR TOTAL DIRECT COSTS	
g. Construction 0.00				a. 2 d. 5	
h. Other 0.00				b. 3 e. 6	
i. Contractual 396,400.00				c. 4 f. 7	
j. TOTAL DIRECT COSTS 553,122.00				15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
k. INDIRECT COSTS 39,366.00				a. DEDUCTION	
l. TOTAL APPROVED BUDGET 592,488.00				b. ADDITIONAL COSTS	
m. Federal Share 444,366.00				c. MATCHING	
n. Non-Federal Share 148,122.00				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 AWARING 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 Mammedli, GMS  
409 3rd St SW  
Washington, DC 20416-0011  
Phone: 202-205-7684

17. OBJ CLASS 4110	18a. VENDOR CODE 028000618	18b. EIN 028000618	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.50600	b. OITST230104A	c. OITST	d. \$444,366.00		e.
22. a.	b.	c.	d.		e.
23. a.	b.	c.	d.		e.