



New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS



August 19, 2026

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 accept and expend grant funds from the U.S. Small Business Administration's State Trade Expansion Program (Award #SBAOITST260187-01-00) in the amount of \$330,000, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2027. **100% Federal Funds.**

Funds are to be budgeted in Fiscal Year 2027 in the following Account:

03-22-22-220510-XXXX0000, Dept. of Business and Economic Affairs, SBA STEP XIII

Class - Account	Description	FY 27 Requested Budget	Requested Action	Revised FY 27 Adjusted Authorized
000-403944-16	Federal Funds	\$ -	\$ 330,000	\$ 330,000
		\$ -	\$ 330,000	\$ 330,000
040-501587	Indirect Costs	\$ -	\$ 39,356	\$ 39,356
041-500801	Audit Fund Set-Aside	\$ -	\$ 330	\$ 330
080-500710	Out of State Travel	\$ -	\$ 5,000	\$ 5,000
102-500731	Contracts for Program Services	\$ -	\$ 285,314	\$ 285,314
		\$ -	\$ 330,000	\$ 330,000

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 twelve previous rounds of this competitive grant, making the current cycle the thirteenth round of funding (STEP 13).

In one of the most recent rounds of funding (STEP 11, as STEP 12 is still collecting results), New Hampshire was awarded \$444,366 in federal funding. This funding has supported 51 New Hampshire companies with international expansion. Based on feedback from those participating businesses, this funding resulted in more than \$6.06 million in exports and 146 jobs created or retained.

The total grant amount awarded to the Department of Business and Economic Affairs (BEA) is \$330,000, to run over a period of one (1) year (ending on September 29, 2027).

Funds are budgeted as follows:

Class 040 – Indirect Costs – BEA will withdraw funds at the rate of 13.57% 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.

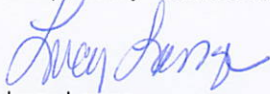
Class 080 – Out of State Travel Reimbursement – funding for BEA staff to travel to support a New Hampshire presence at trade shows.

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 a trade show, with the particular show chosen 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,



Lucy Lange
Commissioner



Award# SBAOITST260187-01-00

FAIN# SBAOITST260187

Federal Award Date: 07/15/2026

Recipient Information**1. Recipient Name**

BUSINESS AND ECONOMIC AFFAIRS, NEW
HAMPSHIRE DEPARTMENT OF
1 Eagle Sq Ste 100
Economic Development
Concord, NH 03301-4991

2. Congressional District of Recipient
02**3. Payment System Identifier (ID)**
[REDACTED]**4. Employer Identification Number (EIN)**
[REDACTED]**5. Data Universal Numbering System (DUNS)**
[REDACTED]**6. Recipient's Unique Entity Identifier (UEI)**
[REDACTED]**7. Project Director or Principal Investigator**

Mr. Alan Dillingham
International Trade Officer
alan.j.dillingham@livefree.nh.gov
663-271-0323

8. Authorized Official

Ms. Lucy Lange
Lucy.C.Lange@livefree.nh.gov
[REDACTED]

Federal Agency Information

Office of Grants Management (OGM)

9. Awarding Agency Contact Information

Ms. Zonia Schofield Thompson
Grants Management Specialist
[REDACTED]

10. Program Official Contact Information

Mohamed Williams
N/A
[REDACTED]

Federal Award Information**11. Award Number**

SBAOITST260187-01-00

12. Unique Federal Award Identification Number (FAIN)

SBAOITST260187

13. Statutory Authority

15 U.S.C. 649(l)

14. Federal Award Project Title

NH State Trade Expansion Program, Round 13

15. Assistance Listing Number

59.061

16. Assistance Listing Program Title

STATE TRADE EXPANSION

17. Award Action Type

New

18. Is the Award R&D?

No

Summary Federal Award Financial Information**19. Budget Period Start Date** 06/30/2026 - **End Date** 09/29/2027**20. Total Amount of Federal Funds Obligated by this Action**

\$330,000.00

20a. Direct Cost Amount

\$400,314.00

20b. Indirect Cost Amount

\$39,686.00

21. Authorized Carryover

\$0.00

22. Offset

\$0.00

23. Total Amount of Federal Funds Obligated this budget period

\$0.00

24. Total Approved Cost Sharing or Matching, where applicable

\$110,000.00

25. Total Federal and Non-Federal Approved this Budget Period

\$440,000.00

26. Period of Performance Start Date 06/30/2026 - **End Date** 09/29/2027**27. Total Amount of the Federal Award including Approved
Cost Sharing or Matching this Period of Performance**

\$440,000.00

28. Authorized Treatment of Program Income

OTHER (See REMARKS)

29. Grants Management Officer – Signature

Ms. Benec Edwards
Grants Management Specialist

30. Remarks

Please contact Benec Edwards, Grants Management Specialist for questions regarding the award.



Award# SBAOITST260187-01-00

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Federal Award Date: 07/15/2026

Recipient Information

Recipient Name

BUSINESS AND ECONOMIC AFFAIRS, NEW
HAMPSHIRE DEPARTMENT OF
1 Eagle Sq Ste 100
Economic Development
Concord, NH 03301-4991

Congressional District of Recipient

02

Payment Account Number and Type

[REDACTED]

Employer Identification Number (EIN) Data

[REDACTED]

Universal Numbering System (DUNS)

[REDACTED]

Recipient's Unique Entity Identifier (UEI)

[REDACTED]

31. Assistance Type

Project Grant

32. Type of Award

Other

33. 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	\$76,389.00
b. Fringe Benefits	\$33,611.00
c. Total Personnel Costs	\$110,000.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$5,000.00
g. Construction	\$0.00
h. Other	\$0.00
i. Contractual	\$285,314.00
j. TOTAL DIRECT COSTS	\$400,314.00
k. INDIRECT COSTS	\$39,686.00
l. TOTAL APPROVED BUDGET	\$440,000.00
m. Federal Share	\$330,000.00
n. Non-Federal Share	\$110,000.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
	SBAOITST260187	OITST	4110	59.061	\$330,000.00	

FISCAL SITUATION
FY 2027
03-22-22-220510-XXXX0000, SBA Step XIII

Total Federal Authorization	\$ 330,000
Less Expenditures thru 6/30/26	\$ -
Remaining Authorization to Budget	<u>\$ 330,000</u>
Less Current FY27 Budget Authorization	\$ -
Total Available for Budgeting	<u>\$ 330,000</u>
Available to Budget at a Later Date	\$ -
REQUESTED ACTION	<u>\$ 330,000</u>

<u>Grant Award Number</u>	<u>Award Amount</u>	<u>Expenses to 6/30/26</u>	<u>Balance</u>
SBAOITST260187-01-00	\$ 330,000	\$ -	\$ 330,000