



2016-2017
FIS 76 174

44

STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
DIVISION OF ECONOMIC DEVELOPMENT

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-2341 www.nheconomy.com

October 21, 2016

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
and
Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

[Signature]
Approved by Fiscal Committee 11/18/16
Date

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Resources and Economic Development, Division of Economic Development, Office of International Commerce to accept and expend grant funds from the US Small Business Administration – State Trade and Export Promotion (STEP) Grant Program (Award #SBAHQ-16-IT-0051) in the amount of \$213,000 upon Fiscal Committee and Governor and Executive Council approval through June 30, 2017. **100% Federal Funds**

Funding to be budgeted as follows:

| 03-35-35-350510-34390000 STEP V Grant | | 2017 Requested Budget |
|---------------------------------------|--------------------------------|-----------------------------|
| Revenue | | |
| 000-403944 | Federal Funds | \$213,000 |
| Expense | | |
| 040-500800 | Indirect Costs | \$ 24,026 |
| 041-500801 | Audit Fund Set Aside | 213 |
| 102-500731 | Contracts for Program Services | 188,761 |
| <i>Total:</i> | | \$213,000 |

EXPLANATION

The US Small Business Administration’s State Trade and Export Promotion (STEP) Grant Program, which was created by the Small Business Jobs Act Legislation, 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 foreign markets with the highest growth potential and to engage industries with the greatest and most immediate ability to compete successfully.

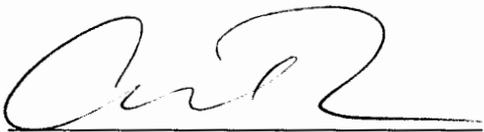
The State of New Hampshire has successfully been awarded STEP funds in four previous rounds of this competitive grant, making the current cycle the fifth round of funding. New Hampshire is one of forty-four states to receive a STEP grant award this year.

The following appropriations are being requested for Fiscal Year 2017:

| Class | Class Description | Amount | Purpose |
|--------------|-----------------------------|---------------|--|
| 040 | Indirect Costs | \$24,026 | Amount budgeted to cover indirect cost rate (11.28%); |
| 041 | Audit Fund Set Aside | \$213 | Amount budgeted to cover audit fund set aside percentage (.001); and |
| 102 | Contracts for Program Svcs. | \$188,761 | Amount budgeted to cover contractual services for trade show and matching grant program logistics. |

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

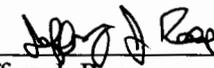
Respectfully Submitted,



Carmen Lorentz
Director

Concurred,

(rcw)



Jeffrey J. Rose
Commissioner

State of New Hampshire
Department of Resources and Economic Development
Division of Economic Development

FISCAL SITUATION

03-35-35-350510-34390000 STEP V Grant

Fiscal Year 2017 Grant Award #SBAHQ-16-IT-0051

Total Request: \$213,000
\$213,000



NOTICE OF AWARD

| U.S. Small Business Administration | | NOTICE OF AWARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------------------|--|---|-------------------|--------------------------|------|------|-------------------------|------|------|---------------------|------|------|----------------|------|------|-------------------|------|------|------------------|------|------|---------------------|------|------|---------------|------|------|-----------------------------------|---------------|---------------|------------------------------|-------------|-------------|-------------------------------------|--|--|---------------------------------|-------------|-------------|---------------------------------|---------------|---------------|--|--|
| 1. AUTHORIZATION (Legislation/Regulation) Trade Facilitation and Trade Enforcement Act of 2015 (HR 644) | | 2. Grant/Cooperative Agreement No. SBAHQ-16-IT-0051 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. RECIPIENT: (Name, Organizational Unit, Address) RESOURCES AND ECONOMIC DEVELOPMENT, NEW HAMPS Attn: MARTHA KEENE 172 PEMBROKE ROAD P.O. BOX 1856 CONCORD NH 033021856 | | 4. PROJECT PERIOD (Mo./Day/Yr.) From 09/30/2016 Through 09/29/2017 | (Mo./Day/Yr.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 5. BUDGET PERIOD (Mo./Day/Yr.) From 09/30/2016 Through 09/29/2017 | (Mo./Day/Yr.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 6. FEDERAL CATALOG NO. 59.061 | 7. ADMINISTRATIVE CODES 6506001EZ0044 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. TITLE OF PROJECT/PROGRAM (limit to 53 spaces) STEP 2016 | | 9. AWARD AMOUNT Amount of SBA Financial Assistance \$213,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. DIRECTOR OF PROJECT (Program or Center Director, Coordinator or Principal Investigator) NAME Kasim Tina Last First Initial ADDRESS: Same as above. | | 11. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. Approved Budget (Excludes SBA Direct Assistance) <input type="checkbox"/> SBA Funds Only <input checked="" type="checkbox"/> Total project costs including all other financial participation. | | 13. Remarks (Other Terms & Conditions Attached) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please see Terms and Conditions. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 15%;">Federal Share</th> <th style="width: 15%;">Non-Federal Share</th> </tr> </thead> <tbody> <tr><td>a. Personal Service_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>b. Fringe Benefits_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>c. Consultants_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>d. Travel_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>e. Equipment_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>f. Supplies_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>g. Contractual_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>h. Other_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>i. TOTAL DIRECT COSTS_____</td><td style="text-align: center;">\$0.00</td><td style="text-align: center;">\$0.00</td></tr> <tr><td>j. Indirect cost_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>(Rate) 0 % of S & W/TADC</td><td></td><td></td></tr> <tr><td>k. OTHER APPL COSTS_____</td><td style="text-align: center;">0.00</td><td style="text-align: center;">0.00</td></tr> <tr><td>l. TOTAL APPROVED BUDGET</td><td style="text-align: center;">\$0.00</td><td style="text-align: center;">\$0.00</td></tr> </tbody> </table> | | | Federal Share | Non-Federal Share | a. Personal Service_____ | 0.00 | 0.00 | b. Fringe Benefits_____ | 0.00 | 0.00 | c. Consultants_____ | 0.00 | 0.00 | d. Travel_____ | 0.00 | 0.00 | e. Equipment_____ | 0.00 | 0.00 | f. Supplies_____ | 0.00 | 0.00 | g. Contractual_____ | 0.00 | 0.00 | h. Other_____ | 0.00 | 0.00 | i. TOTAL DIRECT COSTS_____ | \$0.00 | \$0.00 | j. Indirect cost_____ | 0.00 | 0.00 | (Rate) 0 % of S & W/TADC | | | k. OTHER APPL COSTS_____ | 0.00 | 0.00 | l. TOTAL APPROVED BUDGET | \$0.00 | \$0.00 | 14. THIS AWARD IS SUBJECT TO THE FOLLOWING COST PRINCIPLES AND OMB UNIFORM ADMINISTRATIVE REQUIREMENTS : <input type="checkbox"/> 2 CFR Part 220 - Cost Principles for Educational Institutions <input checked="" type="checkbox"/> 2 CFR Part 225 - Cost Principles for State and Local Governments <input type="checkbox"/> 2 CFR Part 230 - Cost Principles for Non-Profit Organizations <input type="checkbox"/> FAR Subpart 31.2 - Principles for Determining Cost Applicable to Awards with For-Profit Organizations <input checked="" type="checkbox"/> 13 C.F.R. Part 143 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments <input type="checkbox"/> 2 CFR Part 215 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations. <input checked="" type="checkbox"/> OMB Circular - A - 133 - Audits of States, Local Governments, and other Non-Profit Orgs. | |
| | Federal Share | Non-Federal Share | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Personal Service_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Fringe Benefits_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. Consultants_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. Travel_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. Equipment_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f. Supplies_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| g. Contractual_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| h. Other_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i. TOTAL DIRECT COSTS_____ | \$0.00 | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| j. Indirect cost_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Rate) 0 % of S & W/TADC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| k. OTHER APPL COSTS_____ | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| l. TOTAL APPROVED BUDGET | \$0.00 | \$0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. CRS - EIN 02-6000618 | | 17. COUNTY NAME Merrimack | 18. CONGRESSIONAL DISTRICT NO. NH-002 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19a. CITY CODE 14200 | b. COUNTY CODE 013 | c. STATE CODE 33 | d. PROGRAM CODE 7009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BUDGET CODE 1616670400DB5060012036041 | DOCUMENT NO. SBAHQ-16-IT-0051 | AMT. ACTION FIN. ASST. \$213,000.00 | TYPE OF ORGANIZATION State Gov't. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20a. William Nickle | | 20b. 09/26/2016 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. AGENCY OFFICIAL (Signature, Name and Title) | | 22. DATE ISSUED (Mo./Day/Yr.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. RECIPIENT OFFICIAL (Signature, Name and Title) <i>Mr. Joe, Commissioner</i> | | 24. DATE 10/6/16 (Mo./Day/Yr.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING.

- A. The program legislation and / or regulation cited in block 1.**
- B. This award notice including terms and conditions, if any, noted under block 13, Remarks.**
- C. SBA Federal Assistance Regulations or Manual issuances in effect at the beginning date of the budget period.**
- D. The applicable program announcement, if any.**
- E. SBA Policy Guidelines in effect as of the beginning date of the budget period.**
- F. SBA Administrative Regulations / Guidelines in effect as of the beginning date of the budget period.**

In the event that there are any conflicting or otherwise inconsistent policies applicable to this award, the above order of precedence shall prevail. Acceptance of ALL terms and conditions is acknowledged by the Recipient's Signature in block 23.

| U.S. Small Business Administration | | NOTICE OF AWARD | | | |
|------------------------------------|---|-----------------|-------------|-------------------|---------------|
| ITEM NO. (A) | ITEM OR SERVICE (Include Specifications and Special Instructions) (B) | QUANTITY (C) | UNIT (D) | ESTIMATED COST | |
| | | | | UNIT PRICE (E) | AMOUNT (F) |
| | DUNS Number: 787504158 Delivery: 09/23/2016 Delivery Location Code: 506001 Small Business Administration Office of International Trade 409 3rd St., S.W. Washington DC 20416 USA Payment: Small Business Administration Program Development Division, 8th Floor 409 3rd St., S.W. Washington DC 20416 Accounting Info: 1616.60400DB.506001.20360.4110.610001.0000000 Period of Performance: 09/30/2016 to 09/29/2017 | | | | |
| 0001 | STEP GRANT NEW HAMPSHIRE Obligated Amount: \$213,000.00 The total amount of award: \$213,000.00. The obligation for this award is \$213,000.00. | | | | 213,000.00 |