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July 20, 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 **retroactively** amend Fiscal Item #FIS 22-334, originally approved by the Fiscal Committee on October 14, 2022, and by the Governor and Council on October 19, 2022, Item #51, by extending the end date from June 30, 2023, to September 29, 2024, to accept and expend grant funds from the U.S. Small Business Administration's State Trade Expansion Program grant program, Round 10 (Award# SBAOIT220046-01) in the amount of \$250,000, effective upon Fiscal Committee and Governor and Executive Council. **100% Federal Funds.**

Funding to be budgeted as follows:

STATE TRADE AND EXPO '19 03-22-22-220510-23610000		FY 24 Current Adjusted Authorized	Requested Action	FY 24 Revised Adjusted Authorized
Revenue				
000-403944-16	FEDERAL FUNDS	\$0	\$(250,000)	\$(250,000)
	Total Revenue	\$0	\$(250,000)	\$(250,000)
Expense				
040-501587	INDIRECT COSTS	\$0	\$15,478	\$15,478
041-550801	AUDIT FUND SET-ASIDE	\$0	\$234	\$234
080-500710	OUT OF STATE TRAVEL	\$0	\$4,300	\$4,300
102-500731	CONTRACTS FOR PROGRAM SERVICES	\$0	\$229,988	\$229,988
	Total Expense	\$0	\$250,000	\$250,000

EXPLANATION

This request is **retroactive** as the beginning date of July 1, 2023, associated with this request is in the 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.

Approval of this request will allow the Office of International Commerce to continue to use funds awarded to support small business export promotion programs funded by the U.S. Small Business Administration's State Trade Expansion Program (STEP) grant program, Round 10.

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

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and the Honorable Council
July 20, 2023
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STEP, 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 nine previous rounds of this competitive grant, making the current cycle the tenth round of funding. New Hampshire is one of fifty-two states and territories to receive a STEP grant award this year.

The total grant amount awarded to the Department of Business and Economic Affairs (BEA) for STEP, Round 10, is \$250,000, to run through September 29, 2024.

Funds are budgeted as follows:

- Class 040 – Indirect Costs – all agencies receiving outside funding from any source are required by RSA 21-I:75 to recover a proportional share of the outside funding source to alleviate agency indirect costs.
- Class 041 – Audit Fund Set-Aside – 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 London, UK, to support New Hampshire businesses participating in the Defence and Security Equipment International (DSEI) trade show in September 2023.
- 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 DSEI trade show in September 2023.

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

Respectfully Submitted,



Taylor Caswell
Commissioner

**Department of Business and Economic Affairs
GRANTS FISCAL SITUATION FISCAL YEAR 2024
03-22-22-221510-23610000 STATE TRADE AND EXPO '19**

Total Federal Authorization	\$ 250,000
Less Expended through 6/30/2023	\$ 0
Less Current FY24 Budget Authorization	<u>\$ 0</u>
Total Available for Budgeting	\$ 250,000
Available to Budget at a Later Date	<u>\$ 0</u>
REQUESTED ACTION	\$ 250,000

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FIS 22 334



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**

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September 20, 2022

The Honorable Karen Umberger, 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# SBAOIT220046-01) in the amount of \$250,000.00, effective upon Fiscal Committee and Governor and Executive Council approval through June 30, 2023. **100% Federal Funds.**

Funding to be budgeted as follows:

State Trade and Expo '19 03-22-22-220510-23810000		FY 23 Requested Budget
Expense		
040-501587	INDIRECT COSTS	\$ 15,478
080-500710	OUT OF STATE TRAVEL	\$ 4,300
102-500731	CONTRACTS FOR PROGRAM SERVICES	\$230,222
Total Expense		\$250,000
Revenue		
000-400388-16	FEDERAL FUNDS	\$250,000
Total Revenue		\$250,000

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

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The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court

His Excellency, Governor Christopher T. Sununu
and the Honorable Council

The State of New Hampshire has successfully been awarded STEP funds in nine previous rounds of this competitive grant, making the current cycle the tenth round of funding. New Hampshire is one of fifty-two states and territories to receive a STEP grant award this year.

In one of the most recently concluded rounds of funding (STEP 8), New Hampshire was awarded \$241,233 in federal funding, which was used to support fifty-two New Hampshire businesses with education and training on exporting processes as well as in finding and entering new markets. Based on feedback from those participating New Hampshire businesses, this funding resulted in more than \$15.8 million in exports and 483 jobs created or retained during the grant period.

The total grant amount awarded to the Department of Business and Economic Affairs (BEA) is \$250,000, to run over a period of two years (ending on September 29, 2024).

BEA plans to award a contract via a competitive process for assistance 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 defense- and security-themed DSEI trade show in London, UK, in 2023. Sufficient funding is provided by the grant to invite 5 – 6 New Hampshire businesses with interest in these 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 one staff person's travel to the DSEI trade show to support the participating New Hampshire businesses.

Funds are budgeted as follows:

Class 040 – Indirect Costs – BEA will withdraw funds at the rate of 6.6% of direct costs.

Class 080 – Out of State Travel Reimbursement – funding for BEA staff to travel to a trade show out of the country.

Class 102 – Contracts for Program Services – contracts for the above mentioned services.

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
09/14/2022

1a. SUPERSEDES AWARD NOTICE dated
except that any additions or restrictions previously imposed
remain in effect unless specifically rescinded

2. CFDA NO.
89.001 - STATE TRADE EXPANSION

3. ASSISTANCE TYPE Project Grant

4. GRANT NO. SBAOIT8T220048-01-00
Formerly

5. TYPE OF AWARD
Other

4a. FAIN SBAOIT8T220048

5a. ACTION TYPE New

6. PROJECT PERIOD MM/DD/YYYY
From 09/30/2022 Through 09/29/2024

7. BUDGET PERIOD MM/DD/YYYY
From 09/30/2022 Through 09/29/2024

8. TITLE OF PROJECT (OR PROGRAM)
NH State Trade Export Promotion Program, Round 10

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(i)

9a. GRANTEE NAME AND ADDRESS
BUSINESS AND ECONOMIC AFFAIRS, NEW HAMPSHIRE DEPARTMENT OF
100 N Main St Ste 100
Concord, NH 03301-6054

9b. GRANTEE PROJECT DIRECTOR
Mr. Alan Dillingham
100 N MAIN ST STE 100
CONCORD, NH 03301-6054
Phone: 603-271-0323

10a. GRANTEE AUTHORIZING OFFICIAL
Mr. Taylor Caswell
100 N MAIN ST STE 100
CONCORD, NH 03301-6054
Phone: 603-271-0331

10b. FEDERAL PROJECT OFFICER
Adele Washington
409 3rd St SW
Washington, DC 20416-0011
Phone: 202-305-6717

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Exclude Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from Item 11a)	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods	
		c. Less Cumulative Prior Award(s) This Budget Period	
		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	
		13. Total Federal Funds Awarded to Date for Project Period	
		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. 8	
		b. 3 e. 6	
		c. 4 f. 7	
		15. PROGRAM FUNDS SHOULD BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES	
		a. DEDUCTION	
		b. ADDITIONAL COSTS	
		c. MATCH-ING	
		d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (see REMARKS)	
		16. THE AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE SUBJECT TO THE TERMS AND CONDITIONS COMPLETED BY THE GRANTEE OR BY REFERENCE IN THE FOLLOWING:	
		a. The grant program legislation.	
		b. The grant program regulations.	
		c. The award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and cost 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)
FY 2022 STEP Award.

GRANTS MANAGEMENT OFFICIAL:

Teresa Clouser, Grants Management Officer
409 3rd St SW
Washington, DC 20416-0011
Phone: 2022067371

17. OBJ CLASS 4110	18a. VENDOR CODE 026000818	18b. EIN 028000818	19a. USEI V2938EALTS88	19b. DURS 787804159	20. CONG. DIST. 02
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AWT ACTION FBI ASST		APPROPRIATION
21. a. 2022-230400DS-00800	b. OIT8T220048A	c. OIT8T		\$250,000.00	e.
22. a.	b.	c.	d.		e.
23. a.	b.	c.	d.		e.