

Nevada STEP Grant Application (STEP Year 8)

For questions about the application, please contact the GOED International Trade Division by email at nvstepgrant@diversifynevada.com.

Please send completed application to the email listed above.

Overview

The U.S. Small Business Administration State Trade Expansion (STEP) Program is an export initiative to assist small businesses to enter and succeed in the international marketplace. The program's objectives are to increase the number of U.S. small businesses that export and to increase the value of exports by small businesses. To accomplish this objective, the Nevada Governor's Office of Economic Development (GOED) will provide financial assistance to Nevada eligible small business concerns seeking to export their goods and services.

As our nation's small businesses are facing an unprecedented economic disruption due to the Coronavirus (COVID-19) outbreak, Nevada is taking steps to reopen the economy which involves assisting small, export ready businesses fund activities that will prepare them for when trade normalizes. U.S. Small Business Administration has adapted their regulations to encourage virtual tools in order to prevent the spread of COVID-19 while also allowing businesses to resume some international trade initiatives. This includes, but is not limited to: virtual service offerings, virtual trade shows, export research tools, online export trainings, etc. With the current economic climate, GOED aims to assist as many small businesses as possible and believes that opening the STEP application process on a rolling basis is important to meet this objective.

Instructions

Complete forms are required.

This application and associated forms must be completed in their entirety to be considered eligible. **Incomplete applications will be disqualified**. You will be notified whether or not your company qualifies to receive a STEP grant once your application has been evaluated.

*** Required**

Company Information

1. **Have you included a copy of your current Nevada Business License or a copy of your SilverFlume Entity Information from <https://esos.nv.gov/EntitySearch/OnlineEntitySearch>?**
Check only one.

- Yes
 No

2. **Company Name ***

3. **Full Name ***

4. **Title ***

5. **Phone Number ***

6. **Email ***

7. **Street ***

8. **City, State, Zip Code ***

9. **Year Company was Established ***

10. Estimated Number of Full-Time Employees in Nevada *

11. Primary North American Industry Classification System (NAICS) Code *

12. Company Web Address *

13. Are your headquarters/offices located in Nevada? *

Check only one.

- Yes
- No

14. If no, please explain.

15. Select your industry sector. *

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- 11 Agriculture, Forestry, Fishing and Hunting
- 21 Mining, Quarrying, and Oil and Gas Extraction
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing
- 42 Wholesale Trade
- 44-45 Retail Trade
- 48-49 Transportation and Warehousing
- 51 Information
- 52 Finance and Insurance
- 53 Real Estate and Rental and Leasing

- 54 Professional, Scientific, and Technical Services
- 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment, and Recreation
- 72 Accommodation and Food Services
- 81 Other Services (except Public Administration)
- 92 Public Administration
- Multiple

16. Please describe your products/services. *

17. Please indicate if your company qualifies as one of the categories of disadvantaged business enterprises listed below. *

Check all that apply.

- Rural**
A rural area per the SBA is any area that is outside of a metropolitan statistical area with population below 50,000 plus adjacent territory does not have a high degree of social and economic integration as measured by commuting ties.
- Woman Owned**
Not less than 51% unconditionally and directly owned and controlled by one or more women who are United States citizens
- Veteran/Disabled Veteran**
A veteran is a person who served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable. Not less than 51% unconditionally and directly owned and controlled by one or more veterans who are U.S. citizens.
- Socially and Economically Disadvantaged**
Individuals who have been subjected or racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities; whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of

business who are not socially disadvantaged. The socially and economically disadvantaged individual must own not less than 51% of the firm. These include: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Subcontinent Asian Americans.

- Not Applicable

18. Are you an export ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content? *

If you are unable to answer, please do not continue, contact us at nvstepgrant@diversifynevada.com.

Check only one.

- Yes
- No

Market and Export Activity

19. Export Status *

Check only one.

- New-to-export (NTE - have not exported before)
- Market expansion (ME - have exported and looking to expand)

20. Does your company currently export to your target market? *

Check only one.

- Yes
- No

21. Do you have the legal right to export the product/service? *

Check only one.

- Yes
- No

22. What are your annual exports? *

Check only one.

- Not Exporting
- Less than 25%
- More than 25%

23. What are your annual sales? *

Check only one.

- Less than \$100,000
- \$100,00 to \$1 million
- More than \$1 million

24. Please describe in detail your marketing and distribution plan in the U.S. and internationally? *

You may include a copy of your distribution, strategic, and/or marketing plan at your discretion.

25. Export Control Classification Code (ECCN).

An ECCN is a 5-character alphanumeric key used in the Commerce Control List to classify U.S. exports.

26. Harmonized System Classification (HS) Code.

The HS code is a standardized numerical method of classifying traded products to identify products for assessing duties and taxes etc.

Award Details

27. Are you a new STEP client? *

Check only one.

- Yes
- No

28. **If no, please indicate when and how many times you received the STEP Grant.**

29. **Which country, or countries are you seeking to enter? ***

DO NOT put general locations, list specific country/countries name.

30. **Select a project type most relevant to your activity. ***

Check only one.

- Export Training
- Market Intelligence
- Matchmaking Services
- Online eCommerce Tools
- International Buyer Program (IBP) or IBP Select Show (includes virtual)
- U.S Commercial Service Led Trade Mission (includes virtual)
- Foreign Market Sales Trip
- International Trade Show (includes virtual)
- Other (please state)

31. **Amount Requested (max \$10,000). ***

32. **Name and Location of Trade Activity. ***

Name the trade show/event you are participating in, e.g. if you are going on a foreign sales trip to Germany, you may name it "Germany Sales Trip".

33. **Date of Trade Activity. ***

34. Description of Trade Activity. *

Provide a clear and concise explanation of trade activity, justification for activity, i.e. how it fits with your business plan and how it will lead to export sales.

35. Should you receive financial assistance from the STEP Grant, please state your goals/objectives? *

e.g. Find partner/agent to represent my products/services, raise my company's profile with existing clients or partners by participating in a state led trade mission, etc.

36. Should you receive financial assistance, what is the State of Nevada's estimated return on investment for the award of requested STEP grant funds: *Creation of x new jobs, retention of x jobs, x international clients/investors engaged, etc.*

Please note, this statement is an estimate.

37. If approved for the financial assistance award, what approved costs will you be utilizing? *

Check all that apply.

- U.S. Commercial Service Gold Key Services
- U.S. Commercial Service eCommerce Innovation Lab
- RAISE (Rural America's Intelligence Service for Exporters)
- Export research tool subscription used to assist STEP clients with market research (capped at \$2,000)
- Registration fees (including virtual), standard booth space, standard build out for trade shows
- Website optimization: translation into foreign languages, search engine optimization, and localization services (capped at \$6,000)
- Airfare & Baggage fees
- Ground transportation fees
- Parking
- Lodging (based on U.S. General Services Administration (GSA) rates)
- Currency exchange fees
- Meeting space, audio/visual for a foreign market sales trip
- Fees for shipping sample products (capped at \$4,000)
- Compliance testing of an existing product for entry into an export market (capped at \$6,000)

Terms and Conditions

38. **I understand that this is a reimbursement grant and that I must be able to cover all upfront costs of the trade activity and certify that I have access to capital or can gain access to capital for all costs associated with my trade activity. ***

Check only one.

- Yes
 No

39. **I understand that if I am selected as a recipient of award funds, I will receive reimbursement for authorized funds after the activity is complete and all required original documentation has been submitted to the Nevada Governor's Office of Economic Development. ***

Check only one.

- Yes
 No

40. **I understand that project costs will only be reimbursed for documented expenses. ***

*All costs must be represented by original receipts, original cost invoices, and proofs of payments.
Check only one.*

- Yes
 No

41. **I will ensure that all reimbursement requests will be submitted no later than 30 days after activity end date. ***

Check only one.

- Yes
 No

42. **I agree to provide post-trade event required metrics. ***

Each grant is funded in part through a Grant with the U.S. SBA. The federal grant requires the State of Nevada to report all sales and job creation activity directly derived as a result of your participation in the STEP Grant.

By checking yes, you agree to provide sales and job creating statistics directly derived as a result of your acceptance of the STEP Grant award and financial assistance, on a quarterly basis following the STEP Activity and 12 to 18 months after the performance period of the grant. All information provided is confidential.

Check only one.

- Yes
 No

Optional SBA Resources

43. **The U.S. Small Business Administration (SBA) would like to give you the opportunity to expand your knowledge of other programs offered. Would you like your company's name and contact information to be shared with other programs? ***
Check only one.

- Yes
 No

Signature and Certification Statement

44. **I certify that the information provided in this application and all supporting documents are true and complete. ***

Signature *

Printed Name *

Title *

Company Name *

Date *



Self-Representation as an ‘Eligible Small Business Concern’

The undersigned seeks services from a State grant recipient under the Trade Facilitation and Trade Enforcement Act of 2015 (HR 644), which authorized the State Trade Expansion Program (STEP).

Section 503 of the Trade Facilitation and Trade Enforcement Act of 2015 defines the term ‘eligible small business concern,’ as a business concern that:

1. Is organized or incorporated in the United States;
2. Is operating in the United States;
3. Meets
 - a. The applicable industry-based small business size standard established under section 3 of the Small Business Act; or
 - b. The alternate size standard applicable to the program under section 7(a) of the Small Business Act and the loan programs under title V of the Small Business Investment Act of 1958 (15 U.S.C. 695 et seq.);

The U.S. Small Business Administration (SBA) size standards are found at 13 C.F.R. Part 121. Use the following sba.gov link for information on size standards for your business (<https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//smallbusiness-size-standards>);

4. Has been in business for not less than 1 year, as of the date on which assistance using a grant under this subsection commences; and
5. Has access to sufficient resources to bear the costs associated with trade, including the costs of packing, shipping, freight forwarding, and customs brokers.

Submitting false information in order to obtain services from a STEP grant recipient is a violation of Federal law. If you submit false information the Government may seek criminal, civil, and/or administrative remedies against you, pursuant to 18 U.S.C. §§ 1001, 1040; and 31 U.S.C. §§ 3729–3733. The Government may elect to exclude you from further participation in certain Federal programs and contracts if you submit false information in connection with receiving services from a STEP grant recipient.

I hereby certify that the business I represent is seeking services from a STEP grant recipient and is an ‘eligible small business concern,’ pursuant to the above definition.

Signature

Date

Title

Company Name



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.