



Alabama Department of Commerce



Export
Alabama
Alliance



U.S. Small Business
Administration

STATE TRADE EXPANSION PROGRAM (STEP) CLIENT APPLICATION

Funded in part through a grant with the U.S. Small Business Administration

Company Name: _____

Trade Mission/Show Name: _____

Location(s): _____

Travel Dates / Date of Activity: _____

The State Trade Expansion Promotion (STEP) Grant Program is an export initiative of the Small Business Administration (SBA) that supports the participation of Alabama eligible small business concerns (ESBCs), or STEP clients, in qualified international trade shows or trade and business development missions.

The STEP Oversight Committee is comprised of the Alabama Department of Commerce, U.S. Department of Commerce Alabama District Office, and the Alabama International Trade Center and is responsible for the final selection of ESBCs receiving STEP funding.

STEP grant awards are used for trade missions and shows. Grant recipients are required to hold business-to-business meetings with potential clients. Expenses eligible for reimbursement include:

1. Airfare (Fly America provisions apply)*
2. Qualifying hotel and lodging expenses up to the maximum Foreign Per Diem rate for lodging
3. Gold Key Service (provided by the U.S. Commercial Service)
4. Business-to-business meetings coordinated by qualifying providers
5. Interpretation service

*For more information about Fly America provisions please visit: http://www.gsa.gov/portal/content/103191?utm_source=OGP&utm_medium=print-radio&utm_term=open skies&utm_campaign=shortcuts

APPLICATION INSTRUCTIONS

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

If the document is to be filled out in PDF form, please make sure that it is opened in the latest version of Adobe Acrobat Reader DLC. Select Tools from the menu and then select "Fill & Sign." Then click on each field and fill in the appropriate areas with text.

Please e-mail completed application to: beau.lore@commerce.alabama.gov

For questions about the application please contact:

Hilda C. Lockhart
Director, International Trade Division
Alabama Department of Commerce
Tel: (334) 242-0442
E-mail: hilda.lockhart@commerce.alabama.gov

CONTACT INFORMATION

Company Name

Mailing Address

City

State

Zip Code

Primary Contact Person (Including Title)

Phone

E-mail

Secondary Contact Person (Including Title)

Phone

E-mail

Company website address

COMPANY DESCRIPTION

Business Type

- Manufacturer
- Service Company
- Other:

Please list "other" business type

Primary Industry (Select All That Apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Aerospace / Defense | <input type="checkbox"/> Forest Products | <input type="checkbox"/> Metal Manufacturing |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Safety and Security |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Other |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Life Sciences | |
| <input type="checkbox"/> Food Products | <input type="checkbox"/> Machinery | |

If Other, Describe Below

Primary NAICS Code

Export Control Classification Code

HS Code

Annual Sales

Annual Exports (as a % of Sales)

Export Experience

- New to Exporting / Not Exporting
- Market Expansion / Experienced Exporter

Year Established

Number of Full-Time Employees

Has your company ever added jobs because of international trade (ex. international sales manager, new workers to handle increased sales volume, etc.)? Yes No

If yes, how many and when?

Has your company ever made a financial commitment to make capital improvements or expand operations because of international trade? Yes No

If yes, what kind, for approximately what value, and when?

Please check boxes if applicable for your company:

- Owned and controlled by socially & economically disadvantaged individual
- Owned and controlled by women
- Owned and controlled by veterans
- Owned and controlled by service-connected disabled veterans
- Owned and controlled by rural communities

TRADE SHOW INFORMATION**

****The TRADE SHOW INFORMATION section is to be completed only if participating in a trade show. If participating in a trade mission, please skip to PRODUCT INFORMATION.**

Type of Trade Show

What is the target market area?

Number of Exhibitors

Number of Buyers

How did you hear about this trade show?

Have you exhibited at this trade show before? Yes No

Have you exhibited at other international trade shows? Yes No

If yes, what, when and where was the last show?

Are you using the U.S. Commercial Service market access programs in conjunction with this trade show?

Yes No

If yes, please describe

Goals for the Trip (must be measurable)

Budget - List estimated expenses below

Airfare

Hotel lodgings

Total estimated amount

PRODUCT INFORMATION

Provide a brief, non-technical description of your products or services.

Does your product contain at least 51% U.S. content?

Yes

No

List your major competitors at home and abroad.

List the most important end-users or end-user industries for your products or services.

Has your product/service been certified to meet domestic or international standards? (ex. CE mark, FDA approval, etc.) If so, please elaborate:

CURRENT EXPORT INFORMATION

Does your company have an existing export plan or strategy?

Yes

No

Does your company produce the product or have the rights to export the product/service?

Yes

No

What are the various sales channels (direct, agents, distributors, consultants, etc.) through which your product/service reaches both domestic and international customers?

Does your company currently export to the country (or countries) to be visited?

Yes

No

If you answered yes to the question above, list the country and then briefly describe your current selling volume.

Describe your objectives for the country/regional market through attending this trade show/mission with STEP funding.

Describe any special features of your company's operations; interests or objectives that will help us identify potential business partners.

IN-COUNTRY CONTACTS AND REPRESENTATION

Is your company currently represented in the country and/or region of interest?

Yes

No

If you answered "Yes", which country:

If so, is this agreement of representation exclusive?

Yes

No

Is your company looking to find an exclusive basis representative in this market?

Yes

No

Please provide the name and contact information for each of your in-country representatives/distributors, if applicable.

What related products might an agent/distributor of your product also handle?

Describe any preferences, technical qualifications, servicing capabilities, requirements, or pre-qualifications that ideal prospects must have; such as language ability, size, revenue, coverage, client base, investment, etc.

OPPORTUNITY FOR TRADE EXPANSION (you must check an answer)

The US Small Business Administration (SBA) would like to give eligible small business concerns the opportunity to expand your knowledge and resources of other programs that are offered by the agency. Please check the appropriate box if you would like for your company's name and contact information to be shared with other programs offered by SBA. Your choice to participate or not, will not change the status of your participation with STEP. SBA's aim is strictly to share information about other opportunities with you.

Yes

No

CERTIFICATION & POST-TRADE EVENT REQUIRED METRICS

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

By signing below, I hereby certify that all information provided in this document, as well as any accompanying documents provided to the Alabama Department of Commerce in association with this grant from the Small Business Administration is complete and truthful information.

I also agree to provide sales and job creation statistics directly derived as a result of our acceptance of the STEP Grant award and financial assistance. I agree to complete follow-up evaluations upon return from the activity and at six-, twelve- and eighteen-month intervals. All information provided is confidential.

*****Any Alabama company accepted to participate in a trade mission with the State of Alabama shall reimburse the State for all costs incurred on the company's behalf in the event the company fails to participate in the trade mission.**

Signature of individual completing this form

First Name

Last Name

Title

Date



U.S. Small Business
Administration

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](https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//small-business-size-standards) link for information on size standards for your business

<https://www.sba.gov/category/navigation-structure/contracting/contracting-officials//small-business-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.

The undersigned certifies that this is an export ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content.

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, and Other Responsibility Matters Primary 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 are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary 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: _____

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

INSTRUCTIONS FOR CERTIFICATION

- 1 By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- 2 The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- 3 The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- 4 The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5 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 department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
- 6 The prospective primary 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 entering into this transaction.
- 7 The prospective primary 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," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 8 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
- 9 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 ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
- 10 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.
- 11 Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.