

STEP APPLICATION CHECKLIST

Program Announcement File name and Format structure (recommended)	Required Application Elements	Item Included?	N/A
[2] [State abbreviation] Technical Proposal Word format	Technical Proposal template Maximum 10 pages		
[3] [State abbreviation] Proposed Plan: Performance Measures & Outcomes Excel format	Proposed Plan: Performance Measures & Outcomes Non-federal entities will be responsible for preparing a Proposed Plan including Performance Measures and Outcomes in an excel spreadsheet		
	Budget Information		
[4] [State abbreviation] SF-424 Online and Pdf format	Standard Form (SF) 424, Application for Federal Assistance. Standard Form (SF) 424, Application for Federal Assistance.		
[5] [State abbreviation] SF-424A Online and Pdf format	SF-424A, Budget Information (Non-Construction Programs) - this form requires an estimate of the Applicant's total cost of executing STEP activities described in the technical proposal.		

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[6] [State abbreviation] A10-A12 Excel /Pdf format	Attachments A-10 through A-12 (Budget Detail Worksheets)		

<p>[7] [State abbreviation] Budget Narrative Pdf format</p>	<p>Budget Narrative</p> <ol style="list-style-type: none"> a. Provide a detailed explanation of the components of each budget cost category listed on the SF-424A; Section B. b. Explain how each cost component directly benefits ESBCs; c. Indicate which cost category (item and dollar amount) comprises the proposed Non-activity Federal Expense 		
<p>[8] [State abbreviation] Match Certification Pdf format</p>	<p>Match Certification (including match dollar amount and type of match description (cash, indirect expense, or in-kind). Note:</p>		
<p>[9] [State abbreviation] Match Commitment letter Pdf format</p>	<p>Commitment letter(s) from sources which the Applicant intends to obtain in-kind matching funds (if applicable).</p>		
<p>[10] [State abbreviation] Cost Policy Statement <i>Pdf format</i></p>	<p>Cost Policy Statement - This statement must describe non-Federal entities general accounting policies and a description of their cost allocation methodology (how each type of proposed cost is allocated: direct, indirect, or match). This policy must be signed by the Authorized Representative (AOR).</p>		
	<p>Additional Attachments</p>		
<p>[11] [State abbreviation] Designation Letter <i>Word format</i></p>	<p>Designation Letter - Governor's letter, or equivalent thereof (e.g., Mayor of the District of Columbia), designating the Applicant as the State's sole applicant and lead entity for conducting the State's trade export activities.</p>		

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<p>[12] [State abbreviation] Key Personnel Resumes and Position Descriptions <i>Pdf format</i></p>	<p>Résumés and position descriptions for ALL key personnel (including vacant positions) supporting the STEP project.</p> <ul style="list-style-type: none"> a. Résumé of STEP Project Director should reflect knowledge and experience with both administering a federal award and executing the proposed export activities; b. Other résumés must reflect experience and education relevant to the proposed STEP project; c. Résumés and position descriptions for board members, contractors, and consultants need not be submitted unless they are also key personnel. 		
<p>[13] [State abbreviation] List of Contractual and Consulting/List of Contracts <i>Pdf format</i></p>	<p>List of Contractual and Consulting Agreements -List of all current or anticipated contractual and consulting agreements that directly support the Applicant’s proposed export activities. This might include contracts that the non-federal entity proposes to charge against the project as a direct cost or to meet matching funds requirement that will be outside the indirect cost rate agreement (e.g., a facilities lease). If Applicant does not propose such charges for this award, include this attachment marked “N/A.”</p>		
<p>[14] [State abbreviation] Single Audit Report <i>Pdf format</i></p>	<p>Single Audit Report If the non-federal entity is not subject to the requirements of the Single Audit Act, non-federal entity must instead submit a copy of its most recently audited financial statement and the CPA opinion of this audit (e.g., unqualified, qualified, adverse, etc.) Note: if the non-federal entities</p>		
<p>[15] [State Abbreviation] Indirect Cost Rate Agreement (ICRA)</p>	<p>ICRA - Pdf format For non-federal entities that include indirect costs, provide a current, executed Indirect Cost Rate Agreement from the cognizant Federal agency or a letter from the non-Federal entities cognizant Federal agency approving an extension of a previous indirect cost rate for a period of time that covers the period of performance for this award.</p>		