

STEP APPLICATION CHECKLIST

Program Announcement File name and Format structure (recommended)	Required Application Elements	Item Included?	N/A
[1] [State abbreviation] Cover Letter (Signed) Pdf format	Cover Letter – Maximum 1 page The first element of the application must be a cover letter containing a summary of each non-Federal entity's key proposed export activities, which will be sent to Congress and appear on the SBA's STEP webpage. Submit the signed Cover Letter electronically in pdf format. The cover letter is not counted in the 10-page requirement and must be one page. For Applicants who had previous STEP awards, provide a brief written synopsis of the most up-to-date outcomes, and include a copy of the 'Key Performance Indicators' table in your cover letter (a sample Cover Letter is provided on https://www.sba.gov/STEP website).		
[2] [State abbreviation] Technical Proposal Word format	Technical Proposal template Maximum 10 pages To expedite the review process, Applicants must submit the Technical Proposal using the template provided on the STEP website: https://www.sba.gov/STEP. The proposal elements must be in the same order as the evaluation criteria in Section 5.2 of the Notice of Funding Opportunity.		
[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 ('Instructions' on how to complete the Proposed Plan will be on the STEP website: https://www.sba.gov/STEP). The Proposed Plan serves as the data blueprint to measure the extent to which the STEP grant recipient achieves program activities and the results (outcomes) of those measures.		
	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)		
[7] [State abbreviation] Budget Narrative Pdf format	Budget Narrative - Provide a detailed explanation of the components of each budget cost category listed on the SF-424A; Section B. - Explain how each cost component directly benefits ESBCs; - Indicate which cost category (item and dollar amount) comprises the proposed Non-activity Federal Expense that was entered in the yellow highlighted section at the bottom row (P 21) in the Proposed Plan.		
[8] [State abbreviation] Match Certification Pdf format	Match Certification (including match dollar amount and type of match description (cash, indirect expense, or in-kind). Note: A sample match certification letter is included in the Application Forms Package located on the SBA STEP webpage: www.sba.gov/STEP)		
[9] [State abbreviation] Match Commitment letter Pdf format	Commitment letter(s) from sources which the Applicant intends to obtain in-kind matching funds (if applicable).		
[10] [State abbreviation] Cost Policy Statement <i>Pdf format</i>	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 Chief Financial Officer (or equivalent thereof, holding analogous responsibilities, and having analogous expertise).		
	Additional Attachments		
[11] [State abbreviation] Designation Letter <i>Word format</i>	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.		

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[12] [State abbreviation] Consultation Letter <i>Word format</i>	Consultation Letter – This is a letter documenting consultation with the applicable trade agencies of the Federal Government on the export activities and contract services the non-Federal entity proposes to carry out using a STEP award. The purpose of the consultation is to reduce duplication with existing Federal services. <u>Use the template Consultation letter for this purpose, which is available in the Application Forms Package located on the SBA STEP webpage: www.sba.gov/STEP.</u>		
[13] [State abbreviation] Key Personnel Resumes and Position Descriptions <i>Pdf format</i>	Résumés and position descriptions for ALL key personnel (including vacant positions) supporting the STEP project. 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. <u>Résumés may not be more than one page in length.</u>		
[14] [State abbreviation] List of Contractual and Consulting/List of Contracts <i>Pdf format</i>	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.”		
[15] [State abbreviation] A-133 Audit Report <i>Pdf format</i>	A-133 Audit Report - Attach the most recent A-133 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 A-133 or most recent financial statement audit is large, provide a blank page with website link and instruction on where to locate the audit.		
[16] [State Abbreviation] Indirect Cost Rate Agreement (ICRA)	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. If the Non-Federal entity does not propose such charges for this award, include this attachment marked “N/A.”		