

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

05/26/2022

4. Applicant Identifier:

OEDIT STEP Application

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State: 05/04/2022

7. State Application Identifier: State of Colorado

8. APPLICANT INFORMATION:

*** a. Legal Name:** Colorado Office of Economic Development & International Trad

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

840644739

*** c. UEI:**

UWXKF2LDGBG1

d. Address:

*** Street1:** 1600 Broadway, Suite 2500

Street2:

*** City:** Denver

County/Parish: Denver

*** State:** CO: Colorado

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 80202-4921

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

Colorado Office of Economic Development and International Tr

*** Telephone Number:**

Fax Number:

*** Email:**

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Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:**Type of Applicant 3: Select Applicant Type:***** Other (specify):***** 10. Name of Federal Agency:**

Small Business Administration

11. Catalog of Federal Domestic Assistance Number:

59.061

CFDA Title:

State Trade Expansion

*** 12. Funding Opportunity Number:**

SB-OITST-22-001

*** Title:**

FY 2022 STATE TRADE EXPANSION PROGRAM (STEP)

13. Competition Identification Number:

SB-OITST-22-001-096837

Title:

OIT-STEP-2022-01

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Colorado STEP Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant	CO-01
* b. Program/Project	CO-ALL
Attach an additional list of Program/Project Congressional Districts if needed.	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date:	09/30/2022
* b. End Date:	09/29/2024
18. Estimated Funding (\$):	
* a. Federal	760,000.00
* b. Applicant	253,333.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	1,013,333.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
* Title:	<input type="text"/>
* Telephone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
* Email:	<input type="text"/>
* Signature of Authorized Representative:	<input type="text"/>
* Date Signed:	05/26/2022

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. STEP	59.061	\$	\$	\$ 760,000.00	\$ 253,333.00	\$ 1,013,333.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 760,000.00	\$ 253,333.00	\$ 1,013,333.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) STEP	(2) N/A	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$	\$	\$ 0.00
b. Fringe Benefits	0.00	0.00			0.00
c. Travel	30,375.00	49,625.00			80,000.00
d. Equipment	0.00	0.00			0.00
e. Supplies	0.00	0.00			0.00
f. Contractual	259,875.00	16,625.00			276,500.00
g. Construction	0.00	0.00			0.00
h. Other	469,750.00	111,083.00			580,833.00
i. Total Direct Charges (sum of 6a-6h)	760,000.00	177,333.00			\$ 937,333.00
j. Indirect Charges	0.00	76,000.00			\$ 76,000.00
k. TOTALS (sum of 6i and 6j)	\$ 760,000.00	\$ 253,333.00	\$	\$	\$ 1,013,333.00
7. Program Income	\$ 0.00	\$ 0.00	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES						
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS	
8.	STEP	\$ 253,333.00	\$	\$	\$ 253,333.00	
9.						
10.						
11.						
12. TOTAL (sum of lines 8-11)		\$ 253,333.00	\$	\$	\$ 253,333.00	
SECTION D - FORECASTED CASH NEEDS						
		Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal		\$ 760,000.00	\$ 29,500.00	\$ 117,500.00	\$ 316,125.00	\$ 296,875.00
14. Non-Federal		\$ 253,333.00	24,270.70	33,270.75	90,895.75	104,895.80
15. TOTAL (sum of lines 13 and 14)		\$ 1,013,333.00	\$ 53,770.70	\$ 150,770.75	\$ 407,020.75	\$ 401,770.80
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)				
		(b)First	(c) Second	(d) Third	(e) Fourth	
16.	STEP	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
17.						
18.						
19.						
20. TOTAL (sum of lines 16 - 19)		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION						
21. Direct Charges:		22. Indirect Charges:				
23. Remarks:						

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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.



PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	
APPLICANT ORGANIZATION	DATE SUBMITTED
Colorado Office of Economic Development & International Trade	05/26/2022

Standard Form 424B (Rev. 7-97) Back



COLORADO
Office of Economic Development
& International Trade

1600 Broadway, Suite 2500
Denver, CO 80202

August 10, 2022

U.S. Small Business Administration
Office of International Trade
409 3rd Street, SW
Washington, DC 20416

STEP Application Cover Letter

Dear Ms. Shadetra Robinson:

In support of our STEP application, we submit the following information:

- i. Colorado Office of Economic Development & International Trade (OEDIT)
1600 Broadway, Suite 2500, Denver, CO 80202
- ii. Our organizational website address: <https://oedit.colorado.gov/>
- iii. OEDIT STEP webpage address is: <https://oedit.colorado.gov/state-trade-expansion-program-grant>
- iv. Authorized Organizational Representative: Sophia Gonzalez-Mayagoitia, Phone (720) 703-2471, Email Sophia.Gonzalez-Mayagoitia@state.co.us
- v. Dollar amount of Federal assistance being requested: \$500,000

The Colorado Office of Economic Development and International Trade will use STEP award funds to support export development for eligible small business concerns to include group trade missions to key trade shows for Colorado exporters and individual financial assistance awards. Financial assistance awards will be available for international sales trips, attendance at international trade shows, International Buyers Program trade shows, Gold Key Services, and export training. Planned activities will serve 91 ESBCs and are expected to generate \$9,505,000 in export sales, resulting in a return on investment of \$1:19. For the 2019-2021 CO STEP Award, Colorado has successfully spent the award of \$480,000, despite the challenges COVID posed to exports and especially to small businesses. In the two years preceding COVID, Colorado successfully spent down its award and met the ROI projected.

Key Performance Indicators	NEW TO EXPORT (NTE) FIRMS PARTICIPATING	74
	NTE EXPORT SALES - ACTUAL	\$357,500
	MARKET EXPANSION (ME) FIRMS PARTICIPATING	83
	ME EXPORT SALES - ACTUAL	\$1,862,500
	TOTAL FIRMS PARTICIPATING	157
	TOTAL EXPORT SALES - ACTUAL	\$2,220,000
	ROI OF FEDERAL INVESTMENT	4.6

Sincerely,

[Redacted Signature]



JARED POLIS
GOVERNOR



136 STATE CAPITOL
DENVER, COLORADO 80203

TEL 303-866-2471
FAX 303-866-2003

May 20, 2022

[REDACTED]
Office of International trade
409 3rd Street, S.W.
Washington, D.C. 20416

Dear [REDACTED]

Colorado is an entrepreneurial state and small businesses comprise the backbone of our economy. The work of the Colorado Office of Economic Development and International Trade (OEDIT) is critical to our state's overall strategy of retaining and expanding small businesses. OEDIT's export promotion programs help our small businesses expand and create jobs. We are confident that, through the State Trade and Export Promotion (STEP) Grant Program, we will be able to increase the number of small business exporters and the volume of Colorado exports attributed to small businesses.

Exporting is especially important to the local economy because it brings billions of new dollars into the state and creates and retains jobs throughout Colorado. New jobs are created from international trade every step of the way, from preliminary research and development, to commercialization and manufacturing, construction, legal services, marketing, sales, finance, and transportation.

OEDIT is the sole entity responsible for conducting the State of Colorado's trade and export activities prior to the date of application submission for a STEP grant. As a state office, OEDIT reports directly to the Governor's Office and has the financial backing of the State. All grant activities will receive support from the Governor's Office.

I strongly support OEDIT's application to partner with the Colorado Department of Agriculture and other State and Federal agencies in the STEP Grant Program. This is a unique opportunity for Colorado's state entities to work together to increase the number of small businesses that are exporting and increase the value of exports for those small businesses that are currently exporting from Colorado to international markets. I will do my part to assist in marketing the STEP program to small companies around the state and through general support of economic development in Colorado. Thank you for your consideration of this letter.

Sincerely,

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

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A-10
BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

KEY PERSONNEL LIST

NAME <u>AND</u> POSITION TITLE	ANNUAL SALARY RATE	NO. MOS. BUDG.	% TIME	CUMULATIVE FEDERAL & NON-FEDERAL AMOUNT REQUIRED
	(1)	(2)	(3)	(4)
<p><u>List Key Personnel</u> - an individual in a management position (e.g., a director or supervisor) or an individual who's job is vital to the performance of the project (e.g., researcher or trainer)</p> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 200px; height: 20px; display: inline-block; vertical-align: middle;"></div> (PI/PD) Other Key Personnel: <div style="background-color: black; width: 280px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 280px; height: 20px; margin-bottom: 5px;"></div> Manager <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> Manager <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> Manager <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 300px; height: 20px; margin-bottom: 5px;"></div> Colorado Department of Agriculture <p>*Will not charge full amount of time to project since it exceeds amount of personnel time needed for match</p> <p><u>List Other Personnel</u> - names and titles of all other employees that will be paid from the grant funds (e.g., clerical support, receptionist).</p>				

NOTE: These projections should include (with explanation) any anticipated salary increases during the grant period.				
TOTAL PERSONNEL				\$0
FRINGE BENEFITS (Rate- _15.5% _)				\$0
TOTAL PERSONNEL & FRINGE				\$0

Signature: _____ Title: _____ Date: 5/25/2022

A-11
BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

<u>DIRECT COST</u> (If additional space is needed for any category, attach sheet.)	CUMULATIVE FEDERAL & NON-FEDERAL AMOUNT REQUIRED
<p>IMPORTANT: IF MULTIPLE ITEMS PURCHASED UNDER A CATEGORY, THE SEPARATE COSTS FOR EACH ITEM MUST BE PROVIDED.</p> <p>Personal Services - Provide only the amount required for personnel services in the block on the right. <u>List all Personal Services on page A-10</u> providing the full name of each employee and position titles. Provide the annual salary rate, number of months budgeted and percentage of time to be devoted to the project.</p> <p>Compensation paid for employees engaged in grant activities may not be more than that paid by the grantee to other employees in comparable positions or, if the grantee has no comparable positions, the rate may not be more than that paid for such services elsewhere in the community.</p>	\$0
<p>Fringe Benefits - Fringe benefits are to be listed separately and should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in Personal Services category and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.</p>	\$0
<p>Consultants - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed. For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.</p>	\$0
<p>Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interview, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X lodging, \$X subsistence). Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations. NOTE: Per diem is not allowed for local travel.</p>	\$18,750 – F \$6,250 – NF
<p>Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "Supplies" category or the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Provide procurement method used.</p>	\$ 0
<p>Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.</p>	\$0
<p>Contractual - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed. Provide company or person name, if known, and a description of the product or service to be procured by the contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts over \$2,500.</p>	\$159,000 – F \$47,334 – NF
<p>Other - List items (e.g., rent, reproduction, telephone, janitorial or security services, etc.) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.</p>	\$322,250 – F \$63,083 – NF
<p>TOTAL DIRECT COST NOTE: ALL CATEGORIES MUST BE SUPPORTED BY NARRATIVE JUSTIFICATION.</p>	\$500,000 – F \$166,667 – NF

A-12
BUDGET DETAIL WORKSHEET
FOR TWELVE MONTH BUDGET PERIOD
(Non-Construction Programs)

INDIRECT COST

(Costs identified as indirect can not be duplicated in Direct Cost.)

(Rate _____ %)

If the applicant has an approved rate, a copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

**CUMULATIVE
FEDERAL &
NON-FEDERAL
AMOUNT
REQUIRED**

Overhead (Note: Provide details and computation of costs if no approved rate.)

\$0

General and Administrative (Note: Provide details and computation of costs if no approved rate.)

\$50,000

TOTAL INDIRECT COST

\$50,000

OTHER

Profit/Fee (Note: Provide details and computation of costs.)

\$0

TOTAL ALLOWABLE BUDGET

\$500,000 F
\$166,667 – NF

\$666,667
Total

Does organization have a definitized approved rate package across the board for all grants/cooperative agreements/contracts?

Check one: ☒ **Yes** ☐ **No***

If the answer is "yes", provide name of approving audit agency and date and attach a copy of the rate approval, (a fully executed, negotiated agreement). ***If answer is no, and indirect costs are included in budget, additional information may be required prior to accepting indirect costs.**

Name of Audit Agency: _____ Department of Health and Human Services

Date: _____ 09/13/2021 _____

NOTE: All costs approved on this budget must meet the tests of necessity, reasonableness, allowability, and allocability in accordance with applicable cost principles applicable to this award. All costs charged to this project are subject to audit. Recipients are responsible to insure proper management and financial accountability of federal funds to preclude future costs disallowances.

All categories must be supported by narrative justification.

Colorado STEP Program
Period of Performance 9/30/22-9/29/23
Written Budget Narrative

This duplicate of a previously funded application is intended for reference only.

Object Class Category	Federal Funds	Non-Federal Funds	Totals	Colorado STEP Activity	Justification/Benefit to ESBC
Personnel	0	0	0	N/A	No Personnel charged to STEP Program
Fringe Benefits	0	0	0		
Travel					
	\$3,750	\$1,250	\$5,000	ANTAD Mexico	2 CDA staff will accompany the ESBCs to manage the travel, facilitate meetings, coordinate logistics and help make export sales, directly benefiting the ESBCs.
	\$6,000	\$2,000	\$8,000	IFE London	1 CDA staff will accompany the ESBCs to manage the travel, facilitate meetings, coordinate logistics and help make export sales, directly benefiting the ESBCs.
	\$3,750	\$1,250	\$5,000	SIAL Canada	1 CDA staff will accompany the ESBCs to manage the travel, facilitate meetings, coordinate logistics and help make export sales, directly benefiting the ESBCs.
	\$2,625	\$875	\$3,500	National Restaurant Association Show (NRA)	2 CDA staff will accompany the ESBCs to manage the travel, facilitate meetings, coordinate logistics and help make export sales, directly benefiting the ESBCs.
	\$2,625	\$875	\$3,500	AFB Miami	2 CDA staff will accompany the ESBCs to manage the travel, facilitate meetings, coordinate logistics and help make export sales, directly benefiting the ESBCs.
	0	0	0	Arab Health	2 OEDIT staff will accompany the ESBCs to manage the CO booth, facilitate meetings, coordinate exhibition logistics and help make export sales, directly benefiting the ESBCs.
	0	0	0	Photonics West	1 OEDIT staff will accompany the ESBCs to manage the CO booth, facilitate meetings, coordinate exhibition logistics and help make export sales, directly benefiting the ESBCs.
	0	0	0	JEC World	2 OEDIT staff will accompany the ESBCs to manage the CO booth, facilitate meetings, coordinate exhibition logistics and help make export sales, directly benefiting the ESBCs.
	0	0	0	Hannover Messe	2 OEDIT staff will accompany the ESBCs to manage the CO booth, facilitate meetings, coordinate exhibition logistics and help make export sales, directly benefiting the ESBCs.
	0	0	0	Green Expo	2 OEDIT staff will accompany the ESBCs to manage the CO booth, facilitate meetings, coordinate exhibition logistics and help make export sales, directly benefiting the ESBCs.

	0	0	0	STEP Conference Travel	2 OEDIT staff will attend the SBA STEP day held every year and the SIDO Best Practices Conference to learn more about the STEP Program. Funding will also be used to attend trade shows in preparation for year 2022.
	18,750	6,250	25,000	Total Travel	
Equipment	0	0	0	N/A	No Equipment charged to STEP Program.
Supplies	0	0	0	N/A	No Supplies charged to STEP Program
Contractual	36,667	4,167	40,834	Arab Health	Contractual services with the trade shows to include booth costs.
	10,000	5,000	15,000	Photonics West	Contractual services with the trade shows to include booth costs.
	23,333	8,167	31,500	JEC World	Contractual services with the trade shows to include booth costs.
	46,667	13,333	60,000	Hannover Messe	Contractual services with the trade shows to include booth costs.
	15,333	7,667	23,000	Green Expo	Contractual services with the trade shows to include booth costs.
	\$6,750	\$2,250	\$9,000	ANTAD Mexico	Consulting Services for partner search and B2B Meeting Setting. Contractor services for retail tour transportation and B2B Meetings.
	\$11,250	\$3,750	\$15,000	IFE London	Consulting Services for partner search and B2B Meeting Setting. Contractor services for retail tour transportation and B2B Meetings.
	\$9,000	\$3,000	\$12,000	SIAL Canada	Consulting Services for partner search and B2B Meeting Setting. Contractor services for retail tour transportation and B2B Meetings.
	\$0	\$0	\$0	National Restaurant Association Show (NRA)	Consulting Services for partner search and B2B Meeting Setting. Contractor services for retail tour transportation and B2B Meetings.
	\$0	\$0	\$0	AFB Miami	Consulting Services for partner search and B2B Meeting Setting. Contractor services for retail tour transportation and B2B Meetings. Contractual services with the trade shows to include booth costs.
	159,000	47,334	206,334	Total Contractual	
Construction	0	0	0	N/A	No Construction expenses charged to STEP Program
Other	\$42,000	\$14,000	\$56,000	ANTAD Mexico	10 participating ESBCs will receive up to \$800 to offset cost of travel in the form of a reimbursment, directly benefiting the ESBC. \$10,000 will be used for ESBCs to ship their products and other related food sampling costs. \$37,000 will be used to purchase booth space and exhibiting needs.

	\$47,250	\$15,750	\$63,000	IFE London	8 participating ESBCs will receive support for hotel at destination. \$5,000 will be used for ESBCs to ship their products to the trade show and other trade show costs. \$50,000 will be used to purchase booth space and exhibiting needs.
	\$42,000	\$14,000	\$56,000	SIAL Canada	8 participating ESBCs will receive support for hotel at destination. \$5,000 will be used for ESBCs to ship their products to the trade show and other trade show costs. \$45,000 will be used to purchase
	\$48,750	\$16,250	\$65,000	National Restaurant Association Show (NRA)	10 participating ESBCs will receive up to \$800 to offset cost of travel in the form of a reimbursment, directly benefiting the ESBC. \$5,000 will be used for ESBCs to ship their products and other related food
	\$9,250	\$3,083	\$12,333	AFB Miami	10 participating ESBCs will receive up to \$800 to offset cost of travel in the form of a reimbursment, directly benefiting the ESBC. \$5,000 will be used for ESBCs to ship their products and other related food
	3,200	0	3,200	Photonics West	4 participating ESBCs will receive up to \$1,000 to offset cost of exhibiting at the Photonics trade show in the form of a reimbursment, directly benefiting the ESBC.
	12,000	0	12,000	Arab Health	4 participating ESBCs will receive up to \$3,500 to offset cost of exhibiting at the Medica trade show in the form of a reimbursment, directly benefiting the ESBC.
	12,000	0	12,000	JEC World	6 participating ESBCs will receive up to \$3,500 to offset cost of exhibiting at the JEC World trade show in the form of a reimbursment, directly benefiting the ESBC.
	24,000	0	24,000	Hannover Messe	8 participating ESBCs will receive up to \$3,500 to offset cost of exhibiting at the Hannover Messe trade show in the form of a reimbursment, directly benefiting the ESBC.
	5,000	0	5,000	Green Expo	5 participating ESBCs will receive up to \$1,000 to offset cost of exhibiting at the SPI trade show in the form of a reimbursment, directly benefiting the ESBC.
	76,800	0	76,800	Export Development Financial Assistance Award	20 ESBCs will receive a 50-75% reimbursement from \$1,000 - \$10,000. This program is a fiancial assistance plan that will reimburse ESBCs for allowable expenses as defined on page 28 - 29, section 6.3 of the OIT-STEP-2020-01 program announcement, directly benefitting ESBCS.
	322,250	63,083	385,333	Total Other	
Total Direct Charges	500,000	116,667	616,667		
Indirect Charges	0	50,000	76,000		10% flat rate
TOTALS	500,000	166,667	666,667		

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Activity	Budget Category	Explanation	Fed Share	State Cash	Totals
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MILESTONE GOAL DESCRIPTION	EXPORT ACTIVITY TYPE	NEW TO EXPORT (NTE) FIRMS PARTICIPATING - PROJECTED	NTE EXPORT SALES - PROJECTED	MARKET EXPANSION (ME) FIRMS PARTICIPATING - PROJECTED	ME EXPORT SALES - PROJECTED	FEDERAL AWARD EXPENSE - PROJECTED	NON-FEDERAL AWARD EXPENSE PROJECTED	TOTAL STEP FIRMS PARTICIPATING - PROJECTED	TOTAL EXPORT SALES - PROJECTED	ROI OF FEDERAL INVESTMENT - PROJECTED
Goal 1: Support 71 ESBCs in Trade Shows	6. Trade show exhibition	36	\$2,005,000	35	\$6,150,000	\$423,200.00	\$166,667.00	71	\$8,155,000	19.3
Goal 2: Support 20 ESBCs through financial assistance awards	9. Other export initiative	8	\$450,000	12	\$900,000	\$76,800.00	\$0.00	20	\$1,350,000	17.6
NON-ACTIVITY RELATED EXPENSE										
	Total	44	\$ 2,455,000.00	47	\$ 7,050,000.00	\$ 500,000.00	\$ 166,667.00	91	\$ 9,505,000.00	19.0



**U.S. SMALL BUSINESS ADMINISTRATION
STATE TRADE EXPANSION PROGRAM**

**State of Colorado – Office of Economic Development and
International Trade**

Technical Proposal

STATE TRADE EXPANSION PROGRAM

TABLE OF CONTENTS

1.0- Introduction.....	2
2.0- Exporting Experience.....	2-3
3.0- Directly Benefit ESBCs.....	3-8
4.0- Collaboration.....	8-9
5.0- Financial Assistance Plan.....	9-10

INTRODUCTION

Colorado is home to 5,481 businesses that are currently exporting, 4,795 of which are small and medium-sized businesses. Exporting promotes business growth, adds jobs, and leads to companies paying higher wages for employees. Trade supports over 820,000 jobs in the state, making international sales vital to Colorado's strong, healthy economy. For 2022, the Colorado Office Economic Development and International Trade (OEDIT) will use STEP funding to execute targeted industry trade shows, collaborate with the Colorado Department of Agriculture (CDA) to support Colorado's agricultural exports, and provide financial assistance awards for eligible small business concerns (ESBCs). OEDIT requests \$760,000 in federal funds and will provide \$253,333 in matching funds for a total award of \$1,013,333. Colorado STEP 2023 planned activities will serve 111 ESBCs and are expected to generate \$14,415,000 in export sales, resulting in a return on investment of \$1:\$19.

CRITERIA#2 – ORGANIZATIONAL COMPETENCY

The Global Business Development (GBD) division within OEDIT works to empower Colorado companies to take advantage of available opportunities in trade. OEDIT takes a data-driven approach, analyzing both quantitative and qualitative data, when promoting exporting. This strategy has led GBD to run targeted trade missions with a high return on investment. OEDIT also administers four programs solely focused on developing exporting activities including STEP, Advanced Industries (AI) Export Grant, the Global Consultant Network, and the Minority Business Export Grant. Through these programs, OEDIT supports over 250 small and medium-sized Colorado companies per year access or expand into new markets, obtain export training, and gather market intelligence.

The key personnel at OEDIT and the CDA all have the adequate level of knowledge and experience to administer the STEP grant. These skills and experience originate from key personnel having previous experience managing and working with grants, the knowledge on exports and international markets based on their educational background and work with trends and data in these areas, as well as having an evaluation system in place for STEP applications that require multiple people to assess the ESBC's information and ability to use STEP funds adequately.

Throughout the nine years that Colorado has managed the STEP program, both the demand and return on investment has increased. In 2019, STEP supported 57 Colorado ESBCs of \$7,957,140 in export sales and a return on federal investment of \$1:\$24 as detailed in the table below. Colorado successfully spent the full award amount of \$324,804. We use 2019 as our experience with STEP because it was the last grant cycle that was unaffected by COVID. For STEP 8, we successfully spent the full award amount of \$480,000 but our return on federal investment was lower due to the effect the pandemic had on international business and exports.

Key Performance Indicators	OUTPUT: FIRMS PARTICIPATING	57
	OUTCOME: SALES - IMMEDIATE (ACTUAL)	\$7,957,140
	OUTPUT: NEW TO MARKET FIRMS PARTICIPATING	22
	OUTCOME: NEW TO MARKET SALES - IMMEDIATE (ACTUAL)	\$70,190
	OUTPUT: NEW TO EXPORT FIRMS PARTICIPATING	35
	OUTCOME: SALES - NEW TO EXPORT IMMEDIATE (ACTUAL)	\$7,886,950

CRITERIA#3 – DIRECT BENEFIT TO ESBCs

The proposed activities for the STEP program for 2023 focus on two key strategies—group trade missions/shows and a stipend program for eligible export activities. OEDIT expects to fund 111 ESBCs and generate \$14,415,000 in export sales, resulting in a return on investment of \$1:\$19.

STEP funds in Colorado have so far helped over 250 companies improve their exporting products and services abroad, make new connections in international markets, and highlight cutting edge technologies that U.S. companies can offer. Of the Colorado companies funded, almost 30 percent identify as woman-owned, rural, veteran, or service disabled-veteran, and socially and economically disadvantaged.

Continuing forward, OEDIT plans to focus its efforts on increasing awareness of the STEP program among Small Business Communities. OEDIT has recently created an introduction to export training where the STEP grant is promoted as a resource to small businesses who are NTE. Additionally, OEDIT has increased our rural outreach through specific panels and a rural roadshow where we travel to different locations in the state to present on the program and meet with ESBCs. Our office will also work in tandem with the Minority Business Office and the Small Business Development Centers to continue increasing awareness about the STEP program.

OEDIT recruits for the STEP program by leveraging resources with partners, attending targeted events, and through marketing campaigns. OEDIT prepares new to export (NTE) and market expansion (ME) ESBCs to enter new markets by providing detailed pre-mission briefings, customized in-country industry briefings and communication toolkits, trade show exhibition logistics, and customized appointments and networking opportunities.

Milestone Goal 1: Support 79 ESBCs in Trade Shows

Photonics West, San Francisco, CA in January 2023: SPIE Photonics West, the world's largest photonics technologies event including industries such as biomedical optics, biophotonics, industrial lasers, optoelectronics, microfabrication, MOEMS-MEMS, and displays. OEDIT will support four photonics companies in a booth and provide support staff for company exhibits.

Arab Health, Dubai, United Arab Emirates in January 2023: Arab Health continues to be the largest healthcare event in the Middle East, showcasing state-of-the-art imaging equipment, the most cost-effective disposables, and developments in surgery to advances in prosthetics. OEDIT will be sponsoring up to four Colorado small businesses and provide support staff for company exhibits.

JEC World in Paris, France in April 2023: JEC World is the only trade show that unites the global composite industry, which is a testament and indication of the industry's commitment to an international platform where users can find a full spectrum of processes, new materials, and composite solutions. Colorado is a key state partner and founding member in the Manufacturing USA Institute and will highlight Colorado's unique composites companies and material advancements. OEDIT will bring six ESBCs to exhibit in the Colorado Booth.

Hannover Messe in Hannover, Germany in April 2023: Hannover Messe is the world's largest industrial trade show, where companies can highlight their products and services to 190,000 decision makers. The Colorado booth will be located in the Hydrogen Fuel Cell and OEDIT will provide support staff for company exhibits. OEDIT will bring eight ESBCs to exhibit in the Colorado Booth.

Green Expo, Mexico City, Mexico in September 2023: Colorado is a leader in renewable energy, with investments in wind, solar, biomass, geothermal, and small hydroelectric increasing over the last decade. Because of Mexican energy reform in 2014, Mexico's renewable energy sector is expected to increase in the following 15 years, offering opportunities for Colorado environmental and clean-tech companies. OEDIT will support up to five ESBCs to exhibit in the Colorado booth and provide support staff for companies.

ANTAD, Guadalajara, Mexico in March 2023: CDA has been exhibiting at the ANTAD show in Guadalajara, Mexico for more than 7 years. As a result of exhibiting at the ANTAD show, companies who participate in the Colorado pavilion have reported immediate sales and continued sales in Mexico. This show is Mexico's largest retail food show and brings buyers from all over the country. Mexico is one of Colorado's top food and agriculture importer. CDA plans to bring 10 Colorado companies to participate and exhibit in the Colorado Pavilion at ANTAD.

International Food Expo, London, England in March 2023: CDA is working hard to establish a consistent relationship with customers and partners in the UK. We have been participating in the IFE show for a few years now and have had positive results. The CDA plans to bring 8 Colorado companies to participate and exhibit in the Colorado Pavilion at IFE.

SIAL Canada, Toronto, Canada in May 2023: CDA plans to bring eight Colorado companies to participate and exhibit in the Colorado Pavilion at SIAL Canada. CDA will work with a local contractor in the market to arrange B2B meetings during the trade show, meetings the day before the show and a retail tour to help companies fully understand and have success because of this mission.

National Restaurant Association Chicago, Illinois in May 2023: The National Restaurant Association show is one of the largest foodservice events in the US and invites international visitors from all over the world. Foodservice is an important food and beverage sector for Colorado food and agriculture companies and continues to grow and companies selling to restaurants need more support than ever to continue to succeed. CDA plans to bring 10 Colorado companies to participate and exhibit in the Colorado Pavilion.

Food Taipei, Taipei, Taiwan in June 2023: Over the last three years, CDA has been working to expand presence and business in the ASEAN region. Taiwan, is one of Colorado's top trading partners. Exports to Taiwan include mostly beef but we hope to build on these relationships and expand other sectors into this market. The CDA plans to bring 8 Colorado companies to participate and exhibit in the Colorado Pavilion at Food Taipei.

America's Food and Beverage Show, Miami, Florida in September 2023: The Caribbean basin is an intriguing region for Colorado companies and can compete well in this market due to geography and demand for products that Colorado produces. The America's food and Beverage show in Miami brings in buyers from all over the Caribbean, Eastern US, Central American and even South America. The CDA plans to bring 10 Colorado companies to participate and exhibit in the Colorado Pavilion at AFB.

MILESTONE GOAL DESCRIPTION	# NTE FIRM S	NTE EXPORT SALES	# ME FIRM S	ME EXPORT SALES	FEDERAL AWARD EXPENSE	FED AWARD ROI
Goal 1: Support 79 ESBCs to participate in Trade Shows	41	\$3,665,000	38	\$8,350,000	\$642,000	18.7

MILESTONE GOAL 2: Support 32 ESBCs in Other Export Initiatives

Colorado STEP Stipend Program: A portion of the funding will be available as financial assistance awards to support individual ESBCs pursuing export promotion activities eligible under the STEP program. Awards will be available for international sales trips, trade missions, International Buyer Program trade shows, USCS's Gold Key Service, and export training among other activities. OEDIT will fund up to 32 ESBCs with a maximum stipend \$15,000.

MILESTONE GOAL DESCRIPTION	# NTE FIRMS	NTE EXPORT SALES	# ME FIRM S	ME EXPORT SALES	FEDERAL AWARD EXPENSE	FED AWARD ROI
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Goal 2: Support up to 32 ESBCS through financial assistance awards	13	\$500,000	19	\$1,900,000	\$118,000	20.3
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Part II – Direct Benefit to ESBCs – OEDIT is requesting \$760,000 in federal funds matched with \$253,333 in non-federal funds. The budget narrative demonstrates that these funds are spread across various categories including Travel, Contractual, and Other. All activities outlined in the Budget Narrative and in the description of activities in the next section are directly benefiting ESBCs.

- **\$ Amount of federal award directly benefitting ESBCs:** \$760,000
- **Percent of federal award directly benefitting ESBCs:** 100%

CRITERIA#4- COLLABORATION

OEDIT is the lead organization for the Colorado STEP Program. The CDA has partnered with OEDIT for the last nine years to run the agricultural STEP programs. OEDIT believes leveraging resources and collaboration is the best way to achieve proposed milestone goals and collaborates with the following organizations:

SBA District Office- OEDIT and the SBA District Office meet quarterly to coordinate outreach to small businesses. There are consistent email referrals and introductions of new small businesses from the SBA District Office to the STEP Director in order to learn about STEP.

U.S. Export Assistance Centers- OEDIT works closely with USEAC to identify program participants and supports STEP Program activities. USEAC invites the STEP Director to participate in webinars and events that support state trade and the opportunity to promote the STEP grant. OEDIT works closely with World Trade Center Denver to promote the STEP grant to participants in their Global Trade Activator program. This program is a training designed for

NTE firms to equip them with the knowledge and resources necessary to engage in international trade. This provides a pipeline of NTE firms in Colorado to apply for the STEP grant.

OEDIT works with the Small Business Development Center to promote the STEP grant to small businesses in Colorado. This includes marketing and hosting information sessions for their network. The Minority Business Office, a division of OEDIT, facilitates the Minority Business Export Grant, a training program that helps minority-, women-, and veteran-owned businesses develop and implement their global trading strategy and refers successful firms to the STEP grant to further their export activities.

OEDIT works closely with the key Colorado industry trade associations to promote STEP-supported trade shows and the general ESBC fund. OEDIT works with the Colorado's 64 counties to promote STEP-supported trade shows and the general ESBC fund. These economic development organizations regularly receive communications from OEDIT through a regional partner newsletter.

CRITERIA#5- FINANCIAL ASSISTANCE PLAN

- a. **Application Process:** Applicants confirm they meet the eligibility requirements by reviewing OEDIT's STEP program webpage and by answering a set of questions within the application. The applicant submits an online application and receives a notice about funding within four weeks of submission.
 - Applicants requesting general ESBC funding must submit a STEP application four to six weeks in advance of their scheduled activity. Trade show applications must be submitted within the specified application period.
 - Selection of applications is based on a review of all competitive applications by OEDIT staff. Reviewers criteria is based on a company's understanding of the target market

demonstrated through a market research report, export experience and readiness, sustainability of exports, and budget appropriateness.

- OEDIT reviewers include the following personnel: Business Development Managers; Diplomacy and Trade Senior Manager; Strategy & Analytics Managers; Advanced Industries Grant Manager; Project Manager for Global Business Development; Advanced Industries Grant Technician.

b. **Internal Controls:** The GBD Director gives final approval for funding. The STEP Project Director and GBD Director reviews and approves payment requests before submission to OEDIT accounting for processing. OEDIT works with their internal accounting team to comply with all state and federal financial management requirements.

- Reimbursement requests are submitted 30 days from the completed activity.
- OEDIT reviews the reimbursement request and processes the reimbursement within 45 days as outlined in Colorado's fiscal rules. ESBCs are reimbursed in the same quarter of the completed activity.
- ESBCs are assessed at the time of application to review whether they qualify for the state of Colorado's own export grant, the Advanced Industries Export Grant. This grant has more stringent requirements including profitability, longer domestic sales experience, and a match component which offers a pathway to graduate from the STEP program.

c. **Threshold Amounts:**

- Maximum dollar amount of financial assistance available to a STEP client: \$15,000
- Total number of activities that a STEP client can participate in during the STEP award performance period: Up to 3 financial assistance awards per grant cycle not to exceed \$15,000 total.



COLORADO

**Office of Economic Development
& International Trade**

1600 Broadway, Suite 2500
Denver, CO 80202

5/25/2022

U.S. Small Business Administration (SBA)
Office of International Trade
409 3rd Street, SW
Washington, DC 20416

Match Certification for STEP Program Application

Dear SBA Official:

In support of our STEP application, please accept this letter as confirmation of our required match.

The State of Colorado Office of Economic Development and International Trade will meet the required match amount of \$253,333 for the duration of the project. The table below illustrates the elements of our match contribution for the proposed project.

Match \$	Type	Source	Description
\$177,333	Cash	State budget	General Funds
\$76,000	Indirect	10% Flat Rate	In lieu of using our negotiated ICRA rate, we will opt to use the 10% flat rate.
Total \$253,333			

Sincerely,

[Redacted Signature]



Contractual and Consulting Agreements

Anticipated Contractual and Consulting Agreements

OEDIT strongly suggests ESBCs obtain market research and/or meeting facilitation services prior to attending a trade show or mission. OEDIT presents data on the successes of clients who use these services to ESBCs. OEDIT offers information on Gold Key and the Global Consultant Network but does not require ESBCs to use any particular service. Anticipated consulting agreements are as follows: US Commercial Service Gold Key and/or consultants within the Global Consultant Network for the following programs: Arab Health (Informa), JEC World (JEC Composites), Hannover Messe (Deutsche Messe AG), Green Expo (Tarsus Holdings), Photonics West (SPIE), AFB Miami (TBD), ANTAD Mexico (G&G Gestoria en Comercio), Food Taipei (TBD), IFE London (TradeScope), National Restaurant Association Show (TBD) and SIAL Canada (Congressum Consulting).

GOLD KEY SERVICE

- a. US Commercial Service
- b. Sole source
- c. The Gold Key Service offers customized market research, introductions to potential partners, translators for meetings and site visits, in addition to the assistance of Commercial Specialists in developing strong market entry strategies. Depending on the preferences of the client and the length of their visit, the Gold Key Service can last between 1-3 business days.
- d. \$600-\$1,200 per company
- e. STEP Director and Senior Manager of Advanced Industries
- f. STEP Director and Senior Manager of Advanced Industries to oversee Gold Key process and survey clients after the service/shows.

GLOBAL CONSULTANT NETWORK

- a. OEDIT's Global Consultants and the markets they serve:
 - i. AHP International: Germany
 - ii. Alglory: China
 - iii. CIDEP: Canada
 - iv. Foley & Associates: Australia
 - v. Gedeth Network: Spain
 - vi. Global BMT: Mexico
 - vii. OCO Global: UK and France
 - viii. PSP Business Abroad: Netherland
 - ix. Tomaselli & Zulatto Consultoria: Brazil
 - x. Tractus Asia: India and Japan
 - xi. Orissa International: Indonesia, Malaysia, Thailand, and Philippines
- b. OEDIT's trade show consultants:
 - i. Arab Health: Informa, Kallman
 - ii. Green Expo: Tarsus, Conmasa Grupo SCH, Zenit Graphics, Global BMT
 - iii. Hannover Messe: Deutsche Messe, AHP International

- iv. JEC World: JEC Composites, OCO Global
- v. Photonics West: SPIE, Freeman
- c. The Global Consultant Network is comprised of private consulting firms that are well-connected and networked in their markets. All of the consultants are competitively selected through a Request for Proposal process placed on the Colorado Bids website.
- d. The consultants will provide the following support services to the companies selected for these programs if the ESBCs choose to participate:
 - i. Market research and partner search prior to the conference
 - ii. Arrange three days of in-country partner meetings to be held at the conference
- e. Costs of support services
 - i. Market Research & Partner Research – OEDIT consultants’ fees range from \$3,000-\$5,000
 - ii. In-country Partner Meetings – OEDIT consultants’ fees range from \$1,500-\$6,000
- f. The STEP Director will be responsible for overseeing the Global Consultant Network
- g. The STEP Director follows an established process that OEDIT has put in place with all of its Global Consultants.

CDA CONSULTANT NETWORK

- a. CDA’s consultant network and the programs they may assist with:
 - i. AFB Miami: TBD
 - ii. ANTAD Mexico: G&G Gestoria en Comercio
 - iii. Food Taipei: TBD
 - iv. IFE London: TradeScope
 - v. National Restaurant Association: TBD
 - vi. SIAL Canada: Congressum Consulting
- b. CDA Consulting Network is comprised of private consulting firms that are well-connected and networked in their markets. All of the consultants are competitively selected.
- c. The consultants will provide the following support services to the companies selected for these programs if the ESBCs choose to participate:
 - i. Market research and partner search prior to the conference
 - ii. Arrange multiple days of in-country partner meetings to be held at/around the conference
- d. Costs of support services
 - i. In-country Partner Meetings and Activity Support – CDA Consultants are paid a flat fee and range from \$5,000 - \$10,000 per mission depending on the number of ESBCs, duration of activity and market location
- e. CDA staff will be responsible for overseeing the CDA Consultant Network.

Contracts with the following vendors are anticipated (but not executed) for exhibition at Arab Health, JEC World, Hannover Messe, Green Expo, Photonics West, AFB Miami, ANTAD Mexico, Food Taipei, IFE London, National Restaurant Association Show (NRA), and SIAL Canada.

JEC Composites (JEC World)

- a. Operating company for JEC World trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$45,000
- e. OEDIT staff will oversee the agreements

Deutsche Messe (Hannover Messe)

- a. Operating company for Hannover Messe trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$70,000
- e. OEDIT staff will oversee the agreements

Tarsus US Holdings (Green Expo)

- a. Operating company for the Green Expo trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$25,000
- e. OEDIT staff will oversee the agreements

SPIE (Photonics West)

- a. Operating company for the Photonics West trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$15,000
- e. OEDIT staff will oversee the agreements

Informa (Arab Health)

- a. Operating company for Arab Health trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$55,000
- e. OEDIT staff will oversee the agreements

G&G Gestoria en Comercio (ANTAD Mexico)

- a. Operating company for ANTAD Mexico trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$12,000
- e. OEDIT staff will oversee the agreements

TradeScope (IFE London)

- a. Operating company for IFE London trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$15,000

- e. OEDIT staff will oversee the agreements

TBD (Food Taipei)

- a. Operating company for Food Taipei trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$15,000
- e. OEDIT staff will oversee the agreements

TBD (NRA)

- a. Operating company for NRA trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$2,500
- e. CDA staff will oversee the agreements

Congressum Consulting (SIAL Canada)

- a. Operating company for SIAL Canada trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$12,000
- e. CDA staff will oversee the agreements

TBD (AFB Miami)

- a. Operating company for AFB Miami trade fair
- b. Sole provider
- c. The firm will provide exhibit space, booth construction and booth furnishing
- d. Cost: \$10,000
- e. CDA staff will oversee the agreements

Cost Policy Statement
Office of Economic Development & International Trade (OEDIT)

1. General Accounting Policies

- Basis of Accounting -*Modified Cash*
- Fiscal Period -*July 1 - June 30*
- Allocation Basis - *Direct Allocation Basis*
- Indirect Cost Rate Allocation Base - *The rate of 15.5% is based on the negotiated Indirect Cost Rate Agreement. The basis for the indirect rate of 15.5% is the direct payroll paid in the grant.*
- *OEDIT maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants.*

Describe any other accounting policies utilized

OEDIT uses an enterprise level accounting system that will segregate all transactions related to the grant thereby enabling reconciliations

2. Description of Cost Allocation Methodology

- Salaries and Wages
 - Direct Costs -*Employees will direct charge salary costs that represent any time that is spent directly working on a specific grant to the respective grant funds. Time worked on a grant is recorded and tracked on the employee's time sheet which is reviewed and approved by the supervisor. The charges are supported by auditable labor distribution reports which reflect the actual activities of employees.*
List Appropriate Positions:
International Grant Manager, STEP Director
International Markets and Business Development Specialist, Colorado Department of Agriculture
International Marketing Specialist, Colorado Department of Agriculture
Advanced Industries Senior Manager
 - Indirect Costs -*The following staff members may charge a percentage of their salary costs indirectly.*
List Appropriate Positions: Not Applicable
 - Mixed Charges -*The following employees may charge their salary costs to both direct and indirect activities.*
List Appropriate Positions: Not Applicable
 - Describe how release time (vacation, sick leave, holiday pay, etc.) is treated –
Vacation, sick and holiday are charged to programs when taken. Leave costs are allocated in the same manner as regular earned wages.

- Describe all fringe benefits and whether a fringe benefit is tracked by the agency's accounting system or whether a fringe benefit rate needs to be established.

The following fringe benefits are tracked by the state's accounting system

- *Dental Insurance*
- *Health Insurance*
- *Life Insurance*
- *Disability*
- *FICA Medicare*
- *Retirement Plan*
- *PERAAED*
- *PERA Supplemental AED*

- List each major object of expenditure and describe how treated. Some examples would be:
 - *Travel - directly charged*
 - *Supplies and Materials- directly charged*
 - *Communications - directly charged*
 - *Photocopying and Printing - directly charged*
 - *No SWCAP- the Indirect Cost Rate Plan is utilized*

This list is not all inclusive – each recipient should include those items of expense that are charged either directly or indirectly to Federal grants/contracts.

Signature _____

Date: 5/25/22

Name: _____

Title: _____



COLORADO
Office of Economic Development
& International Trade

1600 Broadway, Suite 2500
Denver, CO 80202

4/22/2022

U.S. Small Business Administration
Office of International Trade
409 3rd Street, SW
Washington, DC 20416

RE: State Trade Expansion Program Consultation to Reduce Duplication

Dear SBA Official:

In support of our STEP application, please accept this letter as confirmation of our consultation with applicable Federal trade agencies.

The undersigned Federal trade agency representatives confirm the STEP Applicant's proposed export activities and contract services are not duplicative of services provided by the undersigned agencies or SBA resource partners.

Federal Agency	Printed Name and Title Signature		Date
U.S. Small Business Admin. District Office	[REDACTED]	[REDACTED]	4/23/2022
U.S. Department of Commerce / International Trade Administration	[REDACTED]	[REDACTED]	04/27/2022

Sincerely,

[REDACTED]
[REDACTED]
[REDACTED]

