

## **STEP USCS Services Guidelines and Application Instructions**

### **A. Introduction**

The U.S. Small Business Administration's (SBA) Office of International Trade (OIT) has awarded a State Trade Expansion Program (STEP) grant to the Idaho Department of Commerce (IDC). The STEP program provides competitive Idaho Online Global Program Awards (OGPs) to Idaho small businesses for the purposes of international export marketing initiatives. These initiatives are aimed at achieving three primary goals:

- 1) increase the number of small businesses that export
- 2) increase the value of exports
- 3) increase the number of small businesses exploring significant new trade opportunities.

Awards can offset a portion of eligible expenses for services provided by the U.S. Commercial Service. They are a valuable trade tool available to qualifying companies seeking support with various services through the matching program. **20%** match required for services.

#### **Grant Period**

All project activities must be completed and all funds must be expended on or before **September 29, 2024**.

#### **Project Period**

Project activities for this award are expected to be completed by **June 30<sup>th</sup>, 2024** as stated in the Grant Agreement upon award.

Note: If an applicant has limited English proficiency and needs access to resources for assistance, the IDC/ISDA maintains service standards to help.

### **B. Eligible Activities**

The program was designed with flexibility to meet the specific international marketing needs of Idaho companies. It is allowed to have multiple services under one award; however, reimbursement will not occur until all services are complete. All Commercial Service offerings and fees can be found here: <https://legacy.trade.gov/fees/>

Approved project options include, but are not limited to the following:

- IMC
  - The Initial Market Check provides U.S. firms with an initial assessment of the market potential of their product or service in a targeted market. The service gauges the potential of a specific product or service in a market by gathering feedback from up to five industry participants and provides written recommendations on whether to pursue the target market. The service does not guarantee interest by the contacted industry participants.











via [Idaho Commerce's Grants Portal](#) along with a .pdf of all eligible receipts. Requests must be completed and submitted **within 30 days** of the project end date listed on the award agreement.

Upon final approval from IDC, payment will be disbursed to the grant recipient. Subject to the availability of federal funds it may take up to 8 weeks to be received.

## I. Reporting Requirements

Companies will be required to complete Progress Performance Reports (PPR) indicating projected and actual sales, activities performed, including success stories and/or trade barriers. A reminder email will be sent to recipients with instructions and reporting template as deadlines approach. As a participant in the STEP Grant program, you may be required to report up to 5 times post event, dependent upon when the project occurred.

Additional reporting beyond the required schedule is encouraged and appreciated, especially if your project occurs late in the grant period. It helps to continue providing the results to the SBA and Congress so that the program may continue to receive Federal funding.

### Quarterly Reporting Schedule:

- January 2024
- April 2024
- July 2024
- October 2024
- December 2024

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U.S. Small Business  
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