



FOR OFFICE USE ONLY

REVIEW

APPROVED

REQUEST MORE INFO

NOTIFICATION

Louisiana STEP Program

This application must be completed in its entirety to be considered eligible. Upon evaluation, the primary contact person will be notified by email as to whether or not the company qualifies to receive STEP funding. After the application is approved, the company will receive a Travel Request Form/Export Service Request Form to complete the Export Assistance process.
PLEASE TYPE (all fields required)

APPLICATION

COMPANY AND CONTACT INFORMATION

BUSINESS NAME

MAILING ADDRESS

CITY **STATE** **ZIP CODE**

PRIMARY CONTACT (INCLUDE TITLE)

PHONE NUMBER **EXT** **EMAIL**

PRIMARY CONTACT (INCLUDE TITLE)

PHONE NUMBER **EXT** **EMAIL**

WEBSITE

COMPANY DESCRIPTION/BACKGROUND

PRIMARY COMPANY ACTIVITY (CHOOSE ONE) **MANUFACTURING** **DISTRIBUTOR** **SERVICE COMPANY**
 OTHER (PLEASE SPECIFY):

PRIMARY INDUSTRY AFFILIATION (SELECT ALL THAT APPLY)

AEROSPACE **DEFENSE** **GREEN TECHNOLOGY** **PLASTICS**
 APPAREL/TEXTILE **ENERGY** **INFO/COMMUNICATION TECHNOLOGY** **SECURITY**
 AUTOMOTIVE **FOOD PRODUCTS** **LIFE SCIENCES/BIO TECH** **OTHER:**
 BOATING/MARINE **FURNITURE** **LUMBER**

COMPANY HEADQUARTERS

CITY **STATE**

PRIMARY NAICS CODE **YEAR COMPANY ESTABLISHED** **TOTAL # OF EMPLOYEES**

APPROXIMATE GROSS SALES LAST YEAR

< \$1.0 MILLION
 \$6 MILLION - \$10 MILLION
 \$21 MILLION - \$100 MILLION
 \$1 MILLION - \$5 MILLION
 \$11 MILLION - \$20 MILLION
 > \$100 MILLION

DOES THE COMPANY HAVE AN EXISTING EXPORT PLAN OR STRATEGY? YES NO

APPROXIMATE PERCENTAGE OF ANNUAL EXPORT SALES LAST YEAR

0%
 6% - 10%
 26% - 50%
 NOT EXPORTING/NEW TO EXPORTS
 1% - 5%
 11% - 25%
 >50%

WHERE DOES THE COMPANY CURRENTLY EXPORT?

WHERE ELSE ARE YOU INTERESTED IN EXPORTING?

DO ANY OF THE FOLLOWING APPLY TO YOUR BUSINESS? (SELECT ALL THAT APPLY)

MINORITY-OWNED BUSINESS
 VETERAN-OWNED BUSINESS
 WOMAN-OWNED BUSINESS (AT LEAST 51% SHARE)
 RURAL-BASED BUSINESS

PRODUCT/SERVICE INFORMATION

Provide a brief/non-technical description of the company's products/services you seek to promote.

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

Has your product/service been certified to meet domestic or international standards (i.e. CE, CCC, etc.)? If so, please elaborate. YES NO

Are you currently represented in any foreign country? If yes, which country? How are you represented (i.e. agent, distributor, sales, office, etc.)

YES NO

What domestic and international trade events are most relevant to your industry?

DOES THE COMPANY PRODUCT/SERVICE CONSIST OF AT LEAST 51% U.S. CONTENT? YES NO

IS THE COMPANY CURRENTLY WORKING WITH THE OFFICE OF INTERNATIONAL COMMERCE AT LOUISIANA ECONOMIC DEVELOPMENT?

YES NO

IF, YES, PLEASE IDENTIFY YOUR CONTACT.

LARRY COLLINS WILLIAM MARSHALL SHEBA PERSON-WHITLEY

ANTHONY BODIN JONATHAN LUPO

DESCRIBE ANY OTHER STATE OR FEDERAL ORGANIZATIONS WITH WHICH YOU HAVE OR ARE CURRENTLY WORKING.

DEPT. OF AGRICULTURE U.S. COMMERCIAL SERVICE OTHER

SBDC SBA

EXPORT ASSISTANCE

As part of the Louisiana Export STEP Program, Louisiana small businesses may qualify for reimbursement of up to \$2,500 for approved export assistance activities and services. Travel Reimbursements: Up to \$2,500 in Travel Reimbursements can be paid for up to two company employees to attend an approved trade show. These reimbursable travel costs include coach-class airfare that adheres to the Fly America Act, and lodging up to the Federal Per Diem rate to attend an approved trade event.

Check the STEP Export Assistance Services of interest (all the apply)

Travel and participation in overseas trade shows (Please indicate shows you are interested in below)

Travel and participation in domestic 2016-2017 International Buyer Program (IBP) trade shows (Please indicate IBP Shows you are interested in below)

CERTIFICATION

The undersigned agrees to: adhere to all federal and Louisiana State grant requirements; provide sales and job creation statistics directly derived as a result of your participation in the Louisiana Export STEP Program; submit with this application the SBA Self-Certification, Debarment, and W9 forms that are included on pages 7 of this application; and complete the Trade Event/Export Service Evaluations and Reimbursement Request provided upon successful completion of the event/ activity.

I certify that the information provided in this application is true and correct. I agree to abide by the Louisiana's STEP Program guidelines and reporting policies as set forth in the Terms and Conditions listed below. I further understand that this application does not guarantee approval of funds for any of the proposed events/activities that are outlined in this application. Completion of this application does not guarantee funding or reimbursement for any business or personal expenses. This application must be completed and signed by an authorized officer of the applicant company to be considered for award.

Original Signature

Date

Printed Name

Printed Title

CERTIFICATION

APPLICATION TERMS

- All applying companies must meet the SBA [small business criteria](#).
- All applications are reviewed on a first come, first served basis. All applications will be accepted starting from the beginning of the program year (September 30, 2016), regardless of when the event/activity occurs over the course of the year.
- Applications will be accepted on a rolling basis until all funds are allocated.
- Required additional forms (SBA Debarment Form, SBA Self-Representation of a Small Business, W9) must be completed and included with application submission for consideration.
- Application must be received at least 45 days prior to the beginning of the trade event/activity.
- Completing the Louisiana STEP Application does not guarantee approval of funds or any of the proposed services/events/activities that are outlined in this application.
- Completion of the Louisiana STEP Application does not guarantee funding or reimbursement for any business or personal expenses.
- Applications must be signed by an Authorized Company Official of the applying company.
- If approved for travel funds, awarded companies must ensure that all foreign travel under the Louisiana Export STEP Program is in compliance with the [Fly America Act](#) or companies may not be reimbursed for expenses.

REIMBURSEMENT TERMS

- All Louisiana Export STEP expenses must be pre-approved prior to utilization of any services and prior to attending any international trade event.
- All Louisiana Export STEP travel (including destinations and meetings) must be pre-approved and match with Reimbursement Request Form to be eligible for reimbursement.
- Companies will not be reimbursed for services attained or attendance at trade events prior to approval of Louisiana STEP Application.
- For reimbursement of approved expenses, clients must provide invoices/receipts (evidence of expenses charged) and proof of payment in order to receive reimbursement.
- Estimates, quotes and/or hand written receipts will not be accepted as proof of payment and will not be reimbursed.
- For any reimbursable expense conducted in a foreign currency, confirmation of US dollar equivalent (i.e. credit card statement showing expenses, [currency converter](#) print out, etc.) must be provided for reimbursement.
- Companies approved for STEP travel funds must book and pay for coach-class airfare and adhere to the [Fly America Act](#) to receive reimbursement.
- Companies approved for the STEP travel funds must adhere to the [US Federal Foreign Per Diem Rates](#) for international lodging expenses and [US Federal Domestic Per Diem Rates](#) for domestic lodging expenses to receive reimbursement.
- A completed evaluation form of the trade event (including meetings and events) along with results and projected sales **MUST BE SUBMITTED WITH THE REQUEST FOR REIMBURSEMENT.**
- Failure to comply with any part of the reporting requirements may result in delay or rejection of applicant's reimbursement.

FUNDING DISCLAIMER

The Louisiana Export Program is a federally funded program. In addition, the funding guidelines as specified by the SBA require that certain criteria be met in order for a company to be deemed eligible to participate in the SBA/Louisiana Export Program and receive funding pursuant to this program. Certain

companies may be deemed ineligible to receive funding under the SBA guidelines due to the fact that they do not satisfy the funding criteria or due to the fact that they are specifically excluded from receiving funds as specified by the SBA.

LIMITATION ON LIABILITY

Although LED uses reasonable efforts to maintain the accuracy and currency of the content related to the SBA STEP Program, LED makes no warranties or representations as to its accuracy or currency. The program material may contain typographical errors and technical inaccuracies. LED assumes no liability or responsibility for any errors or omissions in the content of the program materials.

In NO EVENT will LED, its affiliates, agents, or other third party partners be liable for any damages whatsoever, including without limitation, damages resulting from lost profits, loss of prospective economic advantage, loss of anticipated sales or agreements resulting from applicants participation in this SBA STEP Program or any loss incurred in reliance on funding (anticipated or actual) from the applicants participation in the SBA STEP Program.

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

U.S. Small Business Administration



Your Small Business Resource



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier 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 may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective lower tier 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 _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. 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 person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier 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 with which this transaction originated.
6. The prospective lower tier 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," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. 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 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 eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. 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.
9. Except for transactions authorized under paragraph 5 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 with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416**

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

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

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number										

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.