

# STATE TRADE EXPANSION PROGRAM GRANT PROPOSAL COVER PAGE

State of California  
Department of Food and Agriculture  
Office of Grants Administration

The application checklist below provides the required and conditionally required documents for an application package. Please read the entire Request for Proposals (RFP) prior to submitting application to ensure that program requirements are met.

The following required application components must be combined into one email submission.

- ☐ Cover Page
- ☐ Project Narrative
- ☐ Budget Spreadsheet
  - Must include the Federal budget, cash match, and in-kind match
  - The STEP program includes mandatory cost share of at least 35 percent of the total project or 53.84 percent of the federal funds requested. Cost share must be comprised of not less than 50 percent cash match and not more than 50 percent of in-kind contributions.
- ☐ Personnel Qualifications
  - Key Personnel: Resume(s) and job descriptions, compensation and fringe rate and % time dedicated.
  - For each professional you propose to work on the STEP project, provide their name, resume, job title, job description and compensation and fringe (please use worksheet for Personnel Compensation).
- ☐ Evidence of Planning and Coordination with Export Service Providers
  - Provide evidence that demonstrates your organization has reached out to, sought input and integrated the expertise and/or suggestions from SBA and/or US&FCS. A statement that details the cooperation and/or a copy of relevant correspondence would be acceptable.
- ☐ Matching Resources Support Letters
  - Provide a signed copy on the donor company/organization's letterhead that supports the proposed budget.
- ☐ Organizational Capability to provide export promotion services to small businesses.
  - *Submit a statement that addresses the following elements:*
    - 1) Detail your experience in providing export assistance to small businesses, specifically trade shows or trade missions you have organized that served specifically small businesses;
    - 2) Your organization's experience in contracting with the Federal Government (contracts, grants or cooperative agreements) and
    - 3) Export outcomes that your organization has helped small businesses achieve.

Proposals must be submitted electronically in a single email, with all required attachments to [grants@cdfa.ca.gov](mailto:grants@cdfa.ca.gov) by 5:00 p.m. PDT on March 6, 2020. Late submissions will not be accepted.