Clear Form

Opportunity to Participate in the 2020-2021 New Jersey State Trade Expansion Program (NJ STEP)

The New Jersey Business Action Center, through its Office of Export Promotion, offers export assistance to eligible New Jersey businesses. The assistance is funded in part through a grant from the U.S. Small Business Administration and is available on a first come, first-served competitvely awarded basis for export events from **September 30, 2020 through September 29, 2021.**

To apply for NJ STEP, New Jersey companies MUST complete and submit the following: Information Survey; Projected Return on Investment; Invoices and proofs of payment for the export activities of which NJ STEP support is being requested; Business Assistance or Incentive Clearance Certificate for the New Jersey Secretary of State; Register for a vendor number through NJSTART; U.S. SBA - Eligible Small Business Concern Form; and U.S. SBA – SF 1624 Form.

Contact Information:

Today's Date: _____

Company Name: _____ EIN (required): _____

Owner/CEO/President: _____

Mailing Address Street: _____

City: _____ State: _____ ZIP: _____ County: _____

Telephone: _____ Website: _____

Point of Contact: _____

Title: _____

Email: _____ Telephone: _____

NAICS Code(s)[1] (required): _____

[1] *Please click this North America Industry Classification System link, at http://www.census.gov/eos/www/naics/, to determine your company's NAICS Code.*

SBA Criteria:

Are you a New Jersey small business as defined by the SBA? (Per 13CFR Part 121)[2] ☐ Yes ☐ No

[2] *Please click this U.S. Small Business Administration link, at http://sba.gov/tools/size-standards-tool, to determine your company's status as a small business.*

Is your company 51% or more owned and controlled by, or located in, the following (check all that apply)[3]:

- ☐ Women
- ☐ Rural
- ☐ Asian Pacific American
- ☐ Hispanic American
- ☐ Socially and Economically Disadvantaged Individuals
- ☐ Veterans and/or Service-Connected Disabled Veterans
- ☐ Native American (Amercian Indian, Eskimo, Aleut, Native Hawaiian)
- ☐ African American
- ☐ None of the Above

[3] *Please click this link, https://nj.gov/state/bac/njstep.html, for more information and definitions.*

Has your company been in business for at least one year as of the date of this application? ☐ Yes ☐ No

Is your company affiliated with, related to, or owned by another company or companies as defined by the SBA in 13 CFR 121.130[4]? ☐ Yes ☐ No

[4] Please click this SBA link, at https://www.sba.gov/sites/default/files/articles/affiliation_ver_03.pdf, to determine your company's affiliated or related status.

If the answer is Yes, please list the names of the companies here:

NJBAC New Jersey Business Action Center

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SBA U.S. Small Business Administration

NJ STEP Survey - Company Profile

1. Year Company Established: _____

2. Approximate Annual Revenue:

☐ <$100,000 ☐ <$500,000 ☐ <$1M ☐ $1M - $5M ☐ $5M - $10M ☐ >$10M

2a. Was your company profitable in the previous 12 months prior to the date of this application? ☐ Yes ☐ No

3. Current number of New Jersey Employees: Full Time: _____ Part Time: _____ Contract: _____

4. Brief description of your organization:

5. Does your product or service contain at least 51% U.S. content? ☐ Yes ☐ No

6. Which best describes your type of business: _____

7. Please indicate your primary industry: _____

8. Describe the product(s)/service(s) you seek to export including competitive advantages and unique selling proposition. Include applications and unique features that may differentiate your product(s)/service(s) from the competition:

9. Who are your major competitors at home and/or abroad? _____

10. Please describe typical buyers of you product(s)/service(s) (check all that apply):

☐ Industrial End Users ☐ Distributors
☐ Retailers ☐ Wholesalers
☐ Subsidiaries/Divisions ☐ Service Providers
☐ Consumer End Users (B2C) ☐ All of the above

☐ Other: _____

NJ STEP Survey - Export Profile

11. A. If you currently export, how long have you been exporting? _____

B. Please list current export countries and % of total sales to each:

Country:	% of Total Sales (100% Maximum)
	%
	%
	%

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SBA U.S. Small Business Administration

12. A. Are you actively marketing your products overseas? ☐ Yes ☐ No

B. If the answer to 12.A is Yes, please list up to three overseas countries where your firm is marketing its products:

_____

_____

_____

C. If the answer to 12.A is No, please list up to three overseas countries to which your firm is interested in marketing its products:

_____

_____

_____

13. Please identify areas of interest (select all that apply):

- ☐ Trade Shows
- ☐ Trade Missions
- ☐ Translation
- ☐ U.S. Commercial Services
- ☐ Reverse Trade Missions
- ☐ Export Workshops

14. The U.S. Small Business Administration (SBA) would like to give eligible small business concerns the opportunity to expand your knowledge and resources of other programs that are offered by the agency. Please check the appropriate box if you would like for your company's name and contact information to be shared with other programs offered by SBA. Your choice to participate or not, will not change the status of your participation with STEP. SBA's aim is strictly to share information about other opportunities with you.

☐ Yes ☐ No (check either "Yes" or "No")

15. Buy American and Hire American[5]

All STEP grant recipients and clients are subject to monitor, enforce, and comply with, Buy American and Hire American Laws, to the extent they apply.

[5] *Please click this link, https://nj.gov/state/bac/njstep.html, for more information.*

I certify that to the best of my knowledge and belief, the information contained in my company's New Jersey Business Survey is true and accurate. Further, I am aware of pertinent state and federal laws and regulations including, but not limited to, Buy American and Hire American laws. Still further, I also understand and accept that in applying for this grant, the organization is agreeing to comply with all grant contractual and results reporting terms and conditions.

_____

Name Date

Must sign in black or blue ink

_____

Signature Title

To submit your completed survey to the Office of Export Promotion, please email the form to NJSTEP@treas.nj.gov

Please remember New Jersey companies MUST complete and submit the following: Information Survey; Projected Return on Investment; Invoices and proofs of payment for the export activities of which NJ STEP support is being requested; Business Assistance or Incentive Clearance Certificate for the New Jersey Secretary of State; Register for a vendor number through NJSTART; U.S. SBA - Eligible Small Business Concern Form; and U.S. SBA - SF 1624 Form. Print a copy of this NJ STEP survey for your records and for further discussions related to the export promotion program.

If you do not receive confirmation of receipt of your survey within three business days, please call the NJ BAC at 1-800-JERSEY-7.

For further information about the NJ STEP, the Office of Export Promotion, or related export assistance programs and services, please visit nj.gov/state/bac/njstep.html or call the New Jersey Business Action Center at 1-800-JERSEY-7.