



CNMI State Trade Expansion Program (STEP)

The CNMI State Trade Expansion Program (STEP) grant is a state-federal partnership, funded in part through a grant from the Small Business Administration (SBA). This two-year grant provides financial assistance to qualified CNMI small businesses for international marketing efforts to begin exporting or increase their market expansion. This in turn creates growth and job creation.

The goal for the 2020 STEP program is export to target markets in Korea, with possibility into Japan, Taiwan and the Micronesian Islands.

Such assistance includes website development, translation services, product packaging/labeling, business matchmaking and attendance to a foreign trade show.

To qualify for STEP, eligible businesses must meet the US SBA definition of a small business, have an active business license of at least 12 months, have an exportable product made in the CNMI or has been 50% value-added per US Commercial Service regulations, and be a US Citizen or Permanent Resident Alien.

The CNMI STEP team members include:

Edward M. Deleon Guerrero – STEP Project Director

Kioshi K. Cody – STEP Project Coordinator

Jo Anna C. Ada – STEP Compliance Coordinator

For more information about the CNMI STEP program, contact the CNMI Department of Commerce at telephone number (670) 664-3065 ext. 108 or email your request to: cnmi.step@commerce.gov.mp.



CNMI STEP CLIENT APPLICATION

All financial, information and intellectual property will be kept confidential



COMPANY INFORMATION

Company Name	TIN :	NAICS:
Type (Limited liability, etc.)	Year of Inception	Number of Employees in CNMI
Company Contact Person		
Address		
Phone	Email	
Business Description		
Annual Revenue		
Percentage of export sales	Export Destinations	
Current International Distribution Channels		
<input type="checkbox"/> Direct sales to retailers or retail chains <input type="checkbox"/> Sales through specialized importers/wholesalers <input type="checkbox"/> Direct sales to end users <input type="checkbox"/> Sales through one or more distributors <input type="checkbox"/> New to export		
Is the company a woman, minority, disabled individual or veteran-owned business?		

PRODUCT / SERVICE INFORMATION

Is your product produced or value added in CNMI?	
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STEP ACTIVITY

In which STEP activity are you planning to participate?	
<input type="checkbox"/> Export Training <ul style="list-style-type: none"> ○ Riddle of the Exporter Training ○ Profit Mastery ○ Individual Participation in Export Training: offered by our partners such as the SBA, U.S. Commercial Service, etc. <input type="checkbox"/> Trade Show	<input type="checkbox"/> Market Entry Support: <ul style="list-style-type: none"> ○ U.S. Commercial Service: <ul style="list-style-type: none"> ▪ Gold Key Matching ▪ International Partner Search ▪ Customized Market Research ▪ International Company Profile ▪ International Market Check ○ Website, marketing material, and product label translation.

“The US Small Business Administration (SBA) would like to give eligible small business concerns the opportunity to expand your knowledge and resources of other export programs that are offered by the agency and other federal agencies. Please check the appropriate box if you would like your company’s name and contact information to be shared with other relevant agencies to learn more about federal export programs. 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.” This will be followed by “Yes” and “No.”

If the STEP client selects “Yes”, the client’s company name, contact person, email address or website address must be included on the Client Report.

YES NO

APPLICANT CERTIFICATION

The applicant hereby certifies:

- A. That the CNMI Department of Commerce and the STEP Review Committee are hereby authorized to verify in any manner deemed appropriate any and all items in or related to this Application including investigation of judicial records, information available through state or federal departments or agencies including tax clearance records, credit bureau services, and business reporting services.
- B. Applicant is aware that the CNMI Department of Commerce must comply with certain State requirements which may impact proposed projects. Funded projects must comply with all State laws and regulations.
- C. To the best of Applicant’s knowledge and belief, the information contained in this Application summary is true and correct and the governing body of the Applicant has duly authorized the document.

Signature

Printed Name

Title

Date

Attachments/Checklist

The following attachments must be included with this Application:

- SBA Self-Representation as an ‘Eligible Small Business Concern’ Form
- SBA Form 1623 ‘Certification Regarding Debarment’ Form
- CNMI STEP Grant Export Readiness Questionnaire Form– only required for foreign tradeshows/trade missions and market entry support activities

INSTRUCTIONS:

Please sign, date and return the application, along with the above attachments, to the address listed below:

Edward M. Deleon Guerrero
CNMI Department of Commerce
P.O. Box 5795 CHR
Saipan, MP 96950
cnmi.step@commerce.gov.mp

Please note that at the discretion of the STEP Review Committee, additional documentation may be required before the Application is deemed complete.



“Funded in part through a grant with the U.S. Small Business Administration”



U.S. Small Business
Administration

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

The undersigned certifies that this is an export ready U.S. company seeking to export goods or services of U.S. origin or have at least 51% U.S. content.

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



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary 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 are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary 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 primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary 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 entering into this transaction.
7. The prospective primary 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," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. 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.
10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.



CNMI STEP Program Export Readiness Questionnaire

BASIC INFORMATION	
Company Name	
Address	
Contact Person	
Phone	
E-Mail	
Company Website	
Industry	
ASSESSMENT QUESTION (Circle one)	
Is your company registered to do business in the CNMI?	YES NO
Has your company exported in the past?	YES NO
Has your company attended any international trade shows or trade missions?	YES NO
Does your company have marketing material available in foreign languages (including a website)?	YES NO
Is your company more interested in exporting its product to:	ASIA MICRONESIA EUROPE SOUTH AMERICA



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**DATA COLLECTION
CNMI STEP PROGRAM**
(For Eligible Small Business Concerns)



Company Name:	E-mail:
Street Address/P.O. Box:	
Telephone#:	
Projected export sales within the next 12 to 18 months:	

Required for Reporting Purposes:

New to Export: <input type="checkbox"/> YES <input type="checkbox"/> NO	Market Expansion: <input type="checkbox"/> YES <input type="checkbox"/> NO	With a Disability: <input type="checkbox"/> YES <input type="checkbox"/> NO
Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> Non-Veteran	Military Status: <input type="checkbox"/> Reserve or National Guard <input type="checkbox"/> Active Duty	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Race: <input type="checkbox"/> Asian <input type="checkbox"/> Black-African American <input type="checkbox"/> White <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Native Hawaiian/other Pacific Islander		
<p>In consideration of the CNMI STEP PROGRAM furnishing management or technical assistance or training, I waive all claims against the CNMI STEP personnel, its resource partners and volunteer resources arising from this assistance. I agree to provide any financial information monthly/quarterly for STEP reporting purposes (via web-based, paper form, email or phone call) and certify that all the information provided in this document, as well as any accompanying documents, are true and complete.</p>		
Signature: _____		Date: _____

FOR OFFICIAL USE:

Actual export sales resulting from completed activities:



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