



NJ STEP Stage Process Information

The New Jersey State Trade Expansion Program (NJ STEP), in collaboration with the U.S. SBA, developed the following process and stages to support new and experienced exporters in New Jersey applying to the program.

Notes:

1. All forms and links, unless specified here, may be found at the VKou-h website njstep.nj.gov/
2. Submission of application does not guarantee receipt of an NJ STEP award
3. Application must be reviewed for eligibility and approval by the Office of International Business Development and Protocol

There are three stages to the NJ STEP process:

Stage 1 - Establishing eligibility

Candidates wishing to participate in the NJ STEP are required to fill out the four initial documents listed below.

1. NJ STEP Information Survey
2. SBA - Eligible Small Business Concern form
3. NJ STEP Projected Return on Investment
4. SBA SF 1624 - Debarment, Suspension, Ineligibility and Voluntary Exclusion form

Stage 2 - Approving and determining an award if

approved, the following forms/documents will be required.

1. R VKou° ku VKou- hs
2. Current Tax Clearance Certificate issued by the NJ Division of Taxation
3. Current Business Registration Certificate
4. DUNS number of your company; website <https://mycredit.dnb.com/>

Stage 3 - Reimbursing for approved expenses

Upon completion of your event.

1. Submit invoices and paid receipts for approved trade and export costs incurred
2. Brief report on results of event (sales, meetings, projections, leads etc.)
3. Going forward, brief quarterly updates on export sales and/or jobs created, retained

Should you need to send mail or email to the Program, please contact NJ STEP at:

Office of International Business Development and Protocol
225 West State Street – 3rd Floor
Trenton, NJ 08625
njstep@treas.nj.gov

