Global NY State Trade Expansion Program (STEP)
Preview of Questions – V1 (June 2026)

The questions below are included within the STEP application **(obtain responses to these questions prior to beginning the application):**

- Company name (including DBA if applicable)
- Company address (city, state, zip)
- Primary company representative contact information (the individual completing this application)
    - Full name, title, direct phone, email
- Website
- General/main phone number
- Type of company
    - Manufacturer, distributor, service, franchisor, other
- Industry
- Company description/overview
- Annual sales
- Business facility area size (square feet)
- NAICS code
- Year business established
- Number of employees in New York State
- Number of employees worldwide
- Level of export experience (New to exporting or currently exporting)
- Percentage of annual export sales
- Ownership (Minority, veteran, disabled veteran, rural or women owned)
- Parent company information (if applicable)
- Subsidiary company information (if applicable)
- MWBE certification in NYS (yes or no)
- Registration with the New York Department of State (yes or no)
- Previous financial/technical assistance from ESD (program name, funding date, amount awarded, status)
- Does the company produce or have rights to export the product/service (yes or no)
- Name of export service representative the company is working with (if applicable)
- Describe the product or service you seek to export
- Major competitors domestically and internationally
- How products or services are typically distributed and marketed
- Licenses or registration requirements
- Certification needed for domestic or international standards
- Does the company meet the 51% New York State content (see guidelines document for calculation table)
- Does the company meet the 51% United States content (see guidelines document for calculation table)
- Location where products are made
- Who produces products
- Prior trade shows attended
- Representation in foreign country