

RICHARDSON RESEARCH AWARD MATCH PROGRAM (RAMP) GUIDELINES

I. PURPOSE

1.1 The City of Richardson (“The City”) Research Award Match Program (RAMP) (“Program”) is designed to award funds for research-focused, for-profit, privately owned small businesses that have received a federal SBIR/STTR Phase I or Phase II Federal award. It is intended to support startup companies that have a high potential for commercial viability commonly referred to as primary job creators. Recipients must be located in Richardson or commit to relocating to Richardson; and continuously operating in Richardson for a minimum of five (5) years after receiving Program Grant funds. This Program constitutes an economic development program pursuant to Chapter 380 Texas Local Government Code, as amended.

II. FUNDING AVAILABILITY

2.1 The total Program award funding available for eligible recipients is \$250,000 per fiscal year. Complete applications for Program Grant funds will be accepted and considered in the order of receipt by the City.

2.2 Phase I Awards

Phase I eligible applicants may qualify for up to \$50,000 in Program Grant funding.

2.3 Phase II Awards

Phase II eligible applicants may qualify for up to an additional \$100,000 in Program Grant funding.

2.4 The acceptance of applications for review, and Program Grant awards and disbursements are subject to the availability of Program funds and may terminate at City’s discretion once Program funds are exhausted. The City has the discretion to approve Program Grant awards for Phase 1 and/or Phase II for amounts less than the maximum Grant amount allowed for such category.

2.5 Recipients that are awarded or approved for Program Grant funding shall be required to enter into an economic development agreement prepared by the City and which contains the City’s standard terms and conditions for economic developments agreement.

III. PROGRAM GRANT ELIGIBILITY REQUIREMENTS

3.1 The person submitting an application on behalf of a business must be the authorized representative of the business. An application for Program Grant funding shall be made pursuant to an application provided by the City.

3.2 The named applicant shall meet and satisfy the following requirements listed under this Section III at the time of the application.

3.3 Phase I Eligibility Requirements:

A. Applicants must meet the following requirements at the time of application. Applicant:

1. Has received a federal SBIR/STTR Phase I award from a participating federal agency prior to application;
2. Federal SBIR/STTR Phase I award funding must be active at the time of application;
3. Must not have applied for or received a notice of a follow-on Federal SBIR/STTR Phase II award;
4. Is a for-profit, privately owned business*;
5. Is headquartered in the City of Richardson, or agrees to relocate to Richardson and continuously operate in the City for five (5) years; and
6. Employs approximately 40 employees

*Non-profit entities are not eligible (except as research institutions under the federal STTR program).

B. If approved for Program Grant funds, recipient will be required to enter into an economic development agreement prepared by the City which in addition to the City's standard terms and condition shall require the recipient to relocate the business to the City, if applicable; shall require the applicant to continuous operate in the City for a minimum of five (5) years.

3.4 Phase II Eligibility Requirements:

A. Applicants must meet the following requirements at the time of application. Applicant:

1. Has received a federal SBIR/STTR Phase II award from a participating federal agency prior to application;
2. Federal SBIR/STTR Phase II award funding must be active at time of application;
3. Is a for-profit, privately owned business*;
4. Is headquartered in the City of Richardson, or agrees to relocate to Richardson; and to continuously operate in the City for five (5) years; and
5. Employees approximately 40 employees.

*Non-profit entities are not eligible (except as research institutions under the federal STTR program).

- B. The Applicant must not have received City Program funding prior to the time of application, with an exception for funding received for the City Program SBIR/STTR Phase I award that is the underlying project for the Phase II City Program grant application.
- C. If awarded City Program funds, recipient agrees to conduct research described in the Phase II award in the City of Richardson and to continuously operate in Richardson for a minimum of five (5) years.

IV. ELIGIBLE USE OF FUNDS

4.1 Eligible uses of City Program Grant funds will be determined on a case-by-case basis at the discretion of the City Manager, or designee and will be included in the final agreement between the recipient and City. Examples of eligible uses could include:

- A. Direct costs for additional technical work;
- B. Product testing and validation;
- C. Intellectual property protection;
- D. Market research;
- E. Patent search;
- F. Business development plan;
- G. Hiring of new high paying technical and business employees;
- H. Equipment
- I. Building modernization and/or infrastructure improvements

V. INELIGIBLE USE OF FUNDS

5.1 Use of City Program Grant funds may not be used for the following:

- A. Recoupment of personal investment;
- B. Repayment of debt;

VI. APPLICATION, EVALUATION & APPROVAL PROCESS

6.1 Applicants seeking to apply for Program Grant funds must complete and submit a fully executed and complete Program application, with the required attachments. An application and instructions can be obtained from the Richardson Economic Development Department's ("REDD") website. No partially completed applications will be considered.

6.2 The City will review applications to confirm compliance with the Program Grant funding requirements and may request an applicant to submit additional information and/or supplemental materials during the review. REDD will notify applicants of its decision to recommend or not to recommend to the City Manager, or designee consider of the application. Incomplete or non-compliant applications will not be considered.

6.3 The City has full discretion to approve or deny any application for Program Grant Funding. Award of Program Grant funding is subject to the availability of Program Grant funding. The decision to award Program Grant funding will include whether the applicant has previously received Program Grant funds or other grants from the City.

6.4 Upon being selected for award recommendation, applicants will receive a notification of award recommendation from the City and will be required to confirm their commitment to proceed with the program and demonstrate evidence of locating to Richardson within 90 days of receipt of notification. Failure to confirm within this timeframe will result in the forfeiture of the award. Applicants' timely response is crucial in ensuring continuation of the award process.

6.5 The recommended award amount and all terms and conditions of the Program Grant funding shall be set forth in a Program Grant Agreement between the City and the Recipient.

6.6 The City Manager, or designee retains authority to approve or deny any application. City Manager approval is required for each award and the required agreement.

6.7 REDD Staff will provide updates as necessary to the applicant regarding the application.

COMPLIANCE FOR SBIR/STTR PROGRAM GRANT FUNDING

7.1 Recipients will be required (and the agreement between the City and recipient will require) to submit to City a status report as to the disposition of the Program Grant funds year following the funding (the "Annual Report") to ensure compliance with the use of Program Grant funds.

7.2 Recipients must agree (and the agreement between the City and recipient will require) to relocate to Richardson if not already operating in Richardson and operate in Richardson for a minimum of five (5) years after receiving funding. If the applicant ceases operations in Richardson prior to the required five (5) year period, the recipient must repay the Program Grant funding in full to the City.

7.2 Recipients must agree (and the agreement between the City and recipient will require) to maintain records and accounts that properly document and account for the expenditure of City Program Grant funds for a period of five (5) years and agree to comply with any audit requests made by City. If an audit results in the determination that the Recipient has expended Program Grant funds for an ineligible use, Recipient will be required to reimburse City for the costs of any audit.