

**M E M O R A N D U M**

November 12, 2020

TO: Planning, Housing and Economic Development Committee

FROM: Christine Wellons, Legislative Attorney

SUBJECT: Bill 37-19, Economic Development Fund – Use of Fund and Remedies for Noncompliance<sup>1</sup>

PURPOSE: Worksession – Committee to make recommendations to Council

**Expected Attendees**

Mike Coveyou, Director of Finance  
Peter McGinnity, Manager, Economic Development Programs  
Laurie Boyer, Department of Finance

Bill 37-19, Economic Development Fund – Use of Fund and Remedies for Noncompliance, sponsored by Lead Sponsor Councilmember Glass and Co-Sponsors Councilmembers Riemer and Jawando, was introduced on December 3, 2019. A public hearing was held on January 14 at which there were no speakers.

Bill 37-19 would amend the law concerning the administration and use of the Economic Development Fund in order to:

- (1) Increase accountability in the use of grant funds; and
- (2) Expand eligibility for the Small Business Innovation Research and Small Business Technology Transfer Matching Grant Program (SBIR/STTR Program).

**BACKGROUND AND SPECIFICS OF THE BILL**

**Increased Accountability for Grant Recipients**

In a Preliminary Inquiry Memorandum dated August 1, 2019, the Office of the Inspector General (OIG) stated with respect to the SBIR/STTR Program:

While grantees sign an award offer letter in order to receive funding, that award offer letter lacks many of the elements of a more formal county contract or agreement, such as the right to audit and a method for dispute resolution. This may

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<sup>1</sup> #EconomicDevelopmentAssistance

create vulnerability for the County should a grantee use the County grant funds for non-project related expenses or fail to perform under or otherwise abuse their federal grant.

To remedy the concerns raised in the OIG Memorandum, the bill would require all grants provided through the Economic Development Fund (EDF), including the SBIR/STTR Program, to be memorialized in written agreements. The agreements would be required to include terms:

- (1) Setting forth the grantee's performance criteria;
- (2) Granting the County the right to audit the grantee;
- (3) Requiring periodic reporting from the grantee;
- (4) Prohibiting unauthorized uses of County funds; and
- (5) Providing remedies for the County in the event that a grantee misuses funds, fails to meet performance requirements, or otherwise breaches its agreement with the County.

Under the bill, a grantee who submits a false or fraudulent application for funds, or who uses funds for an unauthorized purpose, would be guilty of a Class A violation and liable for the County's court costs and attorney's fees.

### **Expanded Eligibility for the SBIR/STTR Program**

At the federal level, the SBIR/STTR grant programs provide funding to small businesses engaged in research and development. See <https://www.sbir.gov/about>.

Under current County law, which was enacted in 2018, recipients of SBIR or STTR grants from the National Institutes of Health (NIH) are eligible for County matching funds. The bill would expand eligibility for County matching funds to SBIR or STTR grant recipients of any participating federal agency.

Other federal agencies that award SBIR and STTR grants include:

- (1) Department of Defense (SBIR and STTR);
- (2) Department of Energy (SBIR and STTR);
- (3) National Science Foundation (SBIR and STTR);
- (4) Department of Health and Human Services (SBIR and STTR);
- (5) National Aeronautics and Space Administration (SBIR and STTR);
- (6) Department of Agriculture (SBIR);
- (7) Department of Commerce (SBIR);
- (8) Department of Energy (SBIR);
- (9) Department of Homeland Security (SBIR);
- (10) Department of Transportation (SBIR);
- (11) Department of Education (SBIR); and
- (12) Environmental Protection Agency (SBIR).

## ISSUES FOR THE COMMITTEE'S CONSIDERATION

The Committee might wish to discuss the following issues related to Bill 37-19.

- 1. Should all grants provided through the Economic Development Fund (EDF), including the SBIR/STTR Program, be memorialized in written agreements that include a right to audit and other standard provisions?**

As described above in the Background section of this memorandum, the Office of the Inspector General (OIG) has cautioned that the lack of written agreements for SBIR/STTR matching grants “may create vulnerability for the County should a grantee use the County grant funds for non-project related expenses, or fail to perform under or otherwise abuse their federal grant.” (©14). The OIG recommended that the Department of Finance should adopt policies and procedures regarding EDF grant agreements “as soon as possible”. (© 15).

The bill would require all grants under the Economic Development Fund, including SBIR/STTR grants, to include written agreements with terms: (1) Setting forth the grantee's performance criteria; (2) Granting the County the right to audit the grantee; (3) Requiring periodic reporting from the grantee; (4) Prohibiting unauthorized uses of County funds; and (5) Providing remedies for the County in the event that a grantee misuses funds, fails to meet performance requirements, or otherwise breaches its agreement with the County.

Based upon the Office of Management and Budget's Fiscal Impact Statement on the bill: “Of the eight EDF programs, currently only two programs have actual written agreements between the County and grant recipients.” (©8). Under the bill, the Department of Finance would require the remaining programs to include written agreements. **The Committee might wish to ask the Department for an update on current protocols regarding written agreements with EDF grant recipients.**

The Fiscal Impact Statement estimates that the Department of Finance would need an additional Grade 25 staff member to require and administer written agreements with EDF grant recipients. In the opinion of Council staff, the additional work required to implement the bill would be front-loaded, in that the Department of Finance, working with the Office of the County Attorney, would need to develop contract templates for the various EDF programs. **The Committee might wish to ask the Department of Finance to elaborate on the necessity of an additional staff member.**

Moreover, as indicated by the OIG, having written agreements in place would protect the County and help ensure proper use of County funds. These benefits arguably would outweigh the additional cost of one staff member, assuming that an additional staff member is needed.

- 2. Should eligibility of the SBIR/STTR matching grant program be expanded to SBIR or STTR grant recipients of any participating federal agency – or should the program remain limited to NIH grant recipients?**

Currently, the County's SBIR/STTR matching program is limited to recipients of NIH SBIR or STTR grants. The bill would expand program eligibility to any recipient of an SBIR/STTR grant, regardless of whether NIH or another federal agency provided the grant. The

OIG has pointed out that: “Unlike the Montgomery County Program, none of the [14] state programs reviewed [by the OIG] limited the match to a particular federal agency, such as NIH.” (© 18).<sup>2</sup>

According to OMB, the Department of Finance received 16 applications under the current eligibility criteria for the SBIR/STTR program in FY19, and it made awards to 14 applicants. Awards totaled \$550,000 in FY19, and \$100,000 budgeted for FY19 went unspent. The budgeted amount for the program in FY20 is \$425,000.

OMB has indicated that – from 2017 through 2019 – Montgomery County companies *averaged* 118 SBIR/STTR awards from the federal government per year, with a total average dollar amount exceeding \$50 million per year. Therefore, if the County law expands eligibility for the matching program, it might expect a significantly larger number of applicants for the program.

In its Fiscal Impact Statement, OMB estimates that this increased eligibility would result in County expenditures of about \$29 million over six years. This estimate assumes that \$29 million would be appropriated for the program. Awards under EDF programs are dependent upon appropriations. As OMB notes, for example, \$425,000 was appropriated for the SBIR/STTR matching program for FY20. Therefore, County expenditures would reflect whatever amounts the Council and County Executive choose to appropriate in future years. The bill itself would not increase County expenditures.

In considering whether to expand eligibility to all federal SBIR/STTR grant recipients in the County, the Committee might wish to consider whether it would like to continue the program’s current focus on medical research through NIH, or whether it wishes to broaden the types of research and types of businesses that the County funds through the program. As described above on page 2 of this memorandum, numerous federal agencies award SBIR/STTR grants. These agencies support a variety of biotech projects which, in turn, help fuel the County’s fast-growing biotech industries.

## **NEXT STEPS**

The question before the Committee is whether to recommend enactment of Bill 37-19.

This packet contains:	<u>Circle #</u>
Bill 37-19	1
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Inspector General: Preliminary Inquiry Memorandum	14

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<sup>2</sup> Virginia, however, “does limit grants to grant recipients conducting research in particular industry sectors including: clean energy, cyber security, data analytics, life sciences, and unmanned systems.” (© 18).

Bill No. 37-19  
Concerning: Economic Development  
Fund – Use of Fund and Remedies for  
Noncompliance  
Revised: 11/07/2019 Draft No. 4  
Introduced: December 3, 2019  
Expires: June 3, 2021  
Enacted: \_\_\_\_\_  
Executive: \_\_\_\_\_  
Effective: \_\_\_\_\_  
Sunset Date: None  
Ch. \_\_\_\_\_, Laws of Mont. Co. \_\_\_\_\_

## COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: Councilmember Evan Glass  
Co-Sponsors: Councilmembers Riemer and Jawando

### AN ACT to:

- (1) require recipients of Economic Development Fund assistance to agree to certain terms and conditions regarding the use and repayment of the assistance;
- (2) alter eligibility requirements for the Small Business Innovation Research and Small Business Technology Transfer Matching Grants;
- (3) require the repayment to the County of Small Business Innovation Research and Small Business Technology Transfer Matching Grants in certain circumstances;
- (4) impose remedies related to the provision of false or fraudulent applications and the use of Fund assistance for unauthorized purposes; and
- (5) generally amend the law related to the Economic Development Fund.

### By amending

Montgomery County Code  
Chapter 20, Finance  
Sections 20-75 and 20-76E

### By adding

Chapter 20, Finance  
Section 20-76F

<b>Boldface</b>	<i>Heading or defined term.</i>
<u>Underlining</u>	<i>Added to existing law by original bill.</i>
[Single boldface brackets]	<i>Deleted from existing law by original bill.</i>
<u>Double underlining</u>	<i>Added by amendment.</i>
[[Double boldface brackets]]	<i>Deleted from existing law or the bill by amendment.</i>
* * *	<i>Existing law unaffected by bill.</i>

*The County Council for Montgomery County, Maryland approves the following Act:*

4 \* \* \*

(f) [Unless expressly inconsistent with any other federal, state, or County law, the] The terms and conditions of any assistance from the Fund:

7           (1)   must be specified in a written agreement between the County and  
8           the recipient; and

9           (2)   except to the extent expressly inconsistent with any other federal,  
0           state, or County law, must:

1           (A)    require the recipient to meet certain performance criteria  
2                   specified in the offer of assistance[, including a repayment  
3                   agreement unless the Executive justifies why repayment of  
4                   assistance is not required.];

(B) grant the Director the right to audit the recipient's  
compliance with the terms and conditions of assistance;

7 (C) require periodic reports from the recipient;

(D) prohibit the use of assistance from the Fund for  
unauthorized purposes; and

(E) provide remedies for the County, including the repayment  
of assistance, if the recipient:

2 (i) uses the assistance for an unauthorized  
3 purpose;

4 (ii) fails to meet performance criteria specified in  
5 the written agreement; or

6 (iii) otherwise breaches the written agreement.

\* \* \*

**20-76E. Small Business Innovation Research and Small Business Technology Transfer Matching Grant Program.**

\* \* \*

(c) *Eligibility.* A business is eligible to receive the matching grant if the business:

- (1) has been awarded a SBIR or STTR Phase I or Phase II grant during the current calendar year[ by the National Institutes of Health]; and
- (2) conducts at least 51% of its research and development operations at a physical location in the County.

\* \* \*

(f) Administration.

- (1) The Director must administer the Program.
- (2) The Director must require a business to enter into an agreement under Section 20-75(f), including an agreement to pay back any grant payments received if:
  - (A) the business does not remain in the County for [at least 2 years after receiving the grant payment.] a minimum time period specified in the agreement; or
  - (B) the business uses the payment for an unauthorized purpose.

\* \* \*

**20-76F. Remedies for Fraudulent Applications or Misuse of Funds.**

(a) The remedies under this Section supplement any other remedy available under the law, including any remedy under Section 20-75(f)(2).

- 51        (b) A person who submits a false or fraudulent application, or withholds  
 52        material information, to obtain assistance under this Article has  
 53        committed a Class A violation.
- 54        (c) A person who violates Subsection (b), or who uses assistance from the  
 55        Fund for an unauthorized purpose under Section 20-75(f), is liable for all  
 56        court costs and expenses and reasonable attorney's fees incurred by the  
 57        County to recover any payment, interest, or penalty.



## LEGISLATIVE REQUEST REPORT

Bill 37-19

*Economic Development Fund – Use of Fund and Remedies for Noncompliance*

**DESCRIPTION:** Bill 37-19 would:

- (1) require recipients of Economic Development Fund assistance to agree to certain terms and conditions regarding the use and repayment of the assistance;
- (2) alter eligibility requirements for the Small Business Innovation Research and Small Business Technology Transfer Matching Grants;
- (3) require the repayment to the County of Small Business Innovation Research and Small Business Technology Transfer Matching Grants in certain circumstances; and
- (4) impose remedies related to the provision of false or fraudulent applications and the use of Fund assistance for unauthorized purposes.

**PROBLEM:** Need for increased accountability in the use of grant funds.

**GOALS AND OBJECTIVES:**

- (1) Increase accountability in the use of grant funds; and
- (2) Expand eligibility for the Small Business Innovation Research and Small Business Technology Transfer Matching Grant Program (SBIR/STTR Program).

**COORDINATION:** Department of Finance

**FISCAL IMPACT:** OMB

**ECONOMIC**

**IMPACT:** Finance

**EVALUATION:** To be done.

**EXPERIENCE ELSEWHERE:** To be researched.

**SOURCE OF INFORMATION:** Christine M.H. Wellons, Legislative Attorney

**APPLICATION WITHIN**

**MUNICIPALITIES:** N/A

**PENALTIES:** Submission of a false or fraudulent grant application would constitute a Class A violation.

B 37-19



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ROCKVILLE, MARYLAND

MEMORANDUM

January 17, 2020

TO: Sidney Katz, President, County Council

FROM: Richard S. Madaleno, Director, Office of Management and Budget *John RSM*  
Michael Coveyou, Acting Director, Department of Finance *mgl*

SUBJECT: FEIS for Bill 37-19, Economic Development Fund – Use of Fund and Remedies for Noncompliance

Please find attached the Fiscal and Economic Impact Statements for the above-referenced legislation.

RSM:cm

c: Andrew Kleine, Chief Administrative Officer  
Fariba Kassiri, Deputy Chief Administrative Officer  
Caroline Sturgis, Assistant Chief Administrative Officer  
Debbie Spielberg, Special Assistant to the County Executive  
Dale Tibbitts, Special Assistant to the County Executive  
Lisa Austin, Office of the County Executive  
Barry Hudson, Director, Public Information Office  
Laurie Boyer, Department of Finance  
Rob Hagedoorn, Department of Finance  
Dennis Hetman, Department of Finance  
Peter McGinnity, Department of Finance  
David Platt, Department of Finance  
Monika Coble, Office of Management and Budget  
Chrissy Mireles, Office of Management and Budget  
Pofen Salem, Office of Management and Budget

**Fiscal Impact Statement**  
**Bill 37-19, Economic Development Fund –**  
**Use of Fund and Remedies for Noncompliance**

**1. Legislative Summary**

Bill 37-19 would amend the law concerning the administration and use of the Economic Development Fund (EDF) in order to: 1) increase accountability in the use of grant funds; and, 2) expand the eligibility for the Small Business Innovation Research and Small Business Technology Transfer (SBIR/STTR) Matching Grant Program.

This legislation would specifically stipulate the following requirements:

1. Require recipients of Economic Development Fund assistance to agree to certain terms and conditions regarding the use and repayment of the assistance;
  2. alter eligibility requirements for the SBIR/STTR Matching Grants;
  3. require the repayment to the County of SBIR/STTR Matching Grants in certain circumstances; and
  4. impose remedies related to the provision of false or fraudulent applicants and the use of Fund assistance for unauthorized purposes.
- 2. An estimate of changes in County revenues and expenditures regardless of whether the revenues or expenditures are assumed in the recommended or approved budget. Includes source of information, assumptions, and methodologies used.**

Bill 37-19 will not impact County revenues currently assumed in the approved budget. However, this legislation could have a significant impact on County expenditures as a result of the increased number of federal grant recipients eligible for the County's SBIR/STTR Matching Grants and the additional workload needed in the Department of Finance to implement the written agreements and reporting requirements for all EDF programs if the County chooses to support all eligible grantees.

**Operating Expenses:** The proposed legislation would expand the eligibility for County matching funds to SBIR/STTR grant recipients from the National Institutes of Health (NIH) to 11 additional federal agencies that also award SBIR/STTR grants. The current regulation provides a matching grant to any NIH SBIR/STTR Phase I or Phase II grant recipients who conduct at least 51% of its research and development operations at a physical location within the County. Grants are awarded on a first come, first serve basis, and grantees are eligible to receive a 25% match of a federal grant up to a maximum of \$25,000 for Phase I grants, and \$75,000 for Phase II grants. County resources allocated for the County's SBIR/STTR Matching Grant Funds were \$650,000 for FY19 and \$425,000 for FY20.

In FY19, Finance received 16 grant applications, but the County's matching grants were only awarded to 14 local companies (nine for Phase I and five for Phase II), totaling \$550,000. For the first two quarters of FY20, 10 grant applications were received to date and the matching grants have been awarded to 4 local companies for Phase I and 4 for Phase II. Based on the federal data released at [www.sbir.gov](http://www.sbir.gov), an average of 82 County companies per year received the Phase I grants and 36 companies received the Phase II grants between 2017 and 2019. If the current eligibility is expanded from NIH to all 12 federal agencies, it is estimated that County expenditures could be increased to approximately \$4.75M per year if the County chooses to support all eligible grantees. This estimated amount includes \$2.05M for Phase I matching awards (= 82 companies x \$25,000) and \$2.7M for Phase II matching grants (= 36 companies x \$75,000).

**Montgomery County Companies Received Federal SBIR/STTR Grant Awards (in thousands)**

	2017		2018		2019		Average	
	No. of Awards	Amount	No. of Awards	Amount	No. of Awards	Amount	No. of Awards	Amount
SBIR - Phase I	98	\$ 20,048.4	83	\$ 18,621.6	53	\$ 8,513.5	78	\$ 15,727.8
SBIR - Phase II	45	\$ 53,313.2	38	\$ 26,452.6	17	\$ 15,117.0	33	\$ 31,627.6
STTR - Phase I	5	\$ 649.9	4	\$ 746.5	2	\$ 290.0	4	\$ 562.1
STTR - Phase II	3	\$ 2,499.8	7	\$ 5,997.3	0	\$ -	3	\$ 2,832.4
<b>Total</b>	<b>151</b>	<b>\$ 76,511.3</b>	<b>132</b>	<b>\$ 51,818.0</b>	<b>72</b>	<b>\$ 23,920.5</b>	<b>118</b>	<b>\$ 50,750.0</b>

Data Source: [www.sbir.gov](http://www.sbir.gov). Note that award amounts tallied for Montgomery County in 2019 exceed the total award amounts for the State of Maryland.

**Personnel Costs:** If the County chooses to support all eligible grantees, Bill 37-19 would require all grants provided through the EDF programs to be memorialized in written agreements regarding the specific use and repayment of the assistance. The required workload would include setting the grantee's performance criteria, auditing the grantees, requiring periodic reporting from the grantees, prohibiting unauthorized uses of County funds, and providing remedies if a grantee misuses funds, fails to meet performance requirements, or breaches the agreement. Of the eight EDF programs, currently only two programs have actual written agreements between the County and grant recipients. To implement the requirements in the proposed legislation, Finance states that the increased workload cannot be absorbed within its current capacity and a dedicated, permanent full-time Program Manager II (Grade 25) position would be needed. The annualized personnel cost for a Program Manager II position would be approximately \$114,350, calculated based on the FY20 mid-point of Grade 25 salary range plus benefits.

### 3. Revenue and expenditure estimates covering at least the next 6 fiscal years.

Based on the assumptions provided in Question #2, the total expenditures for the next six fiscal years are estimated at approximately \$29.2M if the number of local companies awarded federal SBIR/STTR grants remains unchanged. However, the estimate will be adjusted based on the number of matching grants provided over time. This legislation would not impact County revenue for the next six years.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Personnel Costs (annualized)	114,350	117,781	121,314	124,953	128,702	132,563	739,663
Operating Expenses	4,750,000	4,750,000	4,750,000	4,750,000	4,750,000	4,750,000	28,500,000
<b>Total</b>	<b>4,864,350</b>	<b>4,867,781</b>	<b>4,871,314</b>	<b>4,874,953</b>	<b>4,878,702</b>	<b>4,882,563</b>	<b>29,239,663</b>

*Note: Assume a 3% inflation rate for personnel costs but the same number of local companies (82 for Phase I and 36 for Phase II grants) received STTR/SBIR matching grants over the next six years.*

4. **An actuarial analysis through the entire amortization period for each bill that would affect retiree pension or group insurance costs.**

Not applicable.

5. **An estimate of expenditures related to County's information technology (IT) systems, including Enterprise Resource Planning (ERP) systems.**

Not applicable.

6. **Later actions that may affect future revenue and expenditures if the bill authorizes future spending.**

Currently, grants from one federal agency (NIH) are eligible for a match fund under the County's SBIR/STTR Matching Grant Program. If the program eligibility expands to all 12 federal agencies, there will be a demand for increased funding in future budgets for the County's SBIR/STTR Matching Grant Program.

7. **An estimate of the staff time needed to implement the bill.**

Per Question #2, this legislation would increase the workload for Finance staff to provide additional written agreements and reporting requirements for all EDF grant programs, in addition to expanding the eligibility for local companies to receive the matching grant from all 12 federal agencies. This would require a permanent full-time Program Manager II position to implement the expected workload.

8. **An explanation of how the addition of new staff responsibilities would affect other duties.**

This full-time Program Manager II position would be dedicated to handle the increased workload related to the preparation of grant agreements and the reporting of oversight requirements as stipulated in Bill 37-19.

**9. An estimate of costs when an additional appropriation is needed.**

Not applicable.

**10. A description of any variable that could affect revenue and cost estimates.**

Cost estimates will vary depending on the number of local companies receiving SBIR/STTR grant awards, the dollar amount of the Federal grants awarded, and the number of local companies applying for the match grant in the County.

**11. Ranges of revenue or expenditures that are uncertain or difficult to project.**

It is difficult to project how many local companies would be eligible to apply for the County's SBIR/STTR matching grants if the program is expanded to include 12 different Federal agencies.

**12. If a bill is likely to have no fiscal impact, why that is the case.**

Not applicable.

**13. Other fiscal impacts or comments.**


Not applicable.

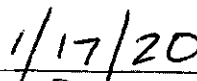
**14. The following contributed to and concurred with this analysis:**

Laurie Boyer, Department of Finance

Peter McGinnity, Department of Finance

Pofen Salem, Office of Management and Budget

  
Richard S. Madaleno, Director  
Office of Management and Budget

  
Date

**Economic Impact Statement**  
**Bill 37-19, Economic Development Fund – Use of Fund and Remedies for**  
**Noncompliance**

**Background:**

This legislation would:

- Require recipients of Economic Development Fund (Fund) assistance to agree to certain terms and conditions regarding the use and repayment of the assistance;
- Alter eligibility requirements for the Small Business Innovation Research and Small Business Technology Transfer (SBIR/STTR) Matching Grants;
- Require the repayment to the County of SBIR/STTR Matching Grants in certain circumstances; and
- Impose remedies related to the provision of false or fraudulent applications and the use of Fund assistance for unauthorized purposes.

**1. The sources of information, assumptions, and methodologies used.**

Source of information, assumptions, and methodologies used are from the Fiscal Impact Statement for Bill 37-19.

Based on data reviewed at the [www.sbir.gov](http://www.sbir.gov) website by the Department of Finance (Finance), the following SBIR and STTR Federal grants were awarded to Montgomery County companies in federal fiscal years 2017 – 2019 from all Federal agencies who provided these grants:

<b>2017</b>	<b>SBIR Phase 1</b>	<b>SBIR Phase 2</b>	<b>STTR Phase 1</b>	<b>STTR Phase 2</b>
<b>No. of Awards:</b>	98 (59.0%)	45 (56.2%)	5 (15.1%)	3 (17.6%)
<b>Amount:</b> (16.3%)	\$20,048,424 (64.0%)	\$53,313,169 (59.3%)	\$649,932 (12.0%)	\$2,499,821
<b>2018</b>	<b>SBIR Phase 1</b>	<b>SBIR Phase 2</b>	<b>STTR Phase 1</b>	<b>STTR Phase 2</b>
<b>No. of Awards:</b>	83 (47.9%)	38 (51.3%)	4 (20%)	7 (77.7%)
<b>Amount:</b> (46.2%)	\$18,621,579 (47.5%)	\$26,452,628 (28.2%)	\$746,474 (17.5%)	\$5,997,300
<b>2019</b>	<b>SBIR Phase 1</b>	<b>SBIR Phase 2</b>	<b>STTR Phase 1</b>	<b>STTR Phase 2</b>
<b>No. of Awards:</b>	53 (71.6%)	17 (60.7%)	2 (33.3%)	0 (0.0%)
<b>Amount:</b>	\$8,513,495	\$15,117,047	\$289,990	\$0

\*Percentages shown represent the Montgomery County portion of all SBIR/STTR Awards in Maryland.

**Economic Impact Statement**  
**Bill 37-19, Economic Development Fund – Use of Fund and Remedies for**  
**Noncompliance**

(NOTE: Award Amounts tallied for Montgomery County in 2019 exceed the total Award Amounts for the State of Maryland on the sbir.gov website.)

On average, 78 local Montgomery County companies receive SBIR Phase I Federal grant funding annually and 4 local companies receive STTR Phase I Federal grant funding (for a total of 82 Phase I grant awards annually). Additionally, an average of 33 local companies receive SBIR Phase II Federal grant funding every year, and an average of 3 receive STTR Phase II Federal grant funding (for a total of 36 Phase II grant awards annually).

Based on these three-year averages, Finance estimates that if the Montgomery County program expands the eligibility to provide matching grants to companies who receive SBIR/STTR Phase I and II grants from 12 Federal agencies, the annual estimated costs would be:

82 Phase I awards @ \$25,000 each:	\$2,050,000
36 Phase II awards @ \$75,000 each:	\$2,700,000
Total annual costs for Phases I & II:	\$4,750,000

These numbers are a significant increase from the 16 total grant applications that were received during FY19 and the 10 grant applications received during the first half of FY20 pertaining exclusively to NIH.

**2. A description of any variable that could affect the economic impact estimates.**

The variable that could have an economic impact is the expansion of eligibility to provide matching grants to companies who receive SBIR/STTR Phase I and II grants from an additional eleven Federal agencies.

**3. The Bill's positive or negative effect, if any on employment, spending, savings, investment, incomes, and property values in the County.**

Bill 37-19 would expand the eligibility to provide matching grants to companies that could have a positive impact on employment, investment, and business income to the recipients of the SBIR and STTR grants.


**4. If a Bill is likely to have no economic impact, why is that the case?**

Please see Paragraphs 2 and 3.

**5. The following contributed to or concurred with this analysis: David Platt, Laurie Boyer, and Rob Hagedoorn, Finance.**



**Economic Impact Statement**  
**Bill 37-19, Economic Development Fund – Use of Fund and Remedies for**  
**Noncompliance**

  
\_\_\_\_\_  
Michael Coveyou, Acting Director  
Department of Finance

1/13/20  
Date




**OFFICE OF THE INSPECTOR GENERAL**

**PRELIMINARY INQUIRY MEMORANDUM**

August 1, 2019

**TO:** Andrew W. Kleine  
Chief Administrative Officer

**FROM:** Edward L. Blansitt III  
Inspector General 

**SUBJECT:** SBIR and STTR Matching Grant Program  
OIG Publication #20-003

A Preliminary Inquiry Memorandum (PIM) describes specific issues or complaints received and the outcomes of limited procedures undertaken during a Preliminary Inquiry conducted by the Office of the Inspector General (OIG). Copies of this PIM along with your response, if any, will be provided to the members of the County Council and the County Executive within 10 business days of the date of this PIM.

**Background:**

Beginning in Fiscal Year (FY) 2019, Montgomery County began offering matching grant funds to local business recipients of National Institutes of Health (NIH), Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR), Phase I or Phase II grants. The OIG conducted this inquiry between January and May 2019 for the purpose of determining whether the new SBIR and STTR Matching Grant Program had enough controls to ensure that grant funds would be utilized for the purposes intended by the legislation.

**Summary and Conclusion:**

Because the SBIR and STTR Matching Grant Program is funded through the Economic Development Fund, payments can be processed through a Direct Purchase Order, using an exempt transaction code. While grantees sign an award offer letter in order to receive funding, that award offer letter lacks many of the elements of a more formal county contract or agreement, such as the right to audit and a method for dispute resolution. This may create vulnerability for the County should a grantee use the County grant funds for non-project related expenses, or fail to perform under or otherwise abuse their federal grant.

After the first awards were approved at the beginning of FY 2019, Montgomery County Interim Administrative Procedure 2-4, *Agreements between Montgomery County Government and Other Organizations* (Interim AP 2-4) was issued. The new administrative procedure defines a number of required agreement provisions that must be memorialized in an agreement between the grantee and the County prior to issuing a DPO for payments from the Economic Development Fund. Revision of future award offer letters to match the requirements of interim AP 2-4 could alleviate many of the concerns the OIG has identified in this memorandum.

At the time of our review, written procedures regarding program administration had not been approved and were not provided to the OIG. The Department of Finance should take steps to document and approve written policies and procedures as soon as possible. The Department of Finance may also want to consider implementing SDAT checks for SBIR and STTR Matching Grant Applicants, as well as any other similar County grant programs to ensure that County funds are disbursed to awardees authorized to do business in Maryland.

## **PRELIMINARY INQUIRY DETAILS**

### ***The federal SBIR and STTR Programs***

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The SBIR and STTR programs provide early-stage capital for US-owned and operated small businesses to engage in federal research and development that has a strong potential for commercialization. These programs allow small businesses to develop and commercialize new technologies without giving up intellectual property or company equity.

SBIR requires federal agencies budgeted over \$100 million for federally funded extramural research or research and development to set aside a percentage of that budget for small business. Similarly, STTR requires federal agencies budgeted over \$1 billion for federally funded extramural research or research and development to set aside a percentage of that budget for small business concerns that work in cooperation with universities, federally funded research and development centers, and other non-profit scientific and educational institutions.

Both programs contribute significant funding to early-stage, high risk funding for research and development (R&D) based small businesses and are structured in three phases: Phase I - Feasibility-Related Experimental Study or Theoretical Research/ Research and Development, Phase II – Continued Research/ Research and Development Effort, and Phase III – Commercialization.

A significant amount of federal SBIR and STTR funding is provided by the National Institutes of Health (NIH) which is headquartered in Montgomery County. (See Figure 1 below.) For the larger SBIR program<sup>1</sup>, only about 6% (\$42.7 million) of the NIH dollars awarded during fiscal year (FY) 2016 were awarded within the state of Maryland.

	<b>FY 2016 Total Federal Obligation<sup>2</sup> (All Participating Agencies)</b>	<b>FY 2016 NIH Funding<sup>3</sup> (Total NIH Funding)</b>
<b>SBIR</b>	\$2.36 billion	\$752 million
<b>STTR</b>	\$313 million	\$115 million

*Figure 1: FY 2016 SBIR/STTR Funding*

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<sup>1</sup> OIG staff was unable to readily locate comparative numbers by state for the STTR program.

<sup>2</sup> Total FY 2016 obligation as reported in the SBIR and STTR Annual Report published by the U.S. Small Business Administration 2016.

<sup>3</sup> Data regarding total funding for FY 2016 NIH awards obtained from <https://sbir.nih.gov/statistics/award-data>, last accessed July 30, 2019.

*Enabling Legislation for Montgomery County Matching Grant Program*

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On March 20, 2018, the Montgomery County Council (Council) passed legislation amending the law governing the Economic Development Fund<sup>4</sup> to establish a SBIR and STTR Matching Grant Program. The grant program is administered by the Director of Finance through the Economic Development Fund. The Economic Development Fund was established in FY 1996 “to aid the economic development of the County by assisting private employers who are located or plan to locate or substantially expand operations in the County.”

Beginning in FY 2019<sup>5</sup>, the legislation states that the “Director of Finance must pay, subject to appropriation, a SBIR or STTR Matching Grant to each business who meets certain eligibility standards.” These require that the business:

1. has been awarded a NIH SBIR or STTR Phase I or Phase II grant during the current calendar year, and
2. conducts at least 51% of its research and development operations at a physical location within the County.

Grants must be awarded on a first come, first served basis and grantees are eligible to receive a 25% match of a federal grant up to a defined maximum of \$25,000 for Phase I grants and \$75,000 for Phase II grants.

The law provides that the Director of Finance must require a business to pay back the grant funds if the business does not remain in the County for at least two years following receipt of the grant payment, but does not appear to place any specific restrictions on the use of County grant funds or specify the repayment of grant funds should they be used for purposes unrelated to the project.<sup>6</sup>

*County Program Implementation*

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During FY 2019, \$650,000 was appropriated to fund the County program. At the time of our review, the SBIR and STTR Matching Grant Program Manager (Program Manager), an Economic Development Manager within the Department of Finance, Division of Fiscal Management provided a SBIR/STTR Matching Grant Program Tracking Summary spreadsheet reflecting that 14 local businesses had been approved to receive matching funds totaling \$550,000.

The County Code provides that the Executive may adopt regulations to implement this program. In reference to the Economic Development Fund, the Code of Montgomery Regulations (COMCOR) allows each subprogram of the Economic Development Fund, to adopt policy for the administration of the program, as long as the policy does not conflict with COMCOR or the law in regards to eligibility standards and the award process. At the time of our review, the Program Manager stated that written policies and

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<sup>4</sup> Montgomery County Code, Section 20-76E

<sup>5</sup> Montgomery County Council Bill 41-17 was effective as of July 2, 2018.

<sup>6</sup> We note that for several other programs administered through the Economic Development Fund which are also established within Montgomery County Code Chapter 20, Article XIII, the legislation establishing the program specifically states that any applicants who submit false or fraudulent applications, or withhold material information, to obtain payment have committed a Class A violation. For these programs the law requires repayment of the amounts improperly paid, with interest and penalties.

procedures regarding program administration were under development. However, the Program Manager described the process which was followed in disbursing grant funds during an interview with OIG staff.

Applicants to the County program are required to submit a copy of their NIH SBIR/STTR grant award notification and complete an online application which includes information regarding the company and its location, as well as a brief description of their SBIR/STTR grant. The online application does not request any information regarding the applicant's intended use of the County funds. Applications are time and date stamped by the online system, and grant funds are disbursed on a first come, first served basis.

Upon receipt of the application and federal award letter, program staff confirm the location of the company in CoStar, a commercial real estate intelligence database. If the applicant appears to be at least 51% based in Montgomery County and there are available funds, the application is funded. Successful applicants receive an award offer letter from the Department of Finance.

The award offer letter states that subject to the applicant signing and returning the award offer letter, self-registering online with the County's Central Vendor Registration System, and providing banking information to allow an ACH electronic payment, funds will be disbursed. The letter states that the funding is conditional on the company maintaining operations and business interests within the County for a minimum of 2 years from the date of the grant disbursement to the business. The sample letter reviewed by the OIG also states that, "This conditional grant is to be used to further your research on [federal project name] and for no other purpose."

Because the program was still in its first year at the time of our review, the Finance Department had not yet asked for any follow-up reporting from grantees. The Program Manager stated that following the first year of the program (in approximately September 2019), she intends to request proof that each of the grantees continue to have operations in the County. The Program Manager did not intend to ask grantees how the funds were spent.

#### *Comparative Local Programs*

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OIG staff attempted to identify similar local government SBIR and STTR matching grant programs for comparative purposes and found 14 states with similar grant programs. OIG staff reviewed program guidelines or spoke with program staff for 8 of these programs. We learned that, on average, the state programs we reviewed provide \$69,000 in matching funds for Phase I grant recipients and \$147,000<sup>7</sup> to Phase II recipients.

Unlike the Montgomery County Program, none of the state programs reviewed limited the match to a particular federal agency, such as NIH. Virginia does limit grants to grant recipients conducting research in particular industry sectors including: clean energy, cyber security, data analytics, life sciences, and unmanned systems.

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<sup>7</sup> North Carolina was one of the 8 programs reviewed but does not provide Phase II funds. Based on information published on their website, their program awards appear to be awarded to Phase I recipients only.

All of the state programs reviewed by the OIG required recipients to submit outcome reporting. Additionally, all required grant recipients to submit a proposed budget or specific information regarding how funds would be or were utilized to further project goals.

In comparison, the Montgomery County program does not ask grantees what the funds will be used for or how County funds are spent. Additionally, it does not appear that the County intends to request any outcome reporting.<sup>8</sup>

#### *Use of County Grant Funds*

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OIG staff asked the Program Manager whether award recipients were required to sign any contract or agreement containing the County's usual contractual terms and conditions, such as the right to audit.<sup>9</sup> The Program Manager indicated that other than the award offer letter and the application, no other document is signed by the grantee to memorialize their agreement with the County.<sup>10</sup> There also does not appear to be any provision for audit outlined within the enabling legislation.

OIG staff asked the Program Manager what steps would be taken in the event that the County received allegations that a grantee used the funds for a purpose unrelated to the federal SBIR or STTR project attached to the County grant, such as a personal expenses.<sup>11</sup> The Program Manager stated that she would contact the awardee and ask how the County funds had been used, but provided no additional information regarding what further steps would be taken in the event funds were misspent.

Because the County does not require any written agreement specifically outlining how funds will be used or allowing the County to audit or seek recovery of misspent funds, it is unclear whether the grantee would be required to even answer any County questions regarding the expenditure of funds.

The federal SBIR and STTR programs employ a number of controls to aid in the prevention and detection of fraud waste and abuse, including established rules and policies, and regular communication with grantee. The federal government also lays out the acceptability of dozens of different types of costs. For example, costs such as charitable contributions and alcoholic beverages are "generally unallowable." Violators may face criminal, civil, and administrative penalties.

On the other hand, the County program does not appear to have any control over how funds are spent. At the same time, the award offer letter and legislation do not specifically describe circumstance under which the County could demand repayment of the grant, other than under circumstances wherein the grantee leaves the County less than 2 years after receiving the grant payment. There does not appear to be any defined

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<sup>8</sup> Other than verifying that the business continues to maintain operations in the County.

<sup>9</sup> As previously stated, applicants are required to sign and return the County's award offer letter in order to receive grant funds.

<sup>10</sup> The online application for the County program does have a caveat that states "By typing your name and submitting this application, you certify that this application and all other information furnished now and in the future to Montgomery County are and shall be true and complete."

<sup>11</sup> The Program Manager was given the specific example of a grantee who used funds for a vacation and asked how she would react to such an allegation.

process discussed in the documents which would enable the County to require the repayment of the grant should the awardee default on the project, engage in fraud related to the federal award, or fraudulently claim receipt of a federal award in order to gain funding.

*Montgomery County Administrative Procedure 2-4 "Agreements between Montgomery County and Other Organizations"*

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The SBIR and STTR Matching Grant Program is a part of the Economic Development Fund. The program is not subject to Procurement Regulations and program expenditures may be processed using exempt transaction codes under a Direct Purchase Order (DPO).

On September 11, 2018, Montgomery County Interim Administrative Procedure 2-4, *Agreements between Montgomery County Government and Other Organizations* (Interim AP 2-4) was issued. Following, the issuance of Interim AP 2-4, a workgroup was formed to develop enhancements to Interim AP 2-4, prior to the issuance of the final Administrative Procedure. The draft final Administrative Procedure is undergoing final review with the County. The OIG has been told that the draft final AP 2-4 requires that an agreement "provide a clear and comprehensive description of work to be conducted."

The County's current *Consolidated Exemption List* indicates that purchases made using the Economic Development Fund are subject to this AP 2-4 and requires that an agreement be in place in order to issue a DPO for payments from the Economic Development Fund. SBIR and STTR Matching Grant Program recipients do enter into an signed agreement with the County in that they are required to sign their offer letter in order to receive funding.

The bulk of FY 2019 SBIR and STTR Matching Grant Program awards were approved prior to the issuance of interim AP 2-4, including the award resulting from the sample offer letter provided to the OIG. However, for comparative purposes, we compared the offer letter to interim AP 2-4 to determine whether changes would need to be made in order for the letter to meet the requirements of an agreement as outlined in the procedure.

We found that the sample award offer letter used during FY 2019 does not comply with Interim AP 2-4 which states that the agreement shall be subject to general terms and conditions, defined, maintained and updated by the Office of the County Attorney and requires that the agreement contain a number of specific provisions including a termination/cancellation clause, a right to audit clause, and a section addressing the resolution of disagreements. None of those elements are contained in the sample award offer letter provided to OIG.

While we note that interim AP 2-4 was not in place when the awards began to be approved for FY 2019, we would expect that future award offer letters will be revised or a separate agreement be written to incorporate the requirements of AP 2-4. The OIG has not been provided any information indicating that the final version of AP 2-4 would not include the same requirements.



*Maryland Department of Assessments and Taxation (SDAT) Certificates of Good Standing*

OIG staff asked the Program Manager whether applicants were compared with the Maryland Department of Assessments and Taxation (SDAT) Business Entity database to confirm that the company is eligible to do business in Maryland, prior to any funds being disbursed. For County contracts (including Council grants), it is the responsibility of the Contract Administrator within the using department to obtain a SDAT certificate of good standing prior to entering into a contract with an incorporated entity. The Program Manager indicated that this was not a current practice, but stated that they would likely be willing to adopt this practice. The OIG believes that it would be in the best interests of the County for the Program Manager to incorporate this step into the grant process.

cc: Fariba Kassiri, Deputy Chief Administrative Officer  
Michael Coveyou, Acting Director, Department of Finance  
Robert Hagedoorn, Division Chief, Treasury Division, Department of Finance

**CAO Response to the Memorandum**

On August 16, 2019 the Chief Administrative Officer (CAO) responded:



OFFICE OF THE COUNTY EXECUTIVE

Marc Elrich  
County Executive

Andrew W. Kleine  
Chief Administrative Officer

**MEMORANDUM**

August 14, 2019

**TO:** Edward L. Blansitt III  
Inspector General

**FROM:** Andrew W. Kleine *AWK*  
Chief Administrative Officer

**SUBJECT:** SBIR and STTR Matching Grant Program, OIG Publication #20-00x

Thank you for the opportunity to respond to the conclusions and recommendations resulting from the limited procedures performed and conveyed in the August 1, 2019 *Preliminary Inquiry Memorandum – SBIR and STTR Matching Grant Program – OIG Publication #20-00x* (Memorandum). Following are the responses to the Memorandum's recommendations.

**Memorandum Summary and Conclusion:**

Because the SBIR and STTR Matching Grant Program is funded through the Economic Development Fund, payments can be processed through a Direct Purchase Order, using an exempt transaction code. While grantees sign an award offer letter in order to receive funding, that award offer letter lacks many of the elements of a more formal County Contract or Agreement, such as the right to audit and a method for dispute resolution. This may create vulnerability for the County should a grantee use the County grant funds for non-project related expenses or fail to perform under or otherwise abuse their federal grant.

After the first awards were approved at the beginning of FY 2019, Montgomery County Interim Administrative Procedure 2-4, *Agreements between Montgomery County Government and Other Organizations* (Interim AP 2-4) was issued. The new administrative procedure defines a number of required agreement provisions that must be memorialized in an agreement between the grantee and the County prior to issuing a DPO for payments from the Economic Development Fund. Revision of future award offer letters to match the requirements of interim AP 2-4 could alleviate many of the concerns the OIG has identified in this memorandum.

SBIR and STTR Matching Grant Program, OIG Publication #20-00x  
August 14, 2019  
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At the time of our review, written procedures regarding program administration had not been approved and were not provided to the OIG. The Department of Finance should take steps to document and approve written policies and procedures as soon as possible. The Department of Finance may also want to consider implementing SDAT checks for SBIR and STTR Matching Grant Applicants, as well as any other similar County grant programs to ensure that County funds are disbursed to awardees authorized to do business in Maryland.

**CAO Response:**

The Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs are subject to the requirements of the Interim AP 2-4, issued September 11, 2018. Prior to the issuance of the Interim AP, the form and content of the offer letter agreement for SBIR and STTR grants were approved by the Office of the County Attorney (OCA), working with the Department of Finance (Finance). This offer letter Agreement template was consistent with the specific provisions of County Code 20-76E, Small Business Innovation Research and Small Business Technology Transfer Matching Grant Program. For example, grants are subject to repayment to the County if the business does not remain in the County for at least two years after receiving the grant payment, and Finance's procedures include a validation of compliance with this legal requirement.

Finance has been coordinating with OCA to identify and implement any revisions to the offer letter Agreement necessitated by the Interim AP; for example, inclusion of general terms and conditions. Under the Interim AP and in appropriate situations, OCA can waive certain required Agreement provisions. Finance and OCA are in the process of evaluating and determining the applicability of each of the Interim AP required Agreement provisions to the SBIR and STTR offer letter Agreements, based on County Code 20-76E. Once the final AP 2-4 is issued, which we expect shortly, Finance and OCA will ensure the offer letter Agreements are revised, as necessary, to fully comply with the Final AP.

As it relates to written policies and procedures, Finance has developed standard operating procedures for the SBIR/STTR Local Matching Grant Program, which include language regarding confirming good standing with the State of Maryland through SDAT. These standard operating procedures will be subject to revision once a final determination is made of any impact of AP 2-4 on the offer letter Agreement and related processes.

Thank you again for the opportunity to review and respond to the findings of this inquiry. If you have any questions, please contact Mike Coveyou at 240-777-880.

Cc: Fariba Kassiri, Deputy Chief Administrative Officer  
Mike Coveyou, Acting Director, Department of Finance  
Rich Madaleno, Director, Office of Management and Budget  
Ash Shetty, Office of Procurement  
Robert Hagedoorn, Division Chief, Treasury Division, Department of Finance