

**Human Capital & Infrastructure Matching Grants:**

**Scope of Work**

HSSA is committed to economic development and the promotion of public health through recruitment or start up packages for researchers, purchase of laboratory equipment that is accessible to the community, projects that improve health, and projects that improve health care and life science infrastructure in Spokane County including business, life science or health knowledge and analytics that provide a wide benefit to Spokane County.

Awards of up to $500,000 per year for up to two years will be made for the recruitment or start up package for a researcher, the purchase of laboratory equipment that is accessible to the community, projects that improve health care and life science infrastructure including business, life science or health knowledge and analytics that provide a wide benefit to Spokane County.

**Eligibility/Scoring Criteria**

* Entity must be located in Spokane County.
	+ Physical address in Spokane County: this could include an office (including home office), warehouse, or other facility where business is conducted.
	+ A significant percentage of staff must have a primary residence in Spokane County.
	+ All funds provided by HSSA must be spent in Spokane County except for instances related to testing or procurement where services or goods are not available within Spokane County. Equipment and supplies purchased from sources outside of Spokane County must be located and used in Spokane County.
		- Salaries to employees can only be made to employees physically located in Spokane County.
* Potential to improve health care outcomes in Spokane County, substitute for a more costly diagnostic or treatment modality, or offer breakthrough treatment for a particular disease or condition. Health benefits to potential consumers or subjects in Spokane County or improvements to Spokane County’s health care system. Additionally, improvements in agriculture, including plant and animal, as well as other technologies that may improve health and well-being will be considered.
* Well-paying job creation in Spokane County.
	+ Complete a chart that includes jobs created by the original source of funding, jobs that would be created by HSSA funding, their salaries, benefits, and minimum level of education required.
* Potential for local/regional economic development.
	+ For example: use of Spokane County vendors, contractors, space purchased or leased in Spokane County, etc.
		- Submit letters of support from these businesses.
* The entity must be a bioscience entity. Examples include but are not limited to the following: Drug discovery, drug manufacturing, medical device research & development, manufacture or production of products or devices that prevent disease, injury or illness, equipment or devices that improve food security or safety, and animal health and safety.
* Quality of proposed research or engineering. Proof of concept research and engineering, or novel intellectual property are eligible for funding. Basic research is not eligible.
* Evidence of sustainability through extramural funding. Other financial contributors to the project.
	+ Attach Award Letter and the Proposal submitted to the original grant funder.
	+ A Qualified Investor must make an investment in the company and fill out the form provided by the HSSA certifying the investment, the amount, and the timing.
		- The investment must be treated under GAAP accounting rules as an exchange of “equity for cash”, a “convertible debenture”, or a legal contract (SAFE) that provides the investor with a right to purchase equity in the future.
		- Investments from Founders, Friends, or Family will not be considered for matching funds.
	+ Attach a five year plan for financial sustainability.
* Line Item budget for the currently funded project as is, and a budget that describes how the HSSA matching funds will be spent if awarded.
* Budget narrative describing how HSSA funds will be used to expand upon the matching funds.
* Narrative on how the company plans to commercialize their product
	+ Use attached template if a commercialization plan was not submitted in your original proposal.
* Narrative on the short term and long term company goals including a 5 year plan for increasing their presence and employees in Spokane County.
* Pitch deck that includes milestones and all deliverables. (Mandatory for investor match grants, optional for other applicants.)

**Review Deadline**

Application deadlines occur quarterly by 11:59pm on the fifteenth day of the months of February, May, August, and November.

**About Health Science and Services Authority of Spokane County:**

**Health Sciences and Services Authority of Spokane County promotes bioscience based economic development and advances new therapies and procedures to combat disease and promote public health.**

HSSA was created in 2007 by [Washington State RCW 35.10435.104](https://app.leg.wa.gov/rcw/default.aspx?cite=35.104), and [Spokane County Resolution 7-1054](https://www.spokanecounty.org/DocumentCenter/View/2529/Spokane-County-Resolution-7-1054-PDF?bidId=). Our duties, priorities, and policy were created by [Washington State RCW 3.104.060](https://app.leg.wa.gov/RCW/default.aspx?cite=35.104.060) [104.060](https://app.leg.wa.gov/RCW/default.aspx?cite=35.104.060) , [Spokane County Resolution 8-1056](https://mrsc.org/getmedia/221226b9-7d1a-4d03-b59c-549963effda3/s71r8-0156.pdf.aspx) and renewed until 2038 by Spokane County Resolution 2021-0055.

**Our priorities are:**

1. Provide better health and health care in Spokane County.
2. Create well-paying jobs in Spokane County.
3. Power future growth in Spokane County.

Small Business Research Grant Proposals are Accepted on a Rolling Basis and Reviewed at Quarterly Board Meetings for Approval:

1. 15% of available funding supports the underinsured and uninsured in Spokane County through Access to Care grants. Access to Care requests for proposals are issued each year in September.
2. Applications are reviewed at quarterly Board Meetings for other grants. 75% of available funding is distributed to support activities which may include, but are not limited to:
	1. the conduct of biomedical research
	2. commercialization of biomedical technology
	3. efforts to improve health and patient outcomes and lower health care costs
	4. hiring of scientific faculty
	5. the acquisition of important instrumentation and laboratory cores

**Contact Information:**

Erin Williams Hueter, Executive Director

Erin@hssaspokane.org

421 W Riverside Suite 661

Spokane, Washington 99201

**Further Information:**

Economic development and regional health outcomes are key components of evaluation. You may wish to reference the following reports and their key findings.

* 2023 Spokane Regional Life Science Ecosystem Study
* [Bold Goals for US Biotechnology and Biomanufacturing](https://www.whitehouse.gov/wp-content/uploads/2023/03/Bold-Goals-for-U.S.-Biotechnology-and-Biomanufacturing-Harnessing-Research-and-Development-To-Further-Societal-Goals-FINAL.pdf)
* [TrippUmbach Economic Impact Study](https://www.spokaneudistrict.org/uploads/publication/files/object/FINAL_2013_Economic_Impact_Study_Update__by_Tripp_Umbach_for_Riverpoint_Campus_8_9_13.pdf)
* [EWU Health Impact Study](https://in.ewu.edu/dbunting/wp-content/uploads/sites/71/2019/07/health_care.pdf)
* [Spokane Trends](http://www.spokanetrends.org/)
* [Comprehensive Economic Development Strategy Spokane Region](https://static.spokanecity.org/documents/projects/cez-plan/plans/spokane-region-comprehensive-economic-development-strategy-2017.pdf)
* [Vision 2030](https://greaterspokane.org/doing-business-in-spokane/vision-2030-creating-robust-medical-education-research-bioscience-industry-growth-in-spokane/)
* [Bio 21](https://static1.squarespace.com/static/545b1745e4b0a4696b7278fd/t/550cad23e4b0ba9939913d00/1426894115017/bio21reportp2.pdf)
* [Spokane Regional Health District Data and Reports](https://srhd.org/data-and-reports)

As questions, concerns or roadblocks arise please contact Executive Director Erin Williams Hueter to schedule an in person or virtual appointment utilizing the contact information given above.

## **RFP Updates**

The HSSA reserves the right to amend or terminate any Request For Proposal after its release. Any clarifications or changes in guidelines or requirements will be reduced in writing and sent to those submitting responses to the RFP.

Applicants are responsible for consulting amendments to be sure they have the latest information.

## **Confidentiality and Public Disclosure**

Information in grant applications is received by HSSA with the understanding that it shall be used or disclosed solely for evaluation of applications or as required by law. HSSA holds all applications confidential in accordance with its confidentiality and subject to the public disclosure laws of the State of Washington. (For more information about Washington public disclosure law, applicants are referred to RCW 42.56 and to the amendments to the exemption provisions in RCW 42.56.270(14).)
Applicants responding to any RFP are hereby put on notice that their responses are public records and may be subject to public disclosures under the state’s Public Disclosure Act codified in chapter 42.56 RCW. Provided, however, the Public Disclosure Act contains various exemptions with regard to some information contained in the RFP. They include:

*(18) Financial, commercial, operations and technical and research information and data submitted to or obtained by a health sciences and services authority in applications for, or delivery of, grants under RCW 35.104.010 through 35.104.060, to the extent that such information, if revealed, would reasonably be expected to result in private loss to providers of this information is exempt from disclosure.*

Please MARK all information provided in your proposal which falls into the above provisions or any other applicable provisions in the Public Disclosure Act which you feel are applicable to your proposal in response to the HSSA RFP. You will be notified of any public disclosure request with regard to your proposal and be afforded an opportunity to provide further information specifying why the information is exempted from disclosure under the above provision or any other application exemption from disclosure.

Typically, when it receives proposals, HSSA will release to the public the name of the sponsor, the applicant organization, the title of the project, the dates of the proposed grant period, the funding amount requested, and miscellaneous contact and demographic data. For unfunded applications, HSSA will not release the abstract or narrative of the proposed work, the budget, or any identifiers regarding co-applicant organizations, as disclosure of these items might be reasonably expected to result in private loss to the applicant organizations.
Once a proposal has been funded, HSSA will release to the public certain additional information from the application, including an abstract of the work and the names and contact information of any co-investigators or co-applicant organizations.

In response to a public disclosure request for a funded application under Washington State law, HSSA may provide further information from the application to the requester, but only to the extent that provision of such information would reasonably not be expected to result in private loss to the providers of such information.
If HSSA receives a public records request for a funded or unfunded application, it will notify the applicant organization of such a request in a timely manner in order to allow the organization the opportunity to assert objections to disclosure in any applicable proceeding.

## **Conflict of Interest**

When performing HSSA-funded research or increasing infrastructure capacity for research, it is essential that the personal interests of investigators or the proposal proponents do not impede their judgment or compromise their objectivity. Even the perception of a conflict of interest has the potential to erode the public’s confidence in the research process. It is essential that applicant organizations have a financial conflict of interest policy in place and that all proposals submitted to HSSA have been vetted according to that policy. In accepting an award, the applicant organization will certify to HSSA in the grant agreement that potential financial conflicts of personnel participating in the funded research or infrastructure project have been
disclosed and that all conflicts have been eliminated or mitigated. Applicant organizations that do not have a financial conflict of interest policy should consult with HSSA early in the application process to discuss how the financial conflict of interest review will be performed.

## **Human Subjects and Vertebrate Animal Research Requirements**

If a project will include research involving human subjects, the research site must operate under an appropriate Office of Human Research Protections-approved assurance for the protection of human subjects. Its procedures must also comply with all Department of Health and Human Services (DHHS) human-subjects-related policies. In accepting an award from HSSA, an organization certifies that it has a system that complies with federal, state and local government regulations to protect the rights, well-being and personal privacy of human subjects in research and that any HSSA-funded research involving human subjects has been reviewed and approved by the applicants human subjects oversight bodies.
For research involving vertebrate animals, the applicant organization must ensure that all performance sites hold Office of Laboratory Animal Welfare-approved assurances.

In accepting an award from HSSA, an organization certifies that it has a system that complies with federal, state and local government regulations to humanely, efficiently, effectively and legally use live vertebrate animals in research. Further, it certifies that and HSSA-funded research involving vertebrate animals has been reviewed and approved by the applicable animal use and care oversight bodies.
Any HSSA-funded research involving human subjects or vertebrate animals will need to have been reviewed and approved prior to execution of the grant agreement.

## **Intellectual Property**

Project involving multiple collaborating organizations must be supported by an agreement that makes explicit provision for the disposition of IP rights among the organizations. Such an agreement must clearly allocate the rights that the organizations will have in any IP developed during HSSA-funded research and identify which of the organizations will be responsible for commercialization. The IP rights disposition agreement does not need to be submitted with the proposal but must be in place before the grant agreement is signed. One example of an appropriate agreement for this purpose can be found in the Federal Small Business Technology Transfer Research Program – “The Allocation of Rights in Intellectual Property and Rights in Intellectual Property and Rights to Carry out Follow-On Research, Development, or Commercialization”:

## **Reporting Requirements**

HSSA grants are an investment by Spokane County and the State of Washington in the future of its citizens. Full and timely reporting of the progress and results of funded research by principal investigators has great importance for calculating the returns on that investment.
Reporting requirements, specific for each funded proposal, will be finalized in the grant agreement. HSSA requires the following reports: semi-annual progress reports, annual financial reports, final project and financial reports, and post-project annual reports for a period of five years. Site visits to and in-person briefings from principal investigators may be used by HSSA as tools to track the progress of funded projects.

## **Publicity**

HSSA reserves the right to publicly disseminate information about its granting activities. HSSA communications to the public may include lists of LOIs and proposals received, the names of principal investigators and applicant organizations, project titles, the field(s) in which the research will be conducted, descriptions of proposals funded, and reports about project progress and outcomes. Recipient organizations and principal investigators will be expected to provide the HSSA with reasonable assistance in communicating funded research and its impacts to the public.

## **Funding Start Date**

Funds will not be authorized for expenditure by HSSA until the grant agreement between HSSA and the recipient organization is completed.

## **Grant Award Agreement Template**

This version of the Grant Award Agreement is a draft and subject to change.

## **Cost Reimbursement Contracting**

Grant Award Agreements are cost reimbursement contracts. Awardees will be required to submit documentation of expenses commensurate with their finalized grant award budget including invoices, payroll information, and receipts. Reimbursement Requests can be submitted as often as monthly, though some awardees choose quarterly, semi-annual or annual submission. Reimbursement Requests received by HSSA by the twentieth of the month will be reimbursed at the end of that month.

## **Code of Ethics**

The Health Sciences and Services Authority (HSSA) Board is comprised of three (3) County appointees, three (3) City of Spokane appointees and three (3) members appointed by the Governor. The HSSA is charged with the responsibility of carrying out the purpose of promoting bioscience-based economic development and advancing new therapies and procedures to combat disease and promote public health as provided for in chapter 35.104 RCW. The HSSA Board has all powers and duties as set forth in RCW 35.104.060 including among others the making and executing of agreements, contacts, and other instruments with public and private entities or persons in accordance with chapter 35.104 RCW.