



# City of Bowie

## Regular City Council Meeting

---

**Monday, June 3, 2024**  
**Council Chambers - 8 p.m.**

### **AGENDA**

- I. CALL MEETING TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. QUORUM**
- IV. AGENDA ADDITIONS/DELETIONS/AMENDMENTS**
- V. CITIZEN PARTICIPATION**
- VI. PRESENTATIONS**
  - A.** Arts and Education College Scholarship Awards
  - B.** 39th Annual Excellence in Education Teacher Awards
- VII. CITY BOARDS AND COMMITTEES**
- VIII. COUNCIL ANNOUNCEMENTS**
- IX. CITY MANAGER'S REPORT**
- X. CONSENT AGENDA**
  - A.** Adoption of Proclamation P-10-24 Proclaiming June 1-9, 2024, as Chesapeake Bay Awareness Week in the City of Bowie
  - B.** Adoption of Resolution R-26-24 Waiving the Competitive Bidding Requirements of Section 61 "Purchasing and Contracting" of the Charter of the City of Bowie and Awarding a Contract to GranTurk Equipment Company, Inc. in the Amount of \$932,541 for the Purchase of Three Refuse Trucks, by Piggybacking a COSTARS Pennsylvania Department of General Services Bid
  - C.** Adoption of Resolution R-29-24 Awarding a Professional Services Contract for the Implementation of the Old Town Bowie 5-Year Strategic Plan and the Revitalization of Old Town Bowie to Inncuvate Community Development Partners, Inc. in an Amount Not to Exceed Two Hundred Seventy Five Thousand Dollars (\$275,000) for Years One and Two of a Five Year Contract
  - D.** Adoption of Resolution R-30-24 Accepting a Bid Proposal for the Northview Drive Bituminous Trail Repairs & Replacements Project from E&R Services, Inc. in the Amount of \$34,700
- XI. OLD BUSINESS**
  - A.** Adoption of Ordinance O-5-24 Authorizing the Acquisition of Certain Real Property Owned by the Maryland-National Capital Park and Planning Commission Known as Part of the Tall Oaks Community Park in Bowie, Maryland Consisting of 56.33 +/- Acres for a Public Purpose, and Declaring That

Real Property Owned by the City of Bowie Known as the Cora Bowie Property, Consisting of 61.41 +/- Acres is Surplus Property and Authorizing its Conveyance to the Maryland-National Park and Planning Commission in Exchange for the M-NCPPC Property Identified Above - **Public Hearing/Eligible for Action**

- B.** Request For Program Funding From Maryland Women's Business Center (MWBC)
- C.** CIP Projects/Fund Balance Explanation - Staff will discuss current CIP projects and their funding.

## **XII. NEW BUSINESS**

- A.** Legislative Session Wrap-up - A representative from Cornerstone, the City's lobbyist firm, will brief Council on items from the legislative session.
- B.** Bowie Business Incubator Update - The Executive Director of the Bowie Business Innovation Center will update Council on the City's business incubator located at Bowie State University.
- C.** Bulk Trash Pick-up Discussion - Staff will discuss bulk trash pick-up in Bowie as related to condominiums and apartment complexes.

## **XIII. ADJOURNMENT**

**Note:** The Ethics Commission has advised that under certain circumstances, members of the public may qualify as lobbyists when they testify before the City Council. If so, the Bowie Ethics Ordinance requires that certain information be filed with the Ethics Commission. Please review the information about lobbying that is provided with the City Clerk. If you have any questions about lobbying, please contact the Ethics Commission or the Assistant City Manager.

**This meeting will be televised live on Verizon Channel 10 and Comcast Channel 71 and 996, repeated on 6/5/2024 and 6/8/2024 at 7:00 p.m., and [web-streamed live](#).**

**For a closed-captioned version of the meeting video, please go to <https://www.youtube.com/user/cityofbowiemd/playlists> and select the 2024 Council Meetings list. Once the meeting video opens, be sure to click on "CC" button to turn on closed captioning.**

**NEXT REGULAR MEETING OF THE BOWIE CITY COUNCIL - MONDAY, JUNE 17, 2024 - COUNCIL CHAMBERS - 8:00 P.M.**





## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Arts and Education College Scholarship Awards

**DATE:** 05/30/2024

---

The City of Bowie Arts and Education Committees have selected four scholarship recipients for the 2023-24 school year. Each student will pursue a four-year degree next fall. Art scholarship recipients must pursue a degree in an arts-related major; education scholarship recipients may pursue degrees in any field of study. The committees are requesting City Council present the honorees with their scholarships and certificates.

### Arts and Education Scholarship Awardees 2024

| Name             | Scholarship         | School                            |
|------------------|---------------------|-----------------------------------|
| Nathaniel Scott  | Education - \$2,500 | Bowie High School                 |
| Sophia Villar    | Education - \$2,500 | Bowie High School                 |
| Kaia Jordan      | Arts - \$1,750      | Sandy Spring Friends School       |
| Willow Singleton | Arts - \$1,750      | Duke Ellington School of the Arts |

**ATTACHMENTS:** None



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Excellence in Education Teacher Awards

**DATE:** 05/30/2024

The following teachers and staff were nominated by their school principal to receive the 39th Annual Excellence in Education Teacher Award. These educators will be honored with a certificate and a monetary award during the June 3, 2024, City Council meeting, in recognition of their dedication to our schools and students.

| Teacher                   | School                            |
|---------------------------|-----------------------------------|
| Carla Burgess             | Pointer Ridge Elementary School   |
| Sonia Cortez-Sayasa       | C. Elizabeth Rieg Regional School |
| Jessica Elston            | Yorktown Elementary School        |
| Amanda Huizar             | Benjamin Tasker Middle School     |
| Marti Jenkins             | Benjamin Tasker Middle School     |
| Valerie Jones             | Pointer Ridge Elementary School   |
| Isabel Martin             | Whitehall Elementary School       |
| Sheerin Nahmias           | Yorktown Elementary School        |
| Michelle Pantl            | Whitehall Elementary School       |
| Nicole Pearsall           | Samuel Ogle Middle School         |
| Madelyn Perez             | Tulip Grove Elementary School     |
| Esme Pierzchala           | Tulip Grove Elementary School     |
| Keith Pieschek            | Samuel Ogle Middle School         |
| Michelle Shavers-Burnside | C. Elizabeth Rieg Regional School |
| Susan Toczykowski         | Grace Christian School            |
| Cindy Weaver              | Grace Christian School            |

If you have any questions, please contact Lori Cunningham at 301-832-7451 or [Lcunningham@cityofbowie.org](mailto:Lcunningham@cityofbowie.org).

**ATTACHMENTS:** None

**PROCLAMATION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**PROCLAIMING JUNE 1-9, 2024, AS CHESAPEAKE BAY AWARENESS**  
**WEEK IN THE CITY OF BOWIE**

**WHEREAS**, the Chesapeake Bay is the largest and was, at one time, the most productive estuary in the United States; and

**WHEREAS**, the Chesapeake Bay stretches 200 miles from Havre de Grace, Maryland, to Norfolk, Virginia, with an average depth of 21 feet and width between 3.4 and 35 miles, supporting more than 3,600 species of plant and animal life; and

**WHEREAS**, the Chesapeake Bay watershed drains 64,000 square miles of land stretching from New York to Virginia and is home to more than 18 million people; and

**WHEREAS**, the City has more than 50 miles of stream leading to the Patuxent River and the Chesapeake Bay, and has many projects and initiatives to improve the water quality of those streams; and

**WHEREAS**, the City understands the environmental, educational, recreational, and economic importance of this vital resource, and acknowledges its integral role in the history of the State of Maryland; and

**WHEREAS**, the Maryland State Legislature, the Metropolitan Washington Council of Governments, and the Commonwealths of Pennsylvania and Virginia have recognized the importance of Chesapeake Bay Week Awareness Week.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Council of the City of Bowie, Maryland hereby proclaims the week of June 1-9, 2024, as Chesapeake Bay Awareness Week in the City of Bowie and urges all residents to discover the connections between themselves, the City, and the Bay.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a Regular Meeting on the Third Day of June 2024.

Attest:

\_\_\_\_\_  
Timothy J. Adams, Mayor

\_\_\_\_\_  
Awilda Hernandez, City Clerk



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Waive Bidding for Replacement of Three Refuse Trucks  
Resolution R-26-24

**DATE:** 05/30/2024

---

The FY25 budget allows for the replacement of three refuse trucks, which will be used by the solid waste division. The Public Works Department received and analyzed the results of a COSTARS Pennsylvania Department of General Services bid and determined that GranTurk Equipment Company, Inc. of Baltimore, Maryland, was awarded a contract for refuse trucks meeting the needs of the solid waste division. Seeking new bids would not be expected to yield better results.

The cost of each truck is \$310,847 with a total cost of \$932,541, which is within the budgeted amount of \$979,200.

In accordance with City Charter Section 61, we are requesting that Council waive bidding requirements and allow for the issuance of a purchase order to GranTurk Equipment Company, Inc. in the amount of \$932,541.

I concur with the above recommendation and request your approval of R-26-24.

**ATTACHMENTS:** 1. 20240603 - Resolution R-26-24

**RESOLUTION  
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND  
WAIVING THE COMPETITIVE BIDDING REQUIREMENTS OF SECTION 61  
“PURCHASING AND CONTRACTING” OF THE CHARTER OF THE CITY OF BOWIE AND  
AWARDING A CONTRACT TO GRANTURK EQUIPMENT COMPANY, INC. IN THE  
AMOUNT OF \$932,541 FOR THE PURCHASE OF THREE REFUSE TRUCKS, BY  
PIGGYBACKING A COSTARS PENNSYLVANIA DEPARTMENT OF GENERAL  
SERVICES BID**

**WHEREAS**, the Charter of the City of Bowie, Maryland (hereinafter, “the City”) requires, in section 61, that all expenditures for inter alia, materials, construction of public improvements or contractual services involving more than twenty-five thousand dollars be made by written contract upon sealed bids to the lowest responsible bidder, except where the City Council by two-thirds vote waives the bidding requirement for good cause shown; and

**WHEREAS**, the FY25 budget allows for the replacement of three refuse trucks to be used by the solid waste division; and

**WHEREAS**, the Public Works Department received and analyzed the results of a COSTARS Pennsylvania Department of General Services bid; and

**WHEREAS**, it was determined that GranTurk Equipment Company, Inc. of Baltimore, Maryland was awarded a contract for refuse trucks meeting the needs of the solid waste division; and

**WHEREAS**, seeking new bids would not be expected to yield better results; and

**WHEREAS**, the proposed purchase price for the equipment to be procured will exceed twenty-five thousand dollars and the City Council deems the afore stated economic efficiencies to constitute good cause to waive the bidding requirements otherwise required by the Charter.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Bowie, Maryland, by at least two-thirds vote, that:

Section 1. The competitive bidding requirements of Section 61 of the Bowie City Charter are for good cause shown, hereby waived.

Section 2. The City Manager is hereby authorized to issue a purchase order to the said company for the above-mentioned equipment.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland, at a meeting on June 3, 2024, by a vote of at least two-thirds of the members of the Council.

ATTEST:

CITY OF BOWIE, MARYLAND

\_\_\_\_\_  
Awilda Hernandez, City Clerk

\_\_\_\_\_  
Timothy J. Adams, Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Contract for Implementation of the Old Town Bowie 5-Year Strategic Plan for Revitalization  
Resolution R-29-24

**DATE:** 05/30/2024

---

In 2023, the City of Bowie ("City") prepared a 5-Year Strategic Plan for Old Town Bowie ("Strategic Plan"). The City now desires to implement the Strategic Plan using a local community development corporation, which corporations are known to promote and support community development and revitalization. On or about April 5, 2024, the City sent letters to various local community development corporations to determine their interest in assisting the City with the implementation, management and operation of the City's Old Town Bowie 5-Year Strategic Plan and the revitalization of Old Town Bowie. The City received two responses, one of which was from Inncuvate Community Development Partners, Inc. ("Inncuvate"). Inncuvate is a 501(c)(3) corporation with experience in the type of services that the City seeks.

City staff proposes that the contract with Inncuvate be for a term of five (5) years to provide for the full implementation of the Strategic Plan. The fee for year one of the contract shall not exceed \$175,000.00. The fee for year two of the contract is budgeted in an amount not to exceed \$100,000.00. The cost of years three through five of the contract has not yet been established.

City Charter, § 61(b)(4) authorizes the City Manager to negotiate procurements involving professional services, provided that the City Manager advertises the intention to negotiate for such professional services prior to making any contract in excess of twenty-five thousand dollars (\$25,000.00). Pursuant to this requirement, on April 30, 2024, the City issued a notice of intent to negotiate a contract with Inncuvate for the implementation, management and operation of the Strategic Plan.

Staff recommends that the City Council award a contract to Inncuvate Community Development Partners, Inc. to implement, manage and operate the City's Old Town Bowie 5-Year Strategic Plan in an amount not to exceed Two Hundred Seventy Five Thousand Dollars (\$275,000.00) for years one and two of a potential five-year contract. The contract will be for two years beginning in June 2024 and shall provide for options to renew for three additional one-year terms, subject to funding through the City's annual budget process.

I request your approval of Resolution R-29-24.



- ATTACHMENTS:**
1. 20240603 - Resolution R-29-24
  2. 20240603 - Old Town Bowie 5-Year Strategic Plan Final August 2023

**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**AWARDING A PROFESSIONAL SERVICES CONTRACT FOR THE**  
**IMPLEMENTATION OF THE OLD TOWN BOWIE 5-YEAR**  
**STRATEGIC PLAN AND THE REVITALIZATION OF OLD TOWN**  
**BOWIE TO INNCUVATE COMMUNITY DEVELOPMENT**  
**PARTNERS, INC. IN AN AMOUNT NOT TO EXCEED TWO**  
**HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$275,000.00)**  
**FOR YEARS ONE AND TWO OF A FIVE YEAR CONTRACT**

**WHEREAS**, in 2023, the City of Bowie (“City”) prepared a 5-Year Strategic Plan for Old Town Bowie (“Strategic Plan”); and

**WHEREAS**, the Council of the City of Bowie desires to implement the Strategic Plan over a five-year period using a local community development corporation, which corporations are known to promote and support community development and revitalization; and

**WHEREAS**, on or about April 5, 2024, the City sent letters to various local community development corporations to determine their interest in assisting the City with the implementation, management and operation of the City’s Strategic Plan; and

**WHEREAS**, Inncuvate Community Development Partners, Inc. (“Inncuvate”) responded, proposing to implement and manage the Strategic Plan over a five-year period with the fees for year one of the contract not to exceed \$175,000.00, and the fees for year two being budgeted by the City at an amount not to exceed \$100,000.00. The cost of years three through five are not known at this time; and

**WHEREAS**, City Charter, § 61(b)(4) authorizes the City Manager to negotiate procurements involving professional services, provided that the City Manager advertises the intention to negotiate for such professional services prior to making any contract in excess of twenty-five thousand dollars (\$25,000.00); and

**WHEREAS**, pursuant to the requirement of City Charter, § 61(b)(4), on April 30, 2024, the City issued a notice of intent to negotiate a contract with Inncuvate for the implementation, management and operation of the Old Town Bowie 5-Year Strategic Plan; and

**WHEREAS**, staff reviewed the submissions in response to the April 5, 2024 letters and determined that Inncuvate is qualified to perform the desired services and recommends that the Council award the contract to Inncuvate.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, that the City Manager is hereby authorized to enter into an Agreement with Inncuvate Community Development Partners Inc to implement, manage and operate the City’s Old Town Bowie 5-year Strategic Plan and the revitalization of Old Town Bowie in an amount not to exceed \$275,000 for the first two years of an anticipated five-year contract.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a Regular Meeting on June 3, 2024.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

---

Awilda Hernandez, City Clerk

---

Timothy J. Adams, Mayor



downtown strategies

BOWIE, MARYLAND

---

# Old Town Bowie 5-Year Strategic Plan

AUGUST 2023

# Our Partnership

Downtown Strategies appreciates partnering with Bowie, Maryland on an action-focused 5-Year Strategic Planning process for Old Town Bowie.

In Bowie, Downtown Strategies conducted an in-market workshop including a Strategic Visioning Workshop and provided strategies within this 5-year strategic plan that are implementable, practical, asset-based, and market-driven.

This action-oriented plan was informed by an extensive Market Analysis, an electronic survey with 343 respondents, and input from a Stakeholder Input Session held on Thursday, June 29, 2023.



downtown strategies





# Partnership Timeline

In spring of 2023, the City of Bowie, MD, partnered with Downtown Strategies to develop a short-term strategic vision for Old Town Bowie (OTB.)

The focus of the vision was to enhance and accelerate the current revitalization efforts occurring in OTB and provide a shared vision for community organizations and stakeholder groups.

|                              |             |
|------------------------------|-------------|
| Partnership Began            | April 2023  |
| Kick-Off Call                | May 2023    |
| Strategic Visioning Workshop | June 2023   |
| Market Analysis Presentation | July 2023   |
| Strategic Plan Presentation  | August 2023 |



# Focus Areas

In this 5-Year Strategic Plan created for Old Town Bowie (OTB,) we've identified four (4) Focus Areas that help organize similar thoughts and themes.

Each focus area was identified based on feedback received during the In-Market Workshop and from the electronic survey, as well as the consultant team's expertise and analysis.

The four (4) Focus Areas for this 5-Year Strategic Plan for OTB are

- Policy & Administration
- Design
- Tourism & Promotion
- Economic Vitality



## Policy & Administration

Policy & Administration involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for OTB.



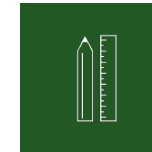
## Tourism & Promotion

Smart promotion initiatives position OTB's commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases the community's unique characteristics.



## Economic Vitality

Economic Vitality involves analyzing the retail and real estate as the foundation of OTB's redevelopment opportunities, and creating a supportive environment for entrepreneurs and innovators that drive local economies.



## Design

Thoughtful design supports a community's transformation by enhancing the physical and visual assets that set OTB apart.



downtown strategies

FOCUS AREA 1

# Policy & Administration

Policy & Administration involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.



# Action Teams

## Focus Area 1: Policy & Administration

### Strategy (1.1)

In many communities, downtown development is a key focus, but there isn't a dedicated team or staff to focus on granular projects and initiatives required for success. In those cases, volunteers and specially focused committees can be an excellent way to organize those that are interested in pitching-in and provide them with guidance and direction.

### In Bowie

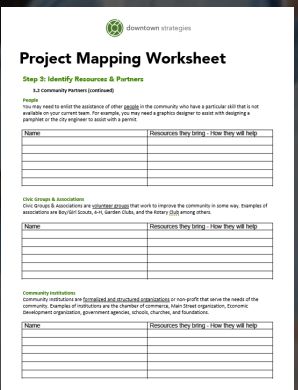
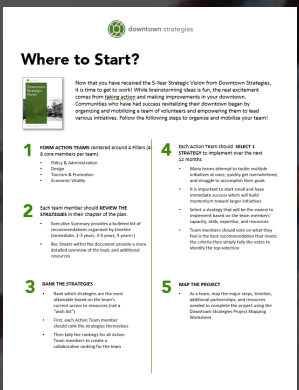
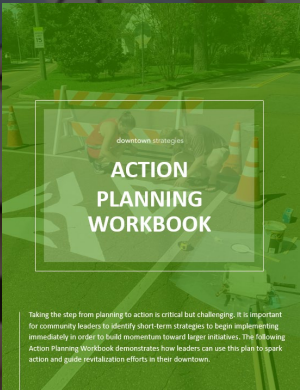
In Bowie, Action Teams should be formed with the mission to rejuvenate OTB, thereby creating a vibrant atmosphere for business and social activities. Action Teams should work in conjunction with City of Bowie, and asset owners in the community to identify areas of need and steps to take to move forward.

Action Team structure should follow the focus areas of this plan; thus, the following teams should be established:

- Policy & Administration
- Design
- Tourism & Promotion
- Economic Vitality

The teams should rely on recommendations and strategies within this plan as their work plans, meet regularly, encourage collaboration and diversity, and keep themselves accountable for realistic timing of implementation of their various work plans. Communication with stakeholders is key, and notes and minutes should be kept for accountability and transparency. The following page details an instrument to assist in Action Team productivity.

The consultant team has developed an Action Planning Workbook, which will be provided as an attachment, which demonstrates how Action Team members can use this plan to spark action and guide revitalization efforts in Old Town.



# Façade Improvement Program

## Focus Area 1: Policy & Administration

### Strategy (1.2)

The revitalization of a downtown or commercial district often begins with improvements to a single building or storefront. Even simple changes such as the removal of non-historic materials, repairs, or a new paint job that calls attention to the building's original architectural details signal positive change and often stimulate similar improvements in neighboring buildings.

While this process sometimes begins spontaneously through the work of individual property or business owners, it can be accelerated when a community creates a façade improvement program. As a result, such programs are frequently among the implementing actions of comprehensive plans, downtown revitalization strategies, and historic preservation plans.

Façade improvement programs are incentive programs created to encourage property owners and businesses to improve the exterior appearance of their buildings and storefronts. They focus on either commercial or residential properties in historic or non-historic areas and provide financial incentives such as a matching grant or loan, a tax incentive, and design assistance.

### In Bowie

Consider revamping the former Façade Grant Program offered by the City of Bowie, MD. In addition, apply for funding through the Maryland Façade Improvement Program. This program provides funding to improve the exteriors of businesses located in Maryland Sustainable Communities, of which Bowie is a part.

Funds from the Maryland Façade Improvement Program should be used for capital costs related to the improvement of exterior facades for business buildings and facilities. The local government will apply to capitalize a grants fund and develop an application process for businesses to improve their building facades.

### Learn More

[Maryland Façade Improvement Program](#)





# Vacant Property Registry Ordinance

## Focus Area 1: Policy & Administration

### Strategy (1.3)

Vacant Storefront Registry Ordinances, implemented in numerous cities and towns across the country, require that owners of vacant commercial properties submit information to a registry and pay an annual fee for each year that the property remains vacant. In so doing, the municipality is able to track and monitor vacant properties, establish a dialogue with property owners to understand the nature of the vacancy, and develop strategies to help the owner either tenant the space, temporarily activate it, or else adhere to minimum standards for the appearance and maintenance of the property while vacant.

### In Bowie

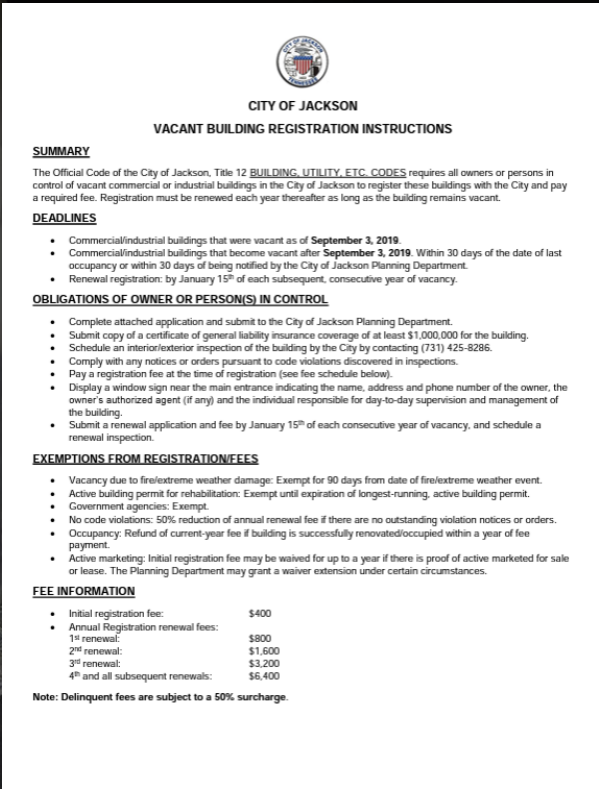
While taxes and fees are never popular policy measures, there is a negative economic impact of vacant downtown properties. Vacancy also gives the appearance of blight and a lack of vibrancy, making improvements to the downtown experience difficult. Though there is not an abundance of vacant property in Old Bowie presently, it's recommended to implement a registration program now, as properties are aging and there may not be succession plans for existing businesses. The ordinance should also offer the opportunity of a waiver to vacant property owners that would allow a temporary activation of their storefront with art installations while they are seeking tenants, making renovations, or working with architects. Frederick, MD; Takoma Park, MD; Salisbury, MD; and Seat Pleasant, MD, are a few cities in Maryland that have implemented similar ordinances.

### Case Study

The Jackson, TN City Council passed a vacant property ordinance in September 2019 that targets commercial property in the downtown. The law requires property owners with a vacant building to register it with the city of Jackson and pay a fine. As part of the regulation, the city requires the owner of each property to have a local contact point for the building if they don't live in Madison County and submit a vacant building plan. Owners also have to maintain the building to the safety code required for empty buildings and have liability insurance that covers the building for at least \$1 million. Every year that a building remains vacant, the registration fee doubles. The law allows the city to waive the registration fee if the building is under construction or has hired a realtor to market the building for future tenants.

### Learn More

[Jackson, TN Vacant Building Registration Form](#)



# Minimum Maintenance Ordinance

## Focus Area 1: Policy & Administration

### Strategy (1.4)

A Minimum Maintenance Requirement Ordinance (MMRO) is a local regulation established by a municipality to ensure that properties within a designated area, often in a downtown or commercial district, are properly maintained to certain standards. The primary purpose of such an ordinance is to enhance the appearance, safety, and overall quality of the urban environment.

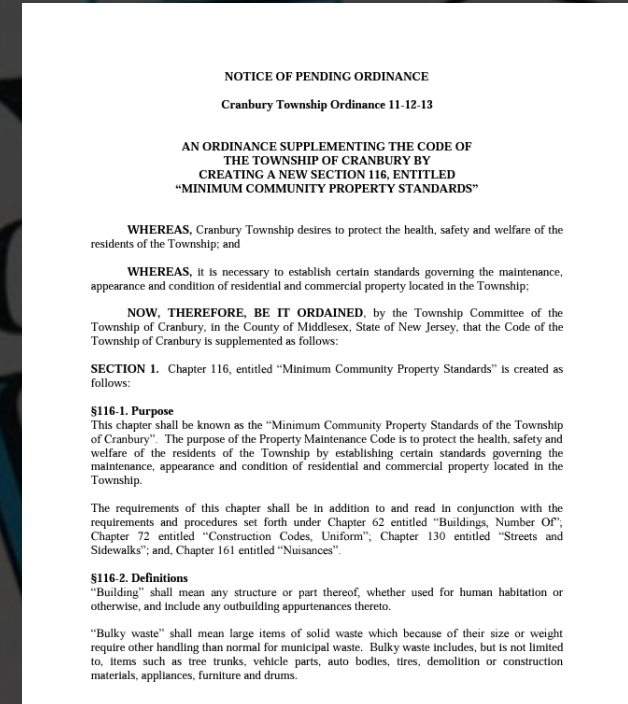
The following are components that could be included in a Minimum Maintenance Requirement Ordinance for commercial properties:

- 1.) Scope and Applicability
- 2.) Maintenance Standards
- 3.) Exterior Appearance
- 4.) Structural Integrity
- 5.) Landscaping & Outdoor Areas
- 6.) Signage & Lighting
- 7.) Historic Preservation
- 8.) Enforcement & Penalties
- 9.) Appeals Process
- 10.) Notification & Education
- 11.) Timeline for Compliance
- 12.) Exemptions & Variances

### In Bowie

Prince George's County recently implemented a similar ordinance for residential rental properties. The timing may be right to piggyback on that policy with the City seeking greater authority from Prince George's County to enforce minimum maintenance standards for commercial properties. Ideally, this minimum maintenance standard could be applied to all commercial properties in Bowie.

This is another policy that should be implemented now to lay the foundation for decline in the future. The goal of this policy is compliance, but in rare and extreme cases where the property owner refuses to comply and the property poses a serious threat to public safety or has been abandoned, local authorities may take steps to demolish the property or seize it through eminent domain.



# Action Team Implementation



downtown strategies

## Focus Area 1: Policy & Administration

| Focus Area              | Identifier | Strategy                                                                                                                                                                                                                                                                                                                                                                                                | Timeline  | Level of Investment | Responsible Party |
|-------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|-------------------|
| Policy & Administration | 1.1        | Create a series of 4 action teams (Policy & Administration; Design; Tourism & Promotion; and Economic Vitality,) and provide each with the Action Planning Workbook. Each team should complete the workbook to assist with implementing at least 1 strategy from this plan each year.                                                                                                                   | NOW       | -                   | City              |
| Policy & Administration | 1.2        | Revamp the former Façade Grant Program offered by the City of Bowie, MD. Apply for funding through the Maryland Façade Improvement Program. This program provides funding to improve the exteriors of businesses located in Maryland Sustainable Communities, of which Bowie is a part.                                                                                                                 | Years 1-3 | \$                  | City              |
| Policy & Administration | 1.3        | Implement a Vacant Property Registration Ordinance now, as properties are aging and there may not be succession plans for existing businesses. The ordinance should also offer the opportunity of a waiver to vacant property owners that would allow a temporary activation of their storefront with art installations while they are seeking tenants, making renovations, or working with architects. | NOW       | -                   | City              |
| Policy & Administration | 1.4        | Piggyback on Prince George's County recent minimum maintenance standard for residential properties by seeking greater authority from the county to enforce minimum maintenance standards for commercial properties in Bowie. Ideally, this minimum maintenance standard could be applied to all commercial properties in Bowie, with a strategic focus on OTB.                                          | NOW       | -                   | City              |



downtown strategies

FOCUS AREA 2

# Design

Thoughtful design supports a community's transformation by enhancing the physical and visual assets that set the downtown district apart.



# MD 564 Bridge

## Focus Area 2: Design

### Strategy (2.1)

It is important to announce arrival into a special place. Using streetscape enhancements, public art, streetlight banners, signage, lighting, and other features to define special nodes and gateways can welcome visitors into the downtown area or connect various districts. Enhancements should consider the experience for drivers as well as pedestrians in order to create a quality environment for all visitors.

### In Bowie

The two sections of Old Town are bisected by the railroad corridor. While this poses a challenge for connectivity, it heightens the importance of the 9<sup>th</sup> Street bridge. The bridge acts as the thread to stitch the two districts together.

MD 564 Bridge already features attractive details such as a brick wall, iron railing, decorative lighting, and brick paver sidewalks. However, the portion directly above the railroad corridor is covered with unattractive corrugated metal panels which block views and do not create an attractive entry into OTB. Ideally decorative metal railing would continue throughout the length of the bridge, but if railroad regulations will not allow that treatment, other strategies should be explored.

First the bridge should be pressure washed using appropriate soft wash techniques to remove dirt and grime. Then, public art should be used as a short-term strategy to beautify the metal panels and announce arrival into OTB. One side could feature a message of "Welcome to Old Town Bowie" and the other side could feature "MD 564 Bridge." The combination of traditional, historic architecture and whimsical, creative art can create an interesting juxtaposition. However, the personality of the community may desire a more traditional approach to public art.

### Case Studies

In 2018, Network Rail in London commissioned a professional typography artist to install vintage-style mural signage at railway stops throughout various neighborhoods in the city. The simple design of the artwork and traditional style of the typography allowed for the tasteful introduction of bright, vibrant colors palettes.

### Learn More

[Network Rail Mural Project - London, England](#)







Existing 9<sup>th</sup> Street bridge



Example murals using traditional typography



Example murals on corrugated metal









# Traffic Calming Strategies

## Focus Area 2: Design

### Strategy (2.2)

Walkability and connectivity are important components in every downtown. Many downtown areas struggle because one or more of the downtown streets are a state highway managed by the Department of Transportation (DOT). Unfortunately, since the 1950s and 60s many DOTs have prioritized vehicular traffic over pedestrians much the detriment of “Main Street America.” The DOTs focus on moving vehicles through an area as quickly as possible has proven to have negative economic impacts on walkable urban areas.

However, many DOTs, like Florida, are beginning to recognize the importance of preserving walkable areas and establishing different design standards for roadways depending on the surrounding neighborhoods. For example, a highway traveling through a rural area should be designed differently than a highway traveling through the middle of a downtown square.

Downtown areas should prioritize creating an environment for people first. This includes narrow streets with slow-moving (but efficient) vehicular traffic; high quality pedestrian infrastructure like sidewalks and crosswalks; streetscapes that include street trees, pedestrian-scale streetlights, benches, outdoor dining, etc.

### In Bowie

The Maryland Route 564 corridor is the main thoroughfare through OTB and connects the north and south sides of the district which are bisected by the railroad corridor. Currently the street features an automobile-centric design with sweeping curves and wide travel lanes. The corridor does not include bicycle lanes or crosswalks and is not wide enough to incorporate on-street parking. The low traffic count (7,081 Average Daily Traffic – ADT) makes the corridor an excellent candidate for design interventions.

In the short-term, traffic calming and placemaking strategies should be employed throughout OTB, along the MD Route 564 corridor and other streets within the core. The traffic calming strategies should focus on slowing automobile traffic; creating a safer, more comfortable environment for pedestrians; and incorporating bicycle paths where possible.





# Traffic Calming Strategies

## Traffic calming strategies could include:

Add basic crosswalks at all controlled intersections and side streets throughout Old Town.

- 9<sup>th</sup> Street/Lanham Severn Road and 11<sup>th</sup> Street
- 11<sup>th</sup> Street at Chestnut Avenue
- Chestnut Avenue at 9<sup>th</sup> Street (at the bridge crossing)
- Chapel Avenue (north and south sides) at 9<sup>th</sup> Street

Intersection paintings at non-controlled intersections can calm vehicular traffic and add public art to the OTB district. These projects can engage the local citizens and improve the walkability of streets.

- 9<sup>th</sup> Street/Lanham Severn Road at Chapel Avenue
- 9<sup>th</sup> Street/Lanham Severn Road at Maple Avenue
- 11<sup>th</sup> Street at Chestnut Avenue

Intersections with wide, sweeping curb radii create unsafe conditions for pedestrians as vehicles operate the curves at high speeds. Street paintings can visually narrow the roadway and mimic tighter curb radii until permanent changes can be made.

- 9<sup>th</sup> Street and 11<sup>th</sup> Street
- 9<sup>th</sup> Street and Chestnut Avenue

In addition to the mural painting along the 9<sup>th</sup> Street bridge, additional key locations for public art should be identified. Public art will also help calm traffic and create attractions for visitors.

- Place three-dimensional art (sculpture) in the Town Green Park to terminate views for north-bound drivers along 9<sup>th</sup> Avenue and east-bound drivers along Lanham Severn Road. This site can serve as an important visual cue for visitors entering Old Town.
- Work with the property owner of the Christopher's Antiques building at the 11<sup>th</sup> Street and Chestnut Avenue intersection to install a "Welcome to Old Town Bowie" mural on the northern wall. This will create a focal point for visitors traveling south on 9<sup>th</sup> Street and serve as a gateway into Old Town.

Source: [Planetizen](#); Study reported by Kea Wilson reporting 50% reduction in crashes following installation of asphalt art.

## Learn More

[Florida DOT 2023 Context Classification Guide](#) [Asheville Street Tweaks – Asheville, North Carolina](#)







Examples of crosswalk, intersection, and street painting as short-term traffic calming measures



# Action Team Implementation



downtown strategies

## Focus Area 2: Design

| Focus Area | Identifier | Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Timeline  | Level of Investment | Responsible Party |
|------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|-------------------|
| Design     | 2.1        | The MD 564 bridge should be pressure washed using appropriate soft wash techniques to remove dirt and grime. Then, public art should be used as a short-term strategy to beautify the metal panels and announce arrival into OTB. One side could feature a message of "Welcome to Old Town Bowie" and the other side could feature "MD 564 Bridge."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Years 1-3 | \$\$                | CDC               |
| Design     | 2.2        | <p>Traffic calming and placemaking strategies should be employed throughout OTB, along the MD Route 564 corridor and other streets within the core. The traffic calming strategies should focus on slowing automobile traffic; creating a safer, more comfortable environment for pedestrians; and incorporating bicycle paths where possible.</p> <ul style="list-style-type: none"><li>• Add basic crosswalks at all controlled intersections and side streets throughout Old Town.</li><li>• Intersection paintings at non-controlled intersections can calm vehicular traffic and add public art to the OTB district. These projects can engage the local citizens and improve the walkability of streets.</li><li>• Intersections with wide, sweeping curb radii create unsafe conditions for pedestrians as vehicles operate the curves at high speeds. Street paintings can visually narrow the roadway and mimic tighter curb radii until permanent changes can be made.</li><li>• In addition to the mural painting along the 9<sup>th</sup> Street bridge, additional key locations for public art should be identified. Public art will also help calm traffic and create attractions for visitors.</li></ul> | Years 1-5 | \$\$                | CDC               |



downtown strategies

## FOCUS AREA 3

# Tourism & Promotion

Smart promotion initiatives position your Downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.



# Wayfinding Signage

## Focus Area 3: Tourism & Promotion

### Strategy (3.1)

Guiding and directing visitors around the community creates a welcoming experience and educates visitors on the various attractions and destinations. Consistent signage allows visitors to easily navigate the community and find key destinations. Many communities have established a comprehensive wayfinding signage system which includes directional signs, welcome signs, gateway signs, parking signs, and even street signs. Signage systems provide an opportunity for incorporating a clear community brand (logo) and color palette to further create a sense of place.

### In Bowie

Bowie State University has implemented a comprehensive wayfinding signage system throughout campus. The system includes a diverse mixture of directional signage, kiosks, pedestrian signage, parking signs, etc. The signs have been designed with a cohesive color palette and unified design style.

In order to strengthen the connection between Bowie and Bowie State University, the community should adopt a complementary wayfinding signage system. This should include directional signs, parking signs, and destination signs. Old Town should also feature custom street signs to delineate the district. Special neighborhoods could also utilize special colors, icons, or other visual standards to identify unique areas.

The existing light blue and black color palette or other scheme or branding strategy adopted by the City could be used as a base while incorporating some of the Bowie State University colors as secondary colors for the signage.

### Recommendations

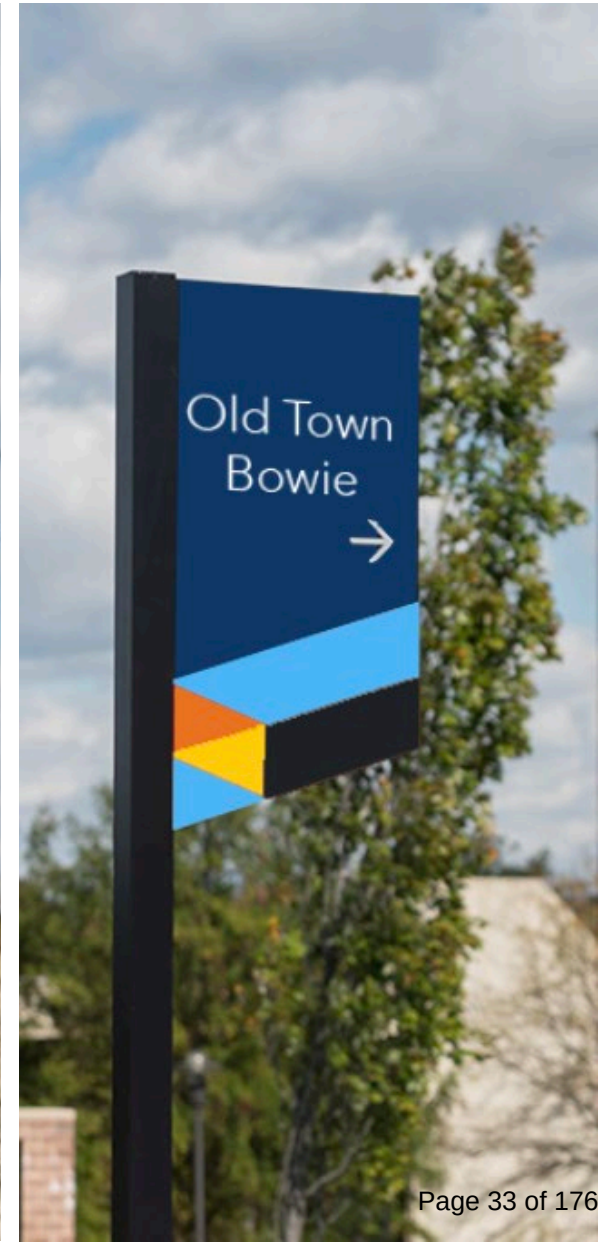
- Enlist the services of a qualified design professional to outline a conceptual design for a comprehensive wayfinding signage system for Bowie.
- Begin with adding custom “Old Town” toppers to street signs and public parking signs throughout the Old Town Bowie district.
- Expand the system to include signage connecting the Bowie Heritage Trail with Old Town.
- Expand the system to include directional signs as resources allow.







|                                                                           |                                                                           |                                                                           |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <p>WHITE</p> <p>C:0 M:0 Y:0 K:100<br/>PMS 382C</p>                        | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 433</p> <p>C:79 M:68 Y:58 K:87<br/>R:50 G:37 B:43<br/>#322D3C</p>  |
| <p>PMS 1005</p> <p>C:80 M:100 Y:0 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> |
| <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> |
| <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> |
| <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> |
| <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> | <p>PMS 116</p> <p>C:0 M:100 Y:100 K:0<br/>R:255 G:255 B:0<br/>#FFCC00</p> |

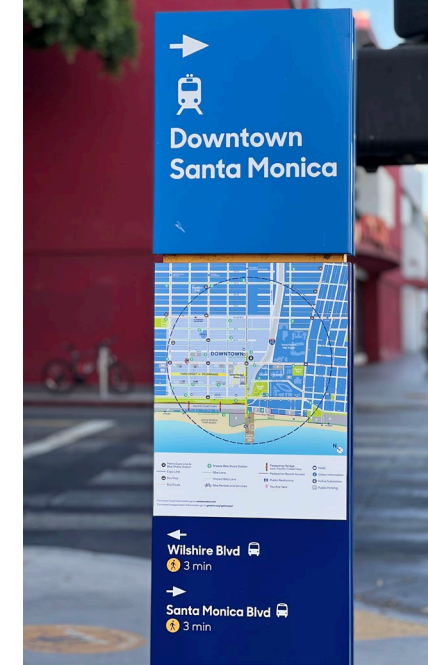






Examples of various signage types and styles





Examples of various signage types and styles



# Activate Chestnut Avenue

## Focus Area 3: Tourism & Promotion

### Strategy (3.2)

Short-term strategies for revitalizing downtown districts often begins with identifying existing areas of activity and looking for the current momentum. Where are the destinations? Who are the entrepreneurs and restaurateurs who are doing amazing work? The best strategy often includes finding the current energy and building on it to create momentum for the entire district.

### In Bowie

The Old Bowie Town Grille has become one of the primary destinations in Old Town Bowie. From food and drink to live music concerts, the Grille attracts visitors throughout the week. The Grille fronts Chestnut Avenue, which in this area is only a dead-end stubbed street approximately 200' long from the 11<sup>th</sup> Street intersection. This section of street is used as on-street parking for the restaurant, as access to a small public parking lot, and to access the Old Town Bowie Welcome Center and Bowie Railroad Museum. The pedestrian access to the 9<sup>th</sup> Street bridge also connects directly to this area.

The Grille used this area of Chestnut Avenue for outdoor events and seating during the COVID-19 pandemic but has moved most activities back indoors presently. To capitalize on the momentum created by the Grille, this space should be the short-term focus of Old Town and used as an outdoor venue for various activities. Starting with regular weekend activities, the space should host exciting street festival type activities. The Grille should be encouraged to use the space for live music and outdoor dining. Old Town should supplement this with complementary activities such as inflatables for children, additional seating, lighting, vendors, etc. This area could also host an Old Town Farmers' Market.

Eventually this space could be converted into a shared street concept with brick paver stamped asphalt, additional lighting, and other amenities. In the short-term strategies should be employed to bring activity and life into this area. This could include encouraging the Grille to use the space on certain days/nights; hosting other festivals and events in the space; and adding streetscape enhancements over time.





# Activate Chestnut Avenue

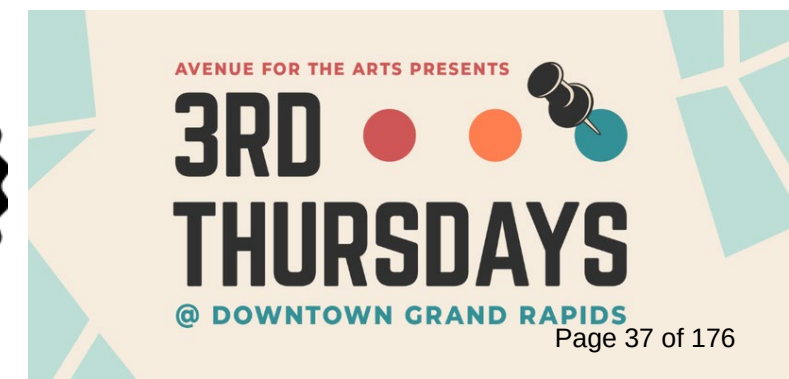
Activating the space on Chestnut Avenue south of the railroad tracks is important. Events and festivals are important as they will attract visitors from the region, but attracting and engaging locals is the short-term priority. Hosting events for the local neighborhoods and Bowie State University students should be the 5-year focus. Events such as homecomings, pep rallies, cookouts, live music, farmers' market, etc. are key in engaging the local citizens. Engage local neighborhood groups to identify opportunities for neighborhood activities.

## Recommendations

- Continue to host events at Town Green Park.
- Add bollards to Chestnut Avenue at the 11<sup>th</sup> Street intersection.
- Encourage food trucks to utilize a portion of the public parking on Mondays when the Grille is closed.
- Explore utilizing the space between the Old Bowie Town Grille and the Old Town Bowie Welcome Center as an outdoor dining space. Activate the space with dining tables, potted plants, and overhead string lights.
- Work with the utility provider to examine opportunities for adding overhead string lights to the area.
- Choose a season (spring, summer, fall, winter) and develop a seasonal series of events for the area. This could be a regular concert series, a mixture of smaller events, or culinary events. (Examples: First Fridays, Third Thursdays, Sounds of Summer, Ales on the Ave, Art on the Avenue, etc.)
- Host regular events in the space. These could be events coordinated with the Grille or stand-alone events. They should be a mixture of visitor-focused promotions and neighborhood-focused activities.



|                                                                                                                                                     |                                                                                                                                                                       |                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>02.11.23</b><br>MAGNOLIA STATE BANK<br>CHILI COOKOFF<br>      | <b>03.04.23</b><br>FIRST STATE BANK<br>LAUREL LEAP DAY<br>                         | <b>04.15.23</b><br>COMMUNITY BANK<br>CRAWFEST<br>                 |
|                                                                  |                                                                                                                                                                       |                                                                                                                                                      |
| FOR MORE INFO, VISIT<br><a href="http://LAURELMAINSTREET.COM">LAURELMAINSTREET.COM</a>                                                              | FOLLOW US ON FACEBOOK AND<br>INSTAGRAM<br>@LAURELMAINSTREET                                                                                                           |                                                                                                                                                      |
| <br><b>10.07.23</b><br>HOWARD INDUSTRIES<br>LOBLOLLY<br>FESTIVAL | <b>03.24.23</b><br><b>05.12.23</b><br><b>10.20.23</b><br><br>WINE DOWN<br>DOWNTOWN | <br><b>12.01.23</b><br>CADENCE BANK<br>CHRISTMAS TREE<br>LIGHTING |





# Old Town Outdoor Market

## Focus Area 3: Tourism & Promotion

### Strategy (3.3)

Farmers markets allow consumers to have access to locally grown, farm fresh produce, enables farmers the opportunity to develop a personal relationship with their customers, and cultivate consumer loyalty with the farmers who grows the produce.

Great markets offer more than simply an opportunity to purchase local produce. Great markets serve as a hub for social gatherings, include opportunities for local artisans and craftspeople, and serve as business incubators for entrepreneurs. Obviously produce and food are the central focus, but markets can also incorporate art, crafts, culinary demonstrations, children's art activities, and local plant sales are all ways to grow your market into a true community hub.

Markets positioned properly can serve as business incubators, allowing bakers, artisans, and other makers to test the market for their products and offerings. These budding entrepreneurs can develop loyal followings at the weekly or bi-weekly markets, which affords them greater chances of success and growing into a brick-and-mortar space.

### In Bowie

Attracting visitors and locals into OTB is the biggest need currently. Regular events, promotions, and activities provide reasons for people to come to the district. Outdoor markets are an excellent strategy for attracting visitors on a regular basis and engaging the local neighborhoods.

Currently the Bowie Farmers' Market is located in the Bowie High School parking lot and operates on Sundays from 8:00 a.m. to noon May through October. While this location is likely convenient for visitors and vendors since it is located adjacent to a major corridor, there is no connection to Old Town Bowie.

Organizing an Old Town Outdoor Market could serve as a catalyst for the district as an activity generator during the week or on Saturdays. Explore partnerships with the existing market to determine the feasibility of a second market or relocation of the existing market into OTB. The market would be a great activation of the Chestnut Avenue area adjacent to the Old Bowie Town Grille.





# Connecting with Bowie State

## Focus Area 3: Tourism & Promotion

### Strategy (3.4)

In college towns, it is important to provide connections between the downtown and the students. Regardless of size, it is important that the downtown area is part of the students' college experience. Creating an emotional attachment with the downtown is key to establishing a long-term relationship with the students as they transition from a college student to alumni to successful adult. It is important to connect them to the downtown area and local businesses through physical connections such as sidewalks and paths; programmatic connections through events and activities; and visual connections such as signage and promotions.

### In Bowie

The Bowie State University campus is located approximately 2-miles from OTB via Race Track Road. While creating physical connections is challenging, Bowie has plans to connect OTB with Bowie State University with future phases of the Bowie Heritage Trail. Currently the ten-foot-wide hiker/biker trail extends approximately 900-feet through OTB. Future phases will extend to the campus providing an important physical connection between OTB and the university.

In addition to physical connections, there must be other opportunities to connect with students. Events, promotions, and activities must be created that focus on attracting students into the OTB district. This could also involve working with local businesses to help them understand how to connect to the college students.

Another potential opportunity is engaging the university in revitalization efforts. Are there opportunities to partner with the university to host various events in OTB throughout the year? Homecomings, pep rallies, orientations, and other events could be hosted in OTB to connect students with the district. The city currently partners with the Bowie State Entrepreneurship Innovation Center. The city and university should explore opportunities for a more formal partnership and establishing a presence for the e-center in OTB. Creating physical, promotional, and programmatic connections between OTB and the university should be a priority.





# Action Team Implementation



downtown strategies

## Focus Area 3: Tourism & Promotion

| Focus Area          | Identifier | Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timeline       | Level of Investment | Responsible Party |
|---------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------|-------------------|
| Tourism & Promotion | 3.1        | <p>Adopt a complementary wayfinding signage system to strengthen the connection between Bowie and Bowie State University.</p> <ul style="list-style-type: none"> <li>Enlist the services of a qualified design professional to outline a conceptual design for a comprehensive wayfinding signage system for Bowie.</li> <li>Begin with adding custom "Old Town" toppers to street signs and public parking signs throughout the Old Town Bowie district.</li> <li>Expand the system to include signage connecting the Bowie Heritage Trail with Old Town.</li> <li>Expand the system to include directional signs as resources allow.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Years 1-3      | \$\$                | City              |
| Tourism & Promotion | 3.2        | <p>To capitalize on the momentum created by the Grille, Chestnut Avenue south of the railroad tracks should be the short-term focus of OTB and used as an outdoor venue for various activities.</p> <ul style="list-style-type: none"> <li>Continue to host events at Town Green Park.</li> <li>Add bollards to Chestnut Avenue at the 11th Street intersection.</li> <li>Encourage food trucks to utilize a portion of the public parking on Mondays when the Grille is closed.</li> <li>Explore utilizing the space between the Old Bowie Town Grille and the Old Town Bowie Welcome Center as an outdoor dining space. Activate the space with dining tables, potted plants, and overhead string lights.</li> <li>Work with the utility provider to examine opportunities for adding overhead string lights to the area.</li> <li>Choose a season (spring, summer, fall, winter) and develop a seasonal series of events for the area. This could be a regular concert series, a mixture of smaller events, or culinary events. (Examples: First Fridays, Third Thursdays, Sounds of Summer, Ales on the Ave, Art on the Avenue, etc.)</li> <li>Host regular events in the space. These could be events coordinated with the Grille or stand-alone events. They should be a mixture of visitor-focused promotions and neighborhood-focused activities.</li> </ul> | NOW            | \$                  | City              |
| Tourism & Promotion | 3.3        | <p>Organize an Old Town Outdoor Market that could serve as a catalyst for the district as an activity generator during the week or on Saturdays. Explore partnerships with the existing market to determine the feasibility of a second market or relocation of the existing market into OTB. The market would be a great activation of the Chestnut Avenue area adjacent to the Old Bowie Town Grille.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Years 1-3      | \$                  | City; CDC         |
| Tourism & Promotion | 3.4        | <p>The City and Bowie State University should create a more formal partnership, establishing a physical presence for the e-center in OTB. Creating physical, promotional, and programmatic connections between OTB and the university should be a priority.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NOW, Years 3-5 | -<br>\$\$\$         | City; University  |



downtown strategies

## FOCUS AREA 4

# Economic Vitality

Economic Vitality focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.



# Real Estate Analysis

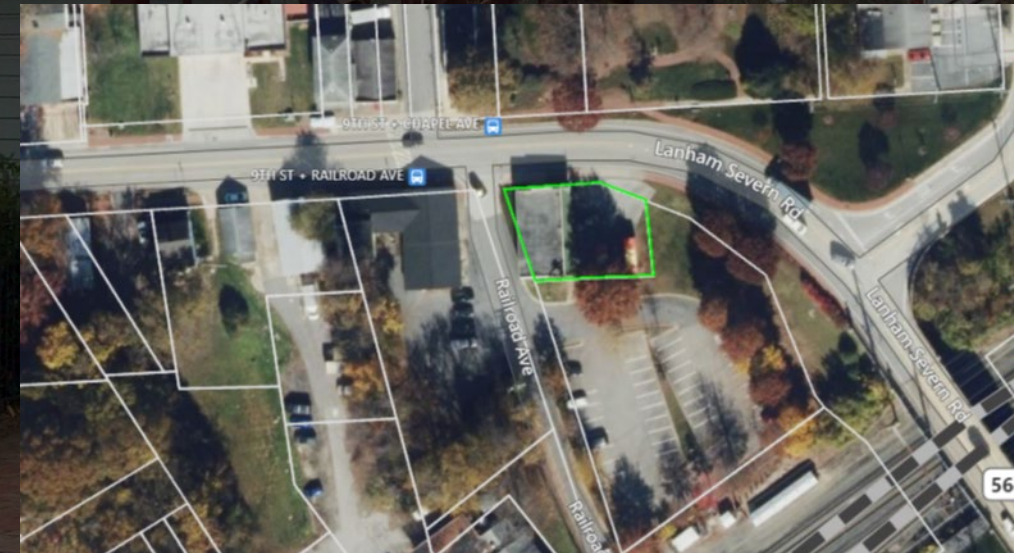
## Focus Area 4: Economic Vitality

13031 9<sup>th</sup> Street Bowie, MD 20720

|                  |                                     |                          |                                  |
|------------------|-------------------------------------|--------------------------|----------------------------------|
| Parcel No. (APN) | 14-1692466                          | Year Built               | 1954                             |
| Land Use         | COMMERCIAL STORES, RETAIL<br>OUTLET | Owner (Assessor)         | KELLER, MICHAEL J & LISA M       |
| Buildings        | 1 Building                          | Owner Address (Assessor) | 6307 MAIN ST LANHAM,<br>MD 20706 |
| Building Area    | 1,800 SF   1 Units                  | Last Market Sale         | 12/10/97 for \$110,000           |
| Lot Area         | 5,671 SF (0.13 ACRES)               | Total Assd. Value        | \$174,200                        |
| Adj. Lots Owned  | NONE                                | Opportunity Zone         | No                               |
|                  |                                     | Hazards                  | 0/4 Present                      |

### Property Analysis

- The Keller Antiques Building is a key property in the revitalization strategy for Old Town Bowie.
- At 1,800 square feet, the property is an approachable size for a multitude of small business entrepreneurs.
- In the building's current form, the corner entryway, which is built up to 9<sup>th</sup> Street, is designed in a fashion to best utilize maximum visibility from westbound & south eastbound traffic.
- The property is highly visible, with an underutilized patio and awning that wraps the entire structure. Along 9<sup>th</sup> Street, there is a tiered recessed storefront offering 90 feet of frontage for nearly 9,000 vehicles per day.
- There are 10 dedicated parking spaces, as well as a city-owned lot with direct access to the property.
- This key property would be an excellent opportunity to help address the millions of dollars in annual leakage in the categories of health & personal care, dining, hobby, or clothing stores.
- Not only could this property be filled by one tenant, but its construction also likely allows for it to be demised into two 1,000 square feet or fewer spaces, which could present two approachable opportunities for potential small business owners.
- Trying to recruit businesses such as coffee shops, limited-service restaurants, or cocktail bars that could serve patrons during events in the park or festivals in the adjacent parking lot would likely be an economic boost for Old Town.



# Deep Dive: Demising Walls

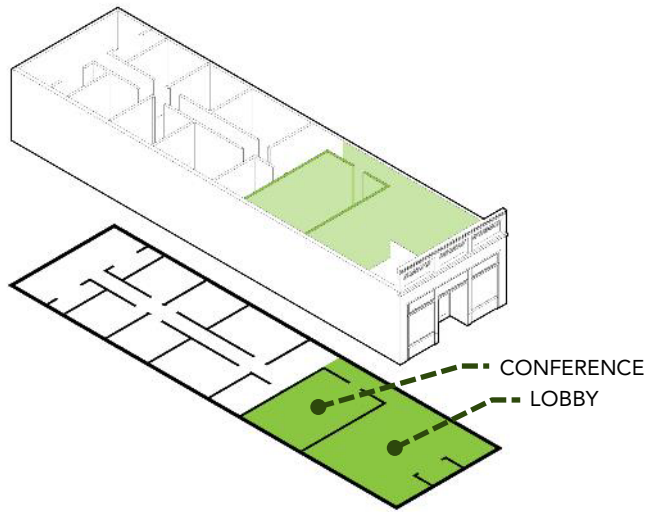


downtown strategies

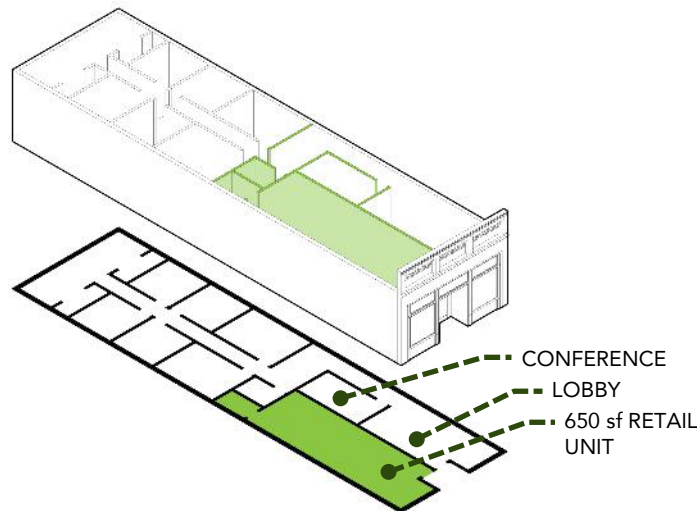
The graphic below illustrates how a demising wall can be used to modify existing building footprints. Two scenarios are shown. **Scenario 1** is an existing office building that occupies the entire building footprint including the storefront. By modifying the underutilized lobby and conference room area with a demising wall, an additional small footprint retail space is created. This additional unit provides revenue for the property owner, offers much needed retail space, and activates the storefront and sidewalk downtown.

**Scenario 2** illustrates how a large, vacant building can be modified into a small storefront unit by adding a demising wall. This provides a more affordable space along the storefront and activates a vacant building. This approach allows property owners to phase renovations rather than renovating the entire building at once.

## SCENARIO 1

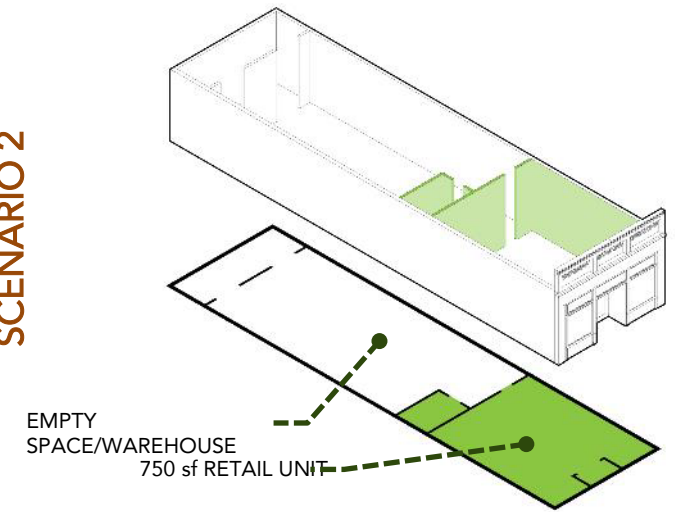


**Original Layout:** A typical downtown office space with an underutilized lobby area and conference room provides an opportunity to add additional retail space.



**Modified Layout:** Adding a demising wall to reduce the size of the lobby and conference room adds an additional retail space to the downtown and provides additional income for the property owner.

## SCENARIO 2



**Oversized Building:** An oversized (2,500+ sf) "shell" of a building which is too large for a start-up retail business. A smaller (<1,000 sf) retail space can be added along the storefront.



# Real Estate Analysis

## Focus Area 4: Economic Vitality

### 8521 Chestnut Avenue Bowie, MD 20715

|                  |                                  |                          |                                  |
|------------------|----------------------------------|--------------------------|----------------------------------|
| Parcel No. (APN) | 14-1630300                       | Year Built               | 1940                             |
| Land Use         | COMMERCIAL STORES, RETAIL OUTLET | Owner (Assessor)         | KELLER, CHRISTOPHER              |
| Buildings        | 1 Building                       | Owner Address (Assessor) | 10138 RIGGS RD ADELPHI, MD 20783 |
| Building Area    | 7,200 SF   1 Units               | Last Market Sale         | 3/17/99 for \$190,000            |
| Lot Area         | 5,000 SF (0.12 ACRES)            | Total Assd. Value        | \$288,900                        |
| Adj. Lots Owned  | NONE                             | Opportunity Zone         | No                               |
|                  |                                  | Hazards                  | 0/4 Present                      |

### Property Analysis

- The Christopher Antiques building helps define the charm and building character of Old Town. It sits on a major corner, but as an over eighty-year old, multi-story building, it presents inevitable challenges for future use.
- At 5,000 square feet, the property is around 100 feet deep, with a small dedicated area to access the property from its rear.
- The historic storefront is in operable condition and appears to have modern glass and a well-maintained façade.
- There is a city-owned lot across the street that offers ample parking during the hours when not competing with the Old Bowie Town Grille.
- Though there is not a sidewalk built along 11<sup>th</sup> Street, there is a dedicated curb cut into the property, as well as ample walkability from the adjacent neighborhoods, public parking areas, playgrounds, park, and Heritage Trail.
- Any future user should consider utilizing the multiple feet of patio space before the sidewalk or construct an outdoor element in the front of the space to show customer activity in Old Town.
- If outfitted with a fire suppression system, the upper floor has dedicated exterior access, and presents an opportunity for multiple residences or office space to help improve Old Town vibrancy in future years.
- Consider better utilizing the frontage of the building at Lanham Severn Road & 11<sup>th</sup> Streets to attract more people into the downtown.
- Work with the owners of the former Fabian House property for items like a shared dumpster, employee parking, and improved access to both properties.
- This could be another key property acquisition for the HCCDC.





# CDCs for Redevelopment

## Focus Area 4: Economic Vitality

### Strategy (4.1)

Community development corporations (CDCs) are 501(c)3 non-profit organizations that are created to support and revitalize communities, especially those that are impoverished or struggling. Oftentimes, CDCs work to create and sustain affordable housing, but CDCs can also be involved in initiatives for education, job training, healthcare, commercial development, and other social programs. CDCs can adjust the scope of programming based on the needs within the surrounding community. While CDCs may work closely with a representative from the local government, they are not a government entity. As nonprofits, CDCs are tax-exempt and may receive funding from private and public sources. Examples in Maryland of CDCs providing value to communities are through providing business loans, operating job search and training programs, and supporting capital improvement projects.

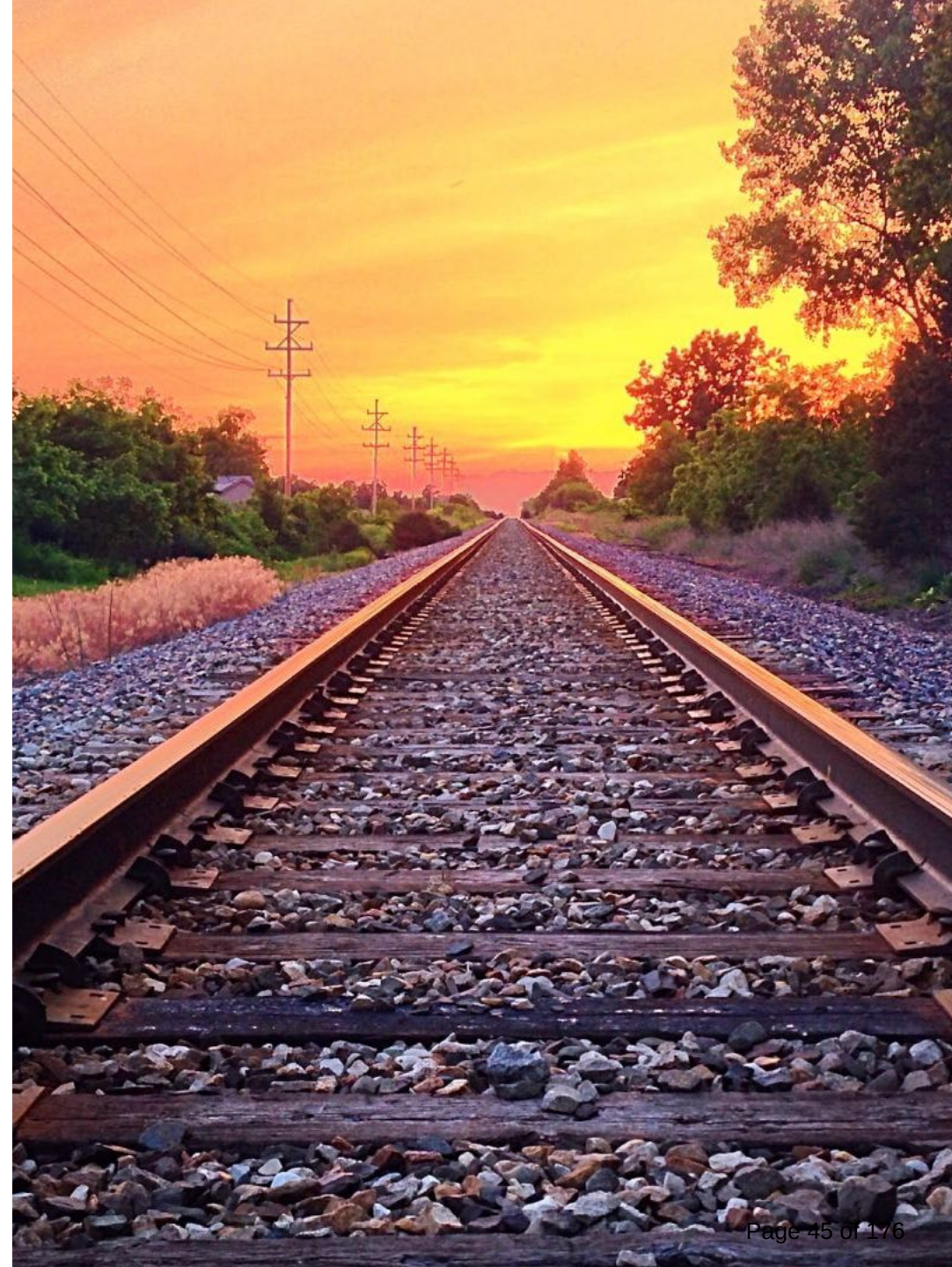
### In Bowie

Utilize CDCs as a vehicle for redevelopment. The following steps should be followed:

- Identify the role(s) that a CDC would employ in Bowie, with a specific focus on OTB.
- Following state statute, create a CDC and seat a Board of Directors.
- Adopt a Strategic Plan identifying key initiatives for the CDC, ideally strategies listed in this plan.
- Capitalize the CDC by lobbying the state legislature and other funding sources for specific projects listed in this Strategic Plan.
- The CDC should serve as an Action Team (as defined in this plan) to implement strategies such as painting the bridge, hosting an Outdoor Market, and acquiring key property within Old Town Bowie.

### Learn More

[Pascagoula, MS Redevelopment Authority](#)





# Acquisition of Key Property

## Focus Area 4: Economic Vitality

### Strategy (4.2)

As vacant properties continue to deteriorate and provide a negative economic impact on downtowns and surrounding properties, cities and CDCs are taking a more proactive approach to redevelopment by acquiring key catalytic properties within a downtown. While many agencies don't want to be "in the real estate business," acquiring key properties puts community leaders in the driver's seat and allows them to stabilize the property and either sell it or use the asset as a development incentive. RFPs can be issued specifying a desired use (such as mixed with retail and residential) and the gifting of the asset can sometimes provide enough gap funding to make a development pro forma "pencil," where it normally would not.

### In Bowie

In Bowie, the Keller Antiques building (pictured to right,) across from Town Green Park, stands out as a possible catalyst project because of its proximity to the park and the availability of public parking in the rear, and the consultant team understands that the property will be listed soon. The City or a CDC should consider acquiring the building to have control over the future use. Filling the space with a well-capitalized tenant or owner that provided a desired use for OTB would inject a needed boost of curb appeal and vitality to 9<sup>th</sup> Street.

### Case Study

Wilson Downtown Properties, Inc. in Wilson, NC, is a non-profit 501(c) 3 organization that acts as the redevelopment affiliate of the Wilson Downtown Development Corporation (WDDC). Created to facilitate the adaptive reuse of obsolete properties, the organization purchases (or receives donations of) downtown properties, stabilizes them (seals from water and repairs or replaces roof,) and then sells them to partners who will open viable retail and restaurant establishments. Typically, a residential unit quota is incorporated in the development agreement to ensure that the mix of uses occur that the city envisions. Wilson Downtown Properties was originally capitalized by seed funds from the city and has grown its capital fund with proceeds from selling stabilized properties. Over 50 properties have been purchased, stabilized, and redeveloped through this format.



# Co-working Space

## Focus Area 4: Economic Vitality

### Strategy (4.3)

Entrepreneurs in rural communities face different challenges than those in urban areas. A less dense population means there may be fewer resources available for startups, including affordable office space, access to mentorship and training, or even connecting with relevant stakeholder or market networks.

### In Bowie

Through the Stakeholder Input and Electronic Community Survey, the consultant team heard themes representing a desire for residents that live adjacent to OTB to be able to work downtown. The lifestyle of living downtown, working downtown, and eventually shopping and dining downtown is one that can anchor the downtown for decades to come with committed residents that encourage commerce and vitality. Entrepreneurs and owners of home-based businesses are seeking quality, but small, office space in a downtown setting. The City should be proactive and acquire downtown property that can serve as a business incubator and start-up space. Spaces should be available for monthly rent and present in a variety of forms, such as desks, offices, and suites. Regular downtown employees can provide the stability for coffee shops, smoothie bars, and additional restaurants and boutiques as OTB develops further. Bowie could own and operate the space or acquire the space and seek an operator through an RFP process. The property former Fabian House could be an ideal location for this use. Part of the ground floor could be dedicated for a start-up coffee user with low rent and low barrier to entry.

### Case Study

In eastern North Carolina, the City of Wilson partnered with RIoT and Greenlight to create [Gig East Exchange](#), a coworking space in downtown that is also home to a startup accelerator program and other entrepreneurship programming. Entrepreneurs in rural communities face different challenges than those in urban areas. A less dense population means there may be fewer resources available for startups, including affordable office space, access to mentorship and training, or even connecting with relevant stakeholder or market networks. In eastern North Carolina, the City of Wilson partnered with RIoT and Greenlight to create Gig East, a coworking space in downtown that is also home to a startup accelerator program and other entrepreneurship programming.





# Action Team Implementation



downtown strategies

## Focus Area 4: Economic Vitality

| Focus Area        | Identifier | Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Timeline  | Level of Investment | Responsible Party |
|-------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|-------------------|
| Economic Vitality | 4.1        | <p>Utilize CDCs as a vehicle for redevelopment. The following steps should be followed:</p> <ul style="list-style-type: none"> <li>• Identify the role(s) that a CDC would employ in Bowie, with a specific focus on OTB.</li> <li>• Following state statute, create a CDC and seat a Board of Directors.</li> <li>• Adopt a Strategic Plan identifying key initiatives for the CDC, ideally strategies listed in this plan.</li> <li>• Capitalize the CDC by lobbying the state legislature and other funding sources for specific projects listed in this Strategic Plan.</li> <li>• The CDC should serve as an Action Team (as defined in this plan) to implement strategies such as painting the bridge, hosting an Outdoor Market, and acquiring key property within Old Town Bowie.</li> </ul> | NOW       | -<br>\$\$\$         | City              |
| Economic Vitality | 4.2        | The City or CDC should acquire the Keller Antiques building across from Town Green Park to have control over the future use. Filling the space with a well-capitalized tenant or owner that provided a desired use for OTB would inject a needed boost of curb appeal and vitality to 9 <sup>th</sup> Street.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | NOW       | \$\$\$              | City; CDC         |
| Economic Vitality | 4.3        | The City or CDC should be proactive and acquire downtown property that can serve as a business incubator and start-up space. Spaces should be available for monthly rent and present in a variety of forms, such as desks, offices, and suites. Regular downtown employees can provide the stability for coffee shops, smoothie bars, and additional restaurants and boutiques as OTB develops further. Bowie could own and operate the space or acquire the space and seek an operator through an RFP process. The property former Fabian House could be an ideal location for this use. Part of the ground floor could be dedicated for a start-up coffee user with low rent and low barrier to entry.                                                                                             | Years 3-5 | \$\$\$              | City; CDC         |



downtown strategies

# Appendix



# Types of Plans



downtown strategies

Traditional Strategic Plan

Master Plan

TIMELINE

6-8 Weeks

18-24 months

18-24+ Months

SCOPE

5-Years

20+ Years

20+ Years

COST

\$

\$\$

\$\$\$

FOCUS

Action, Incremental Change

Vision, Goals, Ideas

Drawings, Visions, Plans

RECS

Tactical, Practical

Big Picture, Visionary

Big Idea, Extensive

# About Us



## Who We Are

Downtown Strategies, a division of Retail Strategies, exists to provide realistic, implementable strategies to communities for revitalizing their downtowns. Led by a team of downtown revitalization practitioners and real estate experts, our combination of real-world experience, plus expertise in real estate and retail uniquely qualify us to assist communities with backfilling vacancies increasing tourism, and enhancing the sense of place in their downtowns. Serving rural communities in 24 states, Downtown Strategies is the leading national firm for downtown revitalization planning with an emphasis on real estate and retail.

## 5-Year Plan

At Downtown Strategies, we believe that action and implementation are more important than a flash 20-year vision. Our process is based on our team's experience as practitioners. Our team members have been in your shoes as community leaders and know what it is like to manage downtown revitalization efforts.

Most communities do not suffer from a lack of ideas, they struggle with knowing where to start when it comes to implementing their ideas. Rather than brainstorming everything that you could ever potentially do in your downtown, we focus on a five-year timeframe. This plan is designed to help you identify where your community should focus its energy and effort in the near-term. Implementing these short-term, doable strategies will incrementally shift the trajectory of your downtown and create the spark that you desire.



# Our Team



## Jenn Gregory

President, Downtown Strategies

[jgregory@retailstrategies.com](mailto:jgregory@retailstrategies.com)

Key Focus Areas: Team Management;  
Policy & Administration



## Jeremy Murdock

Community Development Specialist,  
Downtown Strategies

[jmurdock@retailstrategies.com](mailto:jmurdock@retailstrategies.com)

Key Focus Areas: Design; Tourism &  
Promotion



## Elliott Cook

Director of Real Estate, Retail Strategies

[elliott@retailstrategies.com](mailto:elliott@retailstrategies.com)

Key Focus Areas: Market Analysis;  
Economic Vitality



## Laura Marinos

Director of Client Services, Downtown  
Strategies

[laura.marinos@retailstrategies.com](mailto:laura.marinos@retailstrategies.com)

Key Focus Areas: Client Management;  
Scheduling



## Taylor Turner

Client Services Coordinator, Downtown  
Strategies

[tturner@retailstrategies.com](mailto:tturner@retailstrategies.com)

Key Focus Areas: Organization;  
Resources; Communication



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Bid Award for Northview Drive Bituminous Trail Repairs & Replacements  
Resolution R-30-24

**DATE:** 05/30/2024

---

A legal notice was placed on eMaryland Marketplace and Bid Locker on May 2, 2024, for the Northview Drive Bituminous Trail Repairs & Replacements Project. Bids were opened and publicly read on Wednesday, May 22, 2024. The following is a tabulation of the bids received:

|                                          |              |
|------------------------------------------|--------------|
| E&R Services, Inc.<br>Lanham, MD         | \$34,700     |
| Espina Paving, Inc.<br>Woodbridge, VA    | \$91,928     |
| Ross Contracting, Inc.<br>Mount Airy, MD | \$114,776.50 |
| L&S Dirt Work, LLC<br>Waldorf, MD 20603  | \$139,342    |

After careful review, it was determined that E&R Services, Inc. of Lanham, MD had submitted the most responsive and responsible bid in the amount of \$34,700. Public Works recommends awarding the bid in the amount of \$34,700. This is within the amount budgeted in the CIP Hiker Biker Trails Budget.

I concur with the above recommendation and request your approval of Resolution R-30-24.

**ATTACHMENTS:** 1. 20240603 - Resolution R-30-24



**RESOLUTION**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**ACCEPTING A BID PROPOSAL FOR THE**  
**NORTHVIEW DRIVE BITUMINOUS TRAIL REPAIRS & REPLACEMENTS**  
**PROJECT FROM E&R SERVICES, INC. IN THE AMOUNT OF \$34,700**

**WHEREAS**, pursuant to Section 61 of the City Charter, a request for bid proposals was issued in the on eMaryland Marketplace and on Bid Locker for the Northview Drive Bituminous Trail Repairs & Replacements Project; and

**WHEREAS**, at the bid opening on May 22, 2024, the City received four (4) bids; and

**WHEREAS**, after careful review of all the bids submitted, it was determined that E&R Services, Inc. of Lanham, MD has submitted the most responsive and responsible bid in the amount of \$34,700; and

**WHEREAS**, Public Works recommends awarding the bid in the amount of \$34,700. This is within the amount budgeted in the FY24 CIP Hiker Biker Trails Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid of E&R Services, Inc. and authorizes the City Manager to enter into a contract with E&R Services, Inc. in the amount of \$34,700.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland at a meeting on June 3, 2024.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

---

Awilda Hernandez  
City Clerk

---

Timothy J. Adams  
Mayor



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Land Exchange with M-NCPPC  
Ordinance O-5-24

**DATE:** 05/30/2024

---

M-NCPPC has been, and continues to be, interested in acquiring the Cora Bowie property to add to their Patuxent River Park holdings. City Council was originally interested in acquisition of the Mount Oak Road parcels owned by M-NCPPC for the purpose of constructing a future Public Works satellite facility that would serve the southern part of the City. In 2006, the Prince George's County Planning Board approved the land exchange (PGCPB No. 06-210). In 2007, City Council approved the land exchange (R-1-07). However, due to a potential HOA covenant issue, the City decided, in late 2007, not to move forward with the exchange. After conducting extensive research, staff believes there are no covenant issues affecting the City's use of the Mount Oak properties.

The large size, extensive road frontage, and accessible location of the Mount Oak property make it attractive for City use, including public recreational use or other municipal purposes. In 2018, M-NCPPC had appraisals conducted for both properties. Due to M-NCPPC staff retirements and changes, as well as the COVID-19 pandemic, discussions related to a land swap languished. In 2022, M-NCPPC renewed their interest and proposed trading their Mount Oak properties (minus Parcel D), now totaling approximately 56.33 acres, for the City's Cora Bowie property, approximately 61.4 acres. M-NCPPC has completed appraisals on both sites to validate current values. The two appraisals conducted for the Mount Oak properties averaged \$410,100 or \$7,282 per acre. M-NCPPC also obtained an appraisal of the Cora Bowie Property that determined a value of \$448,360 or \$7,300 per acre.

The acquisition of the Mount Oak properties will meet the City Council's Land Acquisition and Disposition Policy (R-61-98) requirements because the acquisition would preserve open space, expand recreational opportunities, facilitate future municipal uses and operations, assist with environmental protection and be in the best interests of the City. Disposition of the Cora Bowie property meets the requirements of R-61-98 because the original purpose for which the property was acquired (potential sewage treatment plant sludge disposal) is no longer pertinent and, because the land is located over one mile from the City limits, it is more appropriate for another public agency to hold title to the property rather than the City.

It is recommended that Council adopts Ordinance O-5-24.



- ATTACHMENTS:**
1. 20240603 - Ordinance O-5-24
  2. 20240603 - Site Location Map
  3. 20240603 - Land Exchange Agreement

**ORDINANCE**  
**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**AUTHORIZING THE ACQUISITION OF CERTAIN REAL PROPERTY OWNED**  
**BY THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING**  
**COMMISSION KNOWN AS PART OF THE TALL OAKS COMMUNITY PARK IN**  
**BOWIE, MARYLAND CONSISTING OF 56.33 +/- ACRES FOR A PUBLIC**  
**PURPOSE, AND DECLARING THAT REAL PROPERTY OWNED BY THE CITY**  
**OF BOWIE KNOWN AS THE CORA BOWIE PROPERTY, CONSISTING OF 61.41**  
**+/- ACRES IS SURPLUS PROPERTY AND AUTHORIZING ITS CONVEYANCE TO**  
**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION IN**  
**EXCHANGE FOR THE M-NCPPC PROPERTY IDENTIFIED ABOVE**

**RECITALS**

**WHEREAS**, the City Council of the City of Bowie, Maryland (“the City”), pursuant to the authority conferred by Md. Code Ann., Local Government Article. § 5-204, has the authority to acquire by conveyance, purchase or condemnation any real property needed for a public purpose and to sell, as public or private sale, after twenty (20) days’ public notice, and convey to the purchaser any real property belonging to the municipality if the Bowie City Council determines that the property is no longer needed for public use; and

**WHEREAS**, the City owns certain real property consisting of 61.41 +/- acres, reflected on Tax Map 64, Grid B-2, as Parcel 21, located on Mill Branch Road that is commonly referred to as the Cora Bowie Property, which property the City acquired by deed recorded in the Land Records of Prince George’s County, Maryland at Liber 7081, Folio 468 (the “Cora Bowie Property”); and

**WHEREAS**, the Maryland-National Capital Park and Planning Commission (“M-NCPPC”) owns certain real property commonly referred to as part of Tall Oaks Community Park, and which consists of the following properties and comprises 56.33+/- acres:

- Parcel C - Mount Oak Manor, Tax ID #0707687
- Parcel B, Block L - Tall Oak Estates, Tax ID #0743484
- Parcel A, Block L - Tall Oak Estates, Tax ID #0743476
- Parcel B, Block K - Tall Oak Estates, Tax ID #0743468
- Parcel A, Block K - Tall Oak Estates, Tax ID #0743450
- PT Parcel B, Block C - Tall Oak Estates, Tax ID #0743377
- PT Parcel A, Block C - Tall Oak Estates, Tax ID #0742684
- PT Parcel A, Block C - Tall Oak Estates, Tax ID #0743369
- PT Parcel B, Block C - Tall Oak Estates, Tax ID #0742692
- Parcel A, Block D - Tall Oak Estates, Tax ID #0742825



(collectively referred to herein as the “M-NCPPC Property”); and

**WHEREAS**, pursuant to § 90 the City Charter, the City Council is authorized to acquire real property for any public purpose by purchase or otherwise; and may sell or otherwise dispose of any property belonging to the City; and

**WHEREAS**, the Bowie City Council deems it to be in the best interests of the City to acquire the M-NCPPC Property for recreational or other municipal use, which is a public purpose; and

**WHEREAS**, the Bowie City Council finds that the City of Bowie has no use for the Cora Bowie Property and that the City would be served by having the M-NCPPC Property. Therefore, the Bowie City Council desires to declares the Cora Bowie Property to be surplus property; and

**WHEREAS**, the M-NCPPC obtained appraisals of each of the properties involved in the transaction. M-NCPPC obtained two appraisals of the M-NCPPC Property, which appraisals averaged \$410,100 or \$7,282 per acre. M-NCPPC obtained an appraisal of the Cora Bowie Property that was \$448,360 or \$7,300 per acre; and

**WHEREAS**, having received the appraisal, the City Council deems the M-NCPPC Property to have substantial value to the City for use as a recreational or other municipal use so as to justify the acquisition of the M-NCPPC Property in exchange for the Cora Bowie Property; and

**WHEREAS**, the City Council finds that it is in the best interest of the public and the City of Bowie to acquire the M-NCPPC Property and to authorize the City Manager to negotiate a contract for the exchange of the M-NCPPC Property for the Cora Bowie Property; and

**WHEREAS**, the City Council desires to ensure that there are no restrictions on the City’s use of the M-NCPPC Property; and

**WHEREAS**, the City Council desires to ensure that M-NCPPC shall not be allowed to use the Cora Bowie Property for any use other than as parkland; and

**WHEREAS**, M-NCPPC and the City have negotiated an agreement for the exchange of the parties’ properties, which is attached hereto as Exhibit A; and

**WHEREAS**, the City has adhered to its Real Property Acquisition and Disposition Policy as adopted by Resolution R-61-98; and

**WHEREAS**, the Bowie City Council approved Resolution R-1-07 on January 2, 2007, which resolution approved the transfer of the Cora Bowie Property for the M-NCPPC Property; however, given the length of time since the approval staff believed it would be best to obtain the City Council's current approval for the land exchange.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED** by the Council of the City of Bowie, Maryland that:

1. The above Recitals are incorporated herein by reference as operative provisions of this Ordinance.
2. The Cora Bowie Property, as defined herein, is hereby declared surplus property.
3. The use of the M-NCPPC Property, as defined herein, as a recreational or other municipal use is hereby determined to be a public purpose and is hereby approved.
4. The City Manager is authorized to sign and execute a contract evidencing the exchange of properties in a form substantially the same as that attached hereto as Exhibit A. The City Manager is further authorized to sign and execute whatever additional documents are necessary to effectuate the acquisition of the M-NCPPC Property and the transfer of the Cora Bowie Property to M-NCPPC.

**BE IT FURTHER ORDAINED** that this Ordinance shall constitute the twenty (20) days' public notice of the transfer of the Cora Bowie property to M-NCPPC required by Md. Code Ann., Local Government Article. § 5-204.

**AND BE IT FURTHER ORDAINED** that, this Ordinance shall become effective thirty (30) days after its enactment by the Council of the City of Bowie, Maryland, provided that a fair summary of this Ordinance is published at least once prior to the date of passage and at least once within ten (10) days after the date of passage in the newspaper having general circulation in the City.

**INTRODUCED** by the Council of the City of Bowie, Maryland at a regular meeting on the \_\_\_\_\_ day of May, 2024.

**PASSED** by the Council of the City of Bowie, Maryland at a regular meeting on the \_\_\_\_\_ day of June, 2024.



**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

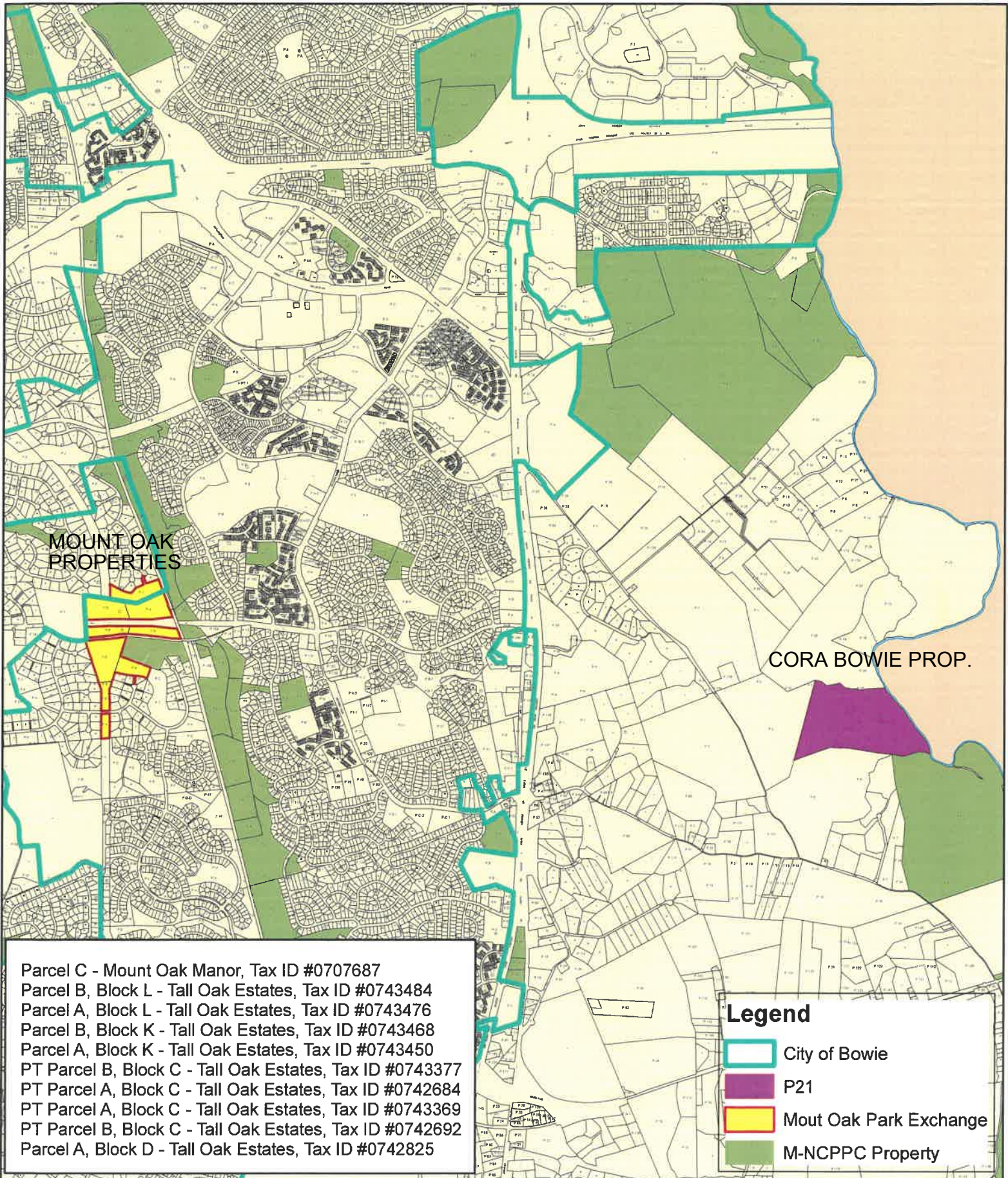
\_\_\_\_\_  
Awilda Hernandez  
City Clerk

By:

\_\_\_\_\_  
Timothy J. Adams, Mayor

**APPROVED AS TO FORM AND  
SUFFICIENCY:**

\_\_\_\_\_  
Elissa D. Levan, City Attorney





## LAND EXCHANGE AGREEMENT

**THIS LAND EXCHANGE AGREEMENT** (the “Agreement”) is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Bowie, a municipal corporation of the State of Maryland (“City”) and The Maryland-National Capital Park and Planning Commission, a public body corporate and agency of the State of Maryland (“Commission”), collectively the “Parties” and each a “party”.

### Recitals:

**WHEREAS**, the City desires to acquire land within the corporate limits of the City of Bowie that is suitable for its use; and

**WHEREAS**, the Commission must acquire land suitable for park development in certain areas of Prince George’s County (the “County”); and

**WHEREAS**, both the City and the Commission own properties that the Parties agree would be beneficial and appropriate to exchange for the aforesaid purposes; and

**WHEREAS**, the Commission is the owner of certain real property containing 56.33 acres located in the corporate limits of the City , comprising those parcels identified in Exhibit A, which is attached hereto and made a part hereof, being a portion of Tall Oaks Community Park (the “Commission Property”) , which it intends to convey to the City ; and

**WHEREAS**, City is the owner of certain real property containing 61.41 acres located near Mill Branch Road in the County as described in more detail in Exhibit B, which is attached to and made a part hereof (the “City Property”), which it intends to convey to the Commission; and

**WHEREAS**, the Commission and City wish to exchange the Commission Property and the City Property under the terms and conditions set forth in this Agreement.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Commission and City, intending legally to be bound, hereby agree as follows:

### Article I Representations and Warranties

The Recitals set forth above and exhibits referenced therein that are attached hereto are incorporated into this Agreement by reference as if fully set forth in the body of this Agreement and are explicitly made a part of this Agreement.

Each party represents and warrants to the other that:

Section 1.1 Authority. The undersigned officer has been duly authorized by all requisite corporate authority required to execute these terms on behalf of such party and

this Agreement shall, upon execution by the officer below, constitute a valid and legally binding obligation of such party and is fully enforceable against such party in accordance with its respective terms.

Section 1.2 Conflict. The execution and performance of this Agreement and the consummation of the transaction contemplated thereby will not conflict with, result in any breach of, or constitute a default under, the Maryland Ann. Code or any contract, agreement, document or other instrument to which such party is a party, or by which such party or any of its properties may be bound or affected, and such actions do not and will not violate or contravene any law to which such party is subject.

Section 1.3 Claims. To the knowledge of each party, there are no claims or investigations by or pending before any court or governmental authority, or to the best of such party's knowledge and belief, threatened against or affecting such party, that would affect such party's ability to enter into this Agreement or its status. Each party is not in default with respect to any order, writ, injunction, decree or demand of any court or any governmental authority affecting such party.

Section 1.4 Good Faith. Each party enters this Agreement in good faith.

Article II  
Intentionally omitted.

Article III  
Events of Default

The occurrence or happening, from time to time, of any one or more of the following circumstances shall constitute an Event of Default under this Agreement:

Section 3.1 Accuracy of Representations and Warranties

Section 3.1.1 The parties agree that the representations and warranties contained in this Agreement shall at all times and in all respects be true and accurate.

If a party becomes aware that any of the representations or warranties made by another party is/are not in all respects true and accurate, such party shall give the other party written notice of the same and the other party shall have thirty (30) business days from the date of receipt of such notice to cure such inaccuracy. If the other party fails to cure such inaccuracy within the thirty (30) business day period, then it shall constitute an Event of Default.

Section 3.2 A failure by a party to comply with any of the material terms hereof, including but not limited to Article VI, shall constitute an Event of Default.



Article IV  
Remedies on Default

Section 4.1 Upon any Event of Default that remains uncured, a party may seek any remedy at law or in equity without notice or demand, including specific performance.

Article V

Intentionally omitted.

Article VI  
Land Exchange

Section 6.1 Definitions. This Agreement sometimes refers to the Commission Property and City Property as the “Exchange Properties,” and each an “Exchange Property”. This Agreement sometimes refers to a party who is intending to convey title to an Exchange Property at Closing (defined below) as “Grantor Party” and to a party who is intending to accept title to an Exchange Property as “Grantee Party.”

Section 6.2 Exchange Terms; Conveyance.

(a) Each party acknowledges and agrees that the Exchange Properties are of like kind and equal value. At Closing, Grantor Party agrees to grant and convey to the Grantee Party the Exchange Property in fee simple by special warranty deed, free of all liens and encumbrances, with all improvements, privileges and appurtenances belonging to the Exchange Property, subject only to covenants, restrictions, and conditions of record.

(b) The title conveyed to the Grantee Party shall be good and marketable.

(c) The Commission shall use the City Property, including any improvements made thereto or located thereon, exclusively for public and park recreational purposes. This covenant shall be included in the deed, shall bind the Commission and its successors and assigns, and shall run with the land; provided, however, that such covenant shall not inure to the benefit of, or be enforced by any third party, it being understood that the City, its successors or assigns shall be the only party entitled to enforce the provisions thereof.

Section 6.3 Effective Date. The effective date of this Agreement is the date of the last signature (the “Effective Date”).

Section 6.4 No Change to Exchange Property prior to Closing. After the date of this Agreement, but prior to Closing, neither party shall dedicate, gift, transfer, mortgage nor convey any interest in its Exchange Property without written consent from the other party, which may be withheld for any reason.

Section 6.5 Operation of Exchange Property. Grantor Party shall operate and maintain

the Exchange Property in a manner generally consistent with the manner in which Grantor Party has operated and maintained the Exchange Property prior to the Effective Date, ordinary wear and tear and casualty excepted.

Section 6.6 Intentionally omitted.

Section 6.7 Inspection.

(a) For thirty (30) days from the Effective Date (the “Inspection Period”), each party agrees to reasonably allow the other, including the other party’s personnel, agents, and contractors or engineers, to access and enter the Exchange Property so that the Grantee Party may, at Grantee Party’s expense (i) prepare a survey of the Exchange Property; (ii) conduct environmental or engineering tests (including soil drilling and coring); and/or (iii) inspect and examine the Exchange Property (collectively, “Inspection”).

(b) Upon the Effective Date, the Grantor Party shall promptly provide to the Grantee Party all documents or reports which it has in its possession which cover all or any portion of the Exchange Property to be conveyed with regard to any previous Inspection.

(c) To the extent permitted by law and subject to available appropriations, Grantee Party agrees to indemnify, defend and hold Grantor Party harmless against all claims for injuries to persons on or damage to the Exchange Property caused by the Grantee Party and its agents, or caused by the Inspection. The foregoing provision shall survive the termination of this Agreement.

Section 6.8 Closing.

- a. Settlement for the exchange of the Exchange Properties (“Closing”) shall be held as soon as the attorneys-at-law designated by the Parties report that title to the Exchange Properties to be exchanged at such Closing are acceptable to each party and that their clients are ready to close.
- b. Grantee Party shall prepare and provide Grantor Party, for Grantor Party’s approval, a form of deed to convey the Exchange Property (the “Deed”). Grantor Party shall have a period of five business days after receipt of the Deed to review and notify Grantee Party of approval. If Grantor Party fails to comment within the approval period, the Deed will be deemed approved and Grantor Party shall sign the Deed at the Closing.
- c. Closing shall take place at the office of the settlement attorney selected by the Commission at a date and time mutually convenient to the Parties.
- d. Grantor Party shall sign and deliver all other documents as requested by settlement agent at Closing, including a Grantor Party’s affidavit stating that



Grantor Party is not a “foreign person” as defined in Section 1445 of the Internal Revenue Code of 1986 and the U.S. Treasury Regulations thereunder, setting forth Grantor Party’s taxpayer identification number.

- e. If there are assessments for improvements completed prior to Closing, whether assessment has been levied or not, they shall be paid by Grantor Party at Closing, whether in their entirety or in proportion to the Exchange Property to be conveyed.
- f. Any rent, operating expenses, water rent, utilities and interest on existing encumbrances, if any, shall be adjusted to the Closing date.
- g. Grantee Party shall pay all of its Closing costs, including for preparation and recordation of releases of any existing liens and encumbrances. The Parties agree to a 50% / 50% split (\$7,425.00 each) of the cost of all appraisals they collectively ordered regarding the Exchange Properties from 2018 to the date of Closing.

Section 6.9 Title Insurance. Should Grantee party wish to obtain title insurance for the property it is to receive pursuant to this Agreement, within twenty (20) calendar days after the date of this Agreement, or mutual written extension, Grantee Party shall deliver to Grantor Party a copy of a title insurance commitment (the "Commitment") bearing an effective date subsequent to the date hereof in favor of Grantee Party for an owner's title insurance policy insuring marketability of the title to the Exchange Property in the amount of the Exchange Property’s appraised value underwritten by a title insurance company acceptable to Grantee Party. The copy of the Commitment shall be accompanied by a written statement of any objections to Grantor Party’s title to the Exchange Property as disclosed by the Commitment. Any matter not objected to by Grantee Party within such twenty (20) calendar day period shall be deemed approved exceptions to title by Grantee Party. Grantor Party shall have until fourteen (14) days prior to Closing to cure any objections to the title of the Exchange Property. Prior to Closing, Grantor Party shall deliver to Grantee Party a written statement of any objections which Grantor Party could not, upon the exercise of due diligence in good faith, cure prior to or concurrent with Grantee Party’s acquisition of the Exchange Property. If Grantor Party gives notice to Grantee Party of any objections which cannot be cured, then Grantee Party shall have the option of: (i) waiving such objections and proceeding with this Agreement or (ii) terminating the Agreement. In addition to the terms and conditions of this Agreement, land title law of Maryland and the title standards approved by the Maryland State Bar Association to the date of examination of title shall serve as a guide of marketability of title. Grantee Party shall be responsible for the expense of a title insurance policy issued on the Exchange Property to be transferred to the Grantee Party.

Section 6.10 Required Approval; Contingencies. This Agreement is subject to available funding and final approval by the Prince George’s County Planning Board, full Commission, the Prince George’s County Council, and the Bowie City Council where applicable.

Section 6.11 Risk of Loss. Risk of loss or damage to the Exchange Property shall rest

with Grantor Party until the time of delivery of possession; provided, however, that if before Closing Grantee Party commences construction on Grantor Party's Exchange Property, Grantee Party shall insure such work in progress. Each party represents and warrants that it is self-insured and that such self-insurance program shall continue until the other party takes possession of the Exchange Property following the Closing. In the event of loss or damage to the Exchange Property by fire or casualty damage, Grantee Party shall have the option to elect to receive all of Grantor's Party's insurance proceeds and utilize such proceeds to clear, restore, or rehabilitate the Exchange Property to the extent required by applicable laws; or terminate this Agreement.

Section 6.12 Removal of Hazardous Substance. Commission is responsible for removing all hazardous substance (as defined or regulated by any applicable environmental law) from Commission Property prior to Closing. City is responsible for removing all hazardous substance (as defined or regulated by any applicable environmental law) from City Property prior to Closing. This requirement shall survive the transfer of Deed and shall not merge.

Section 6.13 No Real Estate Commission and Finder's Fee. No party is liable for any real estate broker's commission, agent's commission, or finder's fee in connection with the transaction contemplated by this Agreement. Each party warrants to the other party that it shall indemnify and hold harmless for any claims of any person for broker's or agent's commissions or finder's fees in connection with this transaction.

Section 6.14 Condition of Exchange Property. Grantor Party acknowledges that its representatives or agents have examined the Exchange Properties prior to entering into this Agreement. This Agreement is based upon Grantee Party's inspection of the Exchange Property and not upon any representation or warranties or conditions by Grantor Party. Grantee Party acknowledges Grantor Party is conveying the Exchange Property on an "as is" basis, except for the warranties and representations as provided in this Agreement and the warranties in the quitclaim deed.

Section 6.15 Delivery of Exchange Property. Each party represents and warrants to the other that there is no lease or any other occupancy agreement that will extend beyond the Closing date. Each party shall deliver its Exchange Property and any improvements free and clear of any tenancies or other occupancies at Closing. Any personal property not removed from the Exchange Property prior to Closing shall be deemed abandoned.

## Article VII Miscellaneous

Section 7.1. This Agreement shall survive until each party has fulfilled all of its obligations pursuant hereto.

Section 7.2 Notice. Any notices required by this Agreement shall be given in writing and delivered by any national overnight service or U.S. certified mail, return receipt requested, to each party as follows:



Commission: Land Acquisition Supervisor  
M-NCPPC  
6600 Kenilworth Avenue, Suite 300  
Riverdale, MD 20737

*with a copy to:* M-NCPPC  
Office of General Counsel  
6611 Kenilworth Avenue, Suite 200  
Riverdale, MD 20737

City: City Manager  
City of Bowie  
15901 Fred Robinson Way  
Bowie, MD 20716

*with a copy to:* Elissa D. Levan, Esq.  
2007 Tidewater Colony Drive, Suite 2B  
Annapolis, Maryland 21401

Section 7.3 Time of the Essence. Time is of the essence in this Agreement.

Section 7.4 Further Assurances. Each undersigned party will, except as otherwise provided herein, whenever it shall be necessary to do so by the other, promptly execute, acknowledge, and deliver, or cause to be executed, acknowledged, or delivered, documents as may be necessary or proper to effectuate the covenants, contingencies and agreements herein provided.

Section 7.5 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be an original but all of which shall constitute one and the same instrument.

Section 7.6 Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legatees, devisees, personal representatives, successors and assigns.

Section 7.7 Amendments; Assignment. This Agreement may be amended or assigned only by an agreement in writing by the parties.

Section 7.8 Local Government Tort Claims Act. The Commission and the City are public bodies corporate. Accordingly, any claims, damages, costs or expenses (including attorney's fees and litigation costs) arising out of such party's activities regarding its property and the transactions contemplated in this Agreement shall be limited by the notice requirements and the types of liabilities and damage limits provided in the Local Government Tort Claims Act, Cts. & Jud. Proc. Article, § 5-301 *et seq.*

Section 7.9 Severability. If any term or provision of this Agreement shall be held illegal or unenforceable to any extent, that term or provision shall be severed from this

Agreement and the other terms and provisions of this Agreement shall be enforced to the fullest extent permitted by law.

**Section 7.10 Governing Law.** This Agreement is to be governed by and construed in accordance with the laws of Maryland, without regard to its conflict of law principles, and subject to the exclusive jurisdiction of the courts of Prince George's County, Maryland. In the event of any dispute arising hereunder, or any court action arising out of this Agreement, any litigation shall occur in the Circuit Court for Prince George's County, Maryland.

**Section 7.11 Waiver of Jury Trial.** EACH OF THE PARTIES WAIVES ITS RIGHT TO TRIAL BY JURY IN ALL MATTERS REGARDING THIS AGREEMENT.

**Section 7.12 Authorized Action and Signatories.** Each party and their respective signatories represent and warrant that they have the full right, power, and authority to sign and deliver this Agreement and to perform the transactions contemplated by this Agreement, and that entering into this Agreement will not violate any other covenants or agreements.

**Section 7.13. No Partnership.** Nothing in this Agreement, including the Agreement itself, shall be construed to create between the Parties any relationship of partnership, joint venture, association, or any other form of entity and the Parties disclaim the existence of any such relationship.

**Section 7.14. No Waiver.** No Party shall be deemed to have waived the exercise or the right to exercise any right to which such Party may be entitled to hereunder unless such waiver is made expressly in writing, and no such waiver or delay or failure to exercise any such right shall constitute or be deemed to be a waiver as to any other right hereunder or any other instance to which such a right may be applicable.

**Section 7.15. Entire Agreement.** This Agreement contains the entire agreement between the Parties regarding the land exchange and shall not be modified except by written agreement signed by the Parties and attached hereto.

[The Balance of This Page is Intentionally Blank]



IN WITNESS WHEREOF, Commission and City have caused this Agreement to be executed under seal as of the date first above written.

**Maryland-National Capital Park  
And Planning Commission**

By: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
William Spencer  
Acting Executive Director

Date: \_\_\_\_\_

ATTEST:

**City of Bowie**

\_\_\_\_\_

By: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
Alfred D. Lott  
City Manager

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Depiction and Descriptions of Commission Property to be conveyed to the City**

Parcel C - Mount Oak Manor, Tax ID #0707687  
Parcel B, Block L - Tall Oak Estates, Tax ID #0743484  
Parcel A, Block L - Tall Oak Estates, Tax ID #0743476  
Parcel B, Block K - Tall Oak Estates, Tax ID #0743468  
Parcel A, Block K - Tall Oak Estates, Tax ID #0743450  
PT Parcel B, Block C - Tall Oak Estates, Tax ID #0743377  
PT Parcel A, Block C - Tall Oak Estates, Tax ID #0742684  
PT Parcel A, Block C - Tall Oak Estates, Tax ID #0743369  
PT Parcel B, Block C - Tall Oak Estates, Tax ID #0742692  
Parcel A, Block D - Tall Oak Estates, Tax ID #0742825



## **EXHIBIT B**

### **Description of City Property to be conveyed to the Commission**

Parcel 21, Tax Map 64, Grid B2  
Election District 07  
Tax Account #0686766  
Liber 07081 Folio 474  
Owner: CITY OF BOWIE  
Acreage:61.41 acres



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Request For Program Funding For Maryland Women's Business Center (MWBC)

**DATE:** 05/30/2024

---

This item was placed on the agenda per the request of Councilmember Truesdale.

**ATTACHMENTS:** 1. 20240603 - MWBC Shop Local\_City of Bowie\_Detailed Proposal May 2024

May 15, 2024

Bowie City Council  
15901 Fred Robinson Way  
Bowie, MD 20716

Re: Maryland Women's Business Center (MWBC) Funding Request Follow Up

Dear Council:

MWBC respectfully requests \$139,750 to establish the MWBC Shop Local retail business incubator in Bowie and to provide one additional full-time business counselor position, aimed at increasing small business support capacity.

On March 11, MWBC submitted a funding proposal to expand small business support and establish MWBC Shop Local within the city. During the City Council Budget Worksession on May 1, council members requested additional information and a detailed proposal on the program.

|                                            |                     |
|--------------------------------------------|---------------------|
| <b>TOTAL – Funding Request For FY 2025</b> | <b>\$139,750.00</b> |
|--------------------------------------------|---------------------|

Full-time business counselor:

| <b>MWBC Small Business Support</b> |                      |
|------------------------------------|----------------------|
| Business Counselor                 | \$65,000.00          |
| Benefits/Taxes                     | \$16,250.00          |
| Program Manager                    | \$20,000.00          |
| <b>SUB TOTAL</b>                   | <b>\$ 101,250.00</b> |

MWBC Shop Local in Bowie:

| <b>Annual Operating Budget – MWBC Shop Local</b> |                     |
|--------------------------------------------------|---------------------|
| Participant Fees                                 | (\$36,000.00)       |
| Rent                                             | \$42,000.00         |
| Utilities                                        | \$12,400.00         |
| Operating Activities                             | \$2,600.00          |
| Marketing/Advertising/Events                     | 5,000.00            |
| <b>SUB TOTAL – Annual Operating Budget</b>       | <b>\$ 26,000.00</b> |
| Opening Expenses                                 | \$13,500            |
| <b>SUB TOTAL</b>                                 | <b>\$38,500.00</b>  |

\* Each cohort within the shop local incubator will run for six months and accommodate 12 participants. The participant count is based on a 4,000 square foot store, with adjustments made for smaller footprints.

- *Participant Fees* – Funding is identified as a negative value as contributions are made by participants as part of the program at \$250/month per participant.
- *Rent* – Estimated at \$3,500/month with Washington Prime Group at Bowie Town Center, subject to adjustment if a different location is chosen.
- *Utilities* – Expenses inclusive of electricity, trash, and digital services.
- *Operating Activities* – Primary capital expenses to include office supplies, printing materials, trash fees, network solutions, etc.



- *Marketing/Advertising/Events* – Budget for planning and executing marketing, advertising, and PR campaigns to increase awareness, recruit participants, and identify additional funding sources.
- *Opening Expenses* – One-time investment covering permits, licenses, signs, and fixtures.

MWBC Shop Local is a retail incubator crafted to lower the barriers of opportunity and serve as a launchpad for startup and early-stage retail and small-scale manufacturing entrepreneurs. The focus of this model is nurturing and sustaining small retail businesses to help promote the economic vitality of an area by providing subsidized physical space and technical assistance. **Since the inception of the MWBC Shop Local program in 2019, we have supported almost 40 startup and early- state women entrepreneurs, generating over \$400,000 in sales.** Seventy-seven percent of participants have come from historically underserved communities, with **87% of graduates successfully launching a brick-and-mortar or online store.**

There are currently three MWBC Shop Local retail incubators – one in Montgomery County and two set to open in Howard County with the 2024 Summer Cohort in July. **Establishing this program in Bowie would allow for the largest MWBC Shop Local storefront footprint, at approximately 4,000 square feet and accommodating 12 participants per cohort.** This could potentially yield **24 graduates per year at the Bowie Town Center location alone**, which will help meet the City's goals to attract and retain quality retail businesses for residents.

MWBC's proposal aligns with the City's commitment to economic diversity and local retail preservation, as well as creating a community focal point for economic prosperity, in line with the City's economic development strategies.

Sincerely,



Danette Nguyen  
Managing Director  
Maryland Women's Business Center

Cc: Alfred Lott, City Manager  
John Henry King, Economic Development Director  
Cindy Rivarde, CEO for REDI

Attachment: March 11, 2024 Letter to Bowie City Council



March 11, 2024

The Honorable Tim Adams  
Mayor, City of Bowie  
15901 Fred Robinson Way  
Bowie, MD 20716

Re: Maryland Women's Business Center Funding Request

Dear Mayor Adams,

The Maryland Women's Business Center (MWBC) respectfully requests \$101,250 from the City of Bowie to support the creation of an additional full-time business counselor position, aimed at increasing small business support capacity. Additionally, we kindly seek \$38,500 for the establishment of the retail incubator, MWBC Shop Local, within the city for FY25.

#### **MWBC Background**

MWBC was established in 2010 with a mission to reduce barriers and level the playing field for women entrepreneurs and underrepresented communities. MWBC achieves this mission by empowering small businesses and women entrepreneurs with launching and expanding their ventures through training, individual business counseling, networking opportunities, and by providing resources to achieve their business goals. Now in our 14th year, MWBC collaborates with and serves the Cities of Bowie, Frederick, and Rockville along with Frederick, Montgomery, and Prince George's counties through partnerships that provide matching funding to support the programming in these jurisdictions.

Assessing MWBC's impact on Bowie since FY17 reveals significant results: 364 jobs supported, 19 new businesses launched, and nearly 600 counseling sessions provided. Bowie's \$80,000 contribution since FY17 has led clients to raise almost \$500,000 in capital infusion into the city.

#### **Small Business Support – Additional Counselor**

For the past 7.5 years, MWBC has been dedicated to serving the City of Bowie, counseling 323 clients with one full-time team member. ***However, to expand our impact, ongoing operational support is crucial.*** The addition of a full-time Business Counselor would bolster our counseling capacity and enable the existing Program Manager to develop programmatic initiatives. For instance, the Program Manager would be able to expand the "How to Start a Business in the City of Bowie" series, to include classes in Spanish and French. The inaugural event in January of this year attracted 30 attendees and directly connected them with the City's Economic Development Office.

The City of Bowie currently provides \$20,000 annually to MWBC. We propose allocating an additional \$81,250 for salary and benefits for a full-time business counselor, totaling \$101,250. This funding increase would enhance capacity and support programmatic initiatives, for which MWBC recommends annual allocation as follows:

| <b>MWBC Small Business Support</b> |                      |
|------------------------------------|----------------------|
| Business Counselor                 | \$65,000.00          |
| Benefits/Taxes                     | \$16,250.00          |
| Program Manager                    | \$20,000.00          |
| <b>TOTAL</b>                       | <b>\$ 101,250.00</b> |

### **MWBC Shop Local in Bowie**

In addition to enhancing small business support, MWBC proposes that the Mayor and Council consider funding for an MWBC Shop Local Retail Incubator program within the city. Initial talks with Washington Prime Group, property manager for Bowie Town Center identified possible appropriate available bays. *With funding, MWBC could support two annual cohorts of 12 entrepreneurs each, contingent on securing a full-time business counselor funding to oversee the program.*

MWBC Shop Local is a retail incubator crafted to lower the barriers of opportunity and serve as a launchpad for startup and early-stage retail and small-scale manufacturing entrepreneurs. The focus of this model is nurturing and sustaining small retail businesses to help promote the economic vitality of an area by providing subsidized physical space and technical assistance.

***Since the inception of the MWBC Shop Local program in 2019, we have supported almost 40 startup and early-state women entrepreneurs, generating over \$400,000 in sales.*** Seventy-seven percent of participants have come from historically underserved communities, with ***87% of graduates successfully launching a brick-and-mortar or online store.***

Expanding into Bowie, MWBC Shop Local aims to accelerate the growth of local retail businesses and create a space for entrepreneurs to connect with the public and share ideas. The program will serve as a hub for business activity, providing coordinated business services as outlined below:

1. ***Business Intensive Training Series:*** MWBC will facilitate a comprehensive 6-class training series addressing critical entrepreneurial needs, with monthly classes and a finalized graduation plan.
2. ***One-on-One Counseling:*** Participants will engage in monthly goal planning meetings with MWBC counselors to discuss business performance, long-term plans, and access resources.
3. ***Peer-to-Peer Networking:*** Participants will engage in monthly peer-to-peer mentoring sessions, fostering a supportive community for new ideas, collaborations, and business ventures.
4. ***Financial Assistance:*** MWBC Shop Local offers financial aid by allocating retail space at a monthly participation fee of \$250.
5. ***Retail Management Skill Development:*** Participants will gain hands-on experience by working in the store to manage inventory, staff, and create a positive customer experience.
6. ***Creation of "Third Places":*** Cohort participants will activate the MWBC Shop Local space by hosting maker-centered learning events.

To sustain the operation of MWBC Shop Local at Bowie Town Center, MWBC is recommending annual funding be allocated for the following:

| <b>Annual Operating Budget – MWBC Shop Local</b> |                     |
|--------------------------------------------------|---------------------|
| Participant Fees                                 | (\$36,000.00)       |
| Rent                                             | \$42,000.00         |
| Utilities                                        | \$12,400.00         |
| Operating Activities                             | \$2,600.00          |
| Marketing/Advertising/Events                     | 5,000.00            |
| <b>TOTAL – Annual Operating Budget</b>           | <b>\$ 26,000.00</b> |
| Opening Expenses                                 | \$13,500            |
| <b>TOTAL – Funding Request For First Year</b>    | <b>\$38,500.00</b>  |

*\* Each cohort will run for six months and accommodate 12 participants. The participant count is based on a 4,000 square foot store, with adjustments made for smaller footprints.*



- *Participant Fees* – Funding is identified as a negative value as contributions are made by participants as part of the program at \$250/month per participant.
- *Rent* – Estimated at \$3,500/month with Washington Prime Group at Bowie Town Center, subject to adjustment if a different location is chosen.
- *Utilities* – Expenses inclusive of electricity, trash, and digital services.
- *Operating Activities* – Primary capital expenses to include office supplies, printing materials, trash fees, network solutions, etc.
- *Marketing/Advertising/Events* – Budget for planning and executing marketing, advertising, and PR campaigns to increase awareness, recruit participants, and identify additional funding sources.
- *Opening Expenses* – One-time investment covering permits, licenses, signs, and fixtures.

### **Reporting/Measurements**

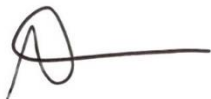
MWBC will maintain a biannual reporting schedule to the City that encompasses the following for small business support: count of businesses receiving counseling, number of jobs created/retained, capital infusion data, new business starts, number of training sessions and events conducted, and the total number of training/event participants. Additionally, the following metrics will be provided for the MWBC Shop Local program: count of businesses participating in each cohort, count of businesses that graduate from each cohort, number of counseling sessions each business receives, number of training sessions conducted for each cohort, number of events held by each cohort, monthly sales generated by each business, and the number of businesses that open a brick-and-mortar location and/or online store following graduation.

### **Statement of Need**

With recent funding changes impacting MWBC, we are facing a significant loss of capacity. Specifically, Prince George's County did not fund the program for FY24, despite providing \$40,000 to \$45,000 annually from FY18 to FY23. Consequently, there is a projected -40% decrease in Prince George's County clients served and a -59% decrease in counseling sessions. Additionally, MWBC has observed a 73% increase in Bowie clients counseled since FY21, highlighting the need for expanded capacity. Therefore, we kindly request your consideration of our proposal to allocate additional funding for a full-time business counselor position, ensuring continued support for small businesses and entrepreneurs in Bowie.

Thank you for your leadership and support.

Sincerely,



Danette Nguyen  
Managing Director  
Maryland Women's Business Center

cc: Cindy Rivarde, CEO for REDI  
Francisco Cartagena, Program Manager



## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** CIP Projects Funding

**DATE:** 05/30/2024

---

**ATTACHMENTS:** 1. 20240603 - Drawdown CIP Projects

**CITY OF BOWIE, MARYLAND**  
**LIST OF PROJECTS FUNDED BY THE 2019 BOND PROCEEDS**

Districts

|    | City Assets                               | FY2022           | FY2022              | FY2023              | FY2024            | Total Spent         | Balance             |
|----|-------------------------------------------|------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
|    | 10165 Williams Plains House               | 375,000          | -                   | -                   | -                 | -                   | 375,000.00          |
|    | 10166 Emergency Efficiency Improvements   | 10,000           | 10,000.00           | -                   | -                 | 10,000.00           | -                   |
|    | 10181 Land Acquisition                    | 19,200           | -                   | 2,646.91            | -                 | 2,646.91            | 16,553.09           |
| 3A | 10186 Gymnasium                           | 701,900          | 701,900.00          | -                   | -                 | 701,900.00          | -                   |
| 3B | 10192 City Hall                           | 121,900          | 60,550.00           | 65,243.00           | -                 | 125,793.00          | (3,893.00)          |
| 1B | 10314 Solid Waste Administration Facility | 11,100           | -                   | 11,100.00           | -                 | 11,100.00           | -                   |
| 1B | 10315 Public Works Main Facility          | 589,900          | 248,155.00          | 10,620.83           | 1,629.90          | 260,405.73          | 329,494.27          |
|    | 10319 Hiker/Biker Trail System            | 363,300          | 39,705.50           | -                   | -                 | 39,705.50           | 323,594.50          |
|    | 10321 The Bowie Heritage Trail            | 30,000           | 30,000.00           | -                   | -                 | 30,000.00           | -                   |
|    | 10326 Chesapeake Bay                      | 1,029,700        | 238,638.46          | 577,466.78          | 213,594.76        | 1,029,700.00        | -                   |
|    | 10333 Facility Preventive Maintenance     | 738,900          | 738,900.00          | -                   | -                 | 738,900.00          | -                   |
|    | 10336 Stormwater Management               | 112,100          | 60,725.00           | 11,842.44           | 12,914.17         | 85,481.61           | 26,618.39           |
| 3A | 10515 Allen Pond Park                     | 15,000           | 2,940.00            | -                   | 6,975.54          | 9,915.54            | 5,084.46            |
| 2B | 10516 Belair Mansion                      | 69,500           | 46,642.76           | 5,157.03            | 17,700.21         | 69,500.00           | -                   |
| 2B | 10519 Belair Stables                      | 12,500           | 750.00              | 11,750.00           | -                 | 12,500.00           | -                   |
| 2B | 10521 Whitmarsh Park                      | 210,200          | 100,392.00          | 62,076.25           | -                 | 162,468.25          | 47,731.75           |
| 3A | 10532 Ice Arena                           | 82,500           | 22,750.00           | 3,657.00            | 56,093.00         | 82,500.00           | -                   |
| 4B | 10536 Church Road Park                    | 175,000          | -                   | 118,572.00          | -                 | 118,572.00          | 56,428.00           |
| 1A | 10545 Golf Course                         | 2,240,000        | 42,500.00           | 1,489,614.41        | 330,325.88        | 1,862,440.29        | 377,559.71          |
| 3B | 10549 Centennial Park                     | 10,000           | -                   | -                   | -                 | -                   | 10,000.00           |
|    |                                           | <u>6,917,700</u> | <u>2,344,548.72</u> | <u>2,369,746.65</u> | <u>639,233.46</u> | <u>5,353,528.83</u> | <u>1,564,171.17</u> |

|    | City Assets                                           | FY2023           | FY2023     | FY2024              | Total Spent         | Balance             |
|----|-------------------------------------------------------|------------------|------------|---------------------|---------------------|---------------------|
|    | 10164 Facility Security                               | 500,000          | 153,497.47 | 346,502.53          | 500,000.00          | -                   |
|    | 10166 Energy Efficiency Improvements                  | 40,500           | -          | -                   | -                   | 40,500.00           |
|    | 10178 Emergency Operations Center                     | 50,000           | -          | 6,720.00            | 6,720.00            | 43,280.00           |
|    | 10181 Reserve for Land Acquisition                    | 19,200           | 19,200.00  | -                   | 19,200.00           | -                   |
| 3A | 10184 Senior Center                                   | 105,000          | -          | 105,000.00          | 105,000.00          | -                   |
| 2B | 10187 Kenhill Center                                  | 194,700          | 2,995.00   | 191,705.00          | 194,700.00          | -                   |
| 3B | 10192 City Hall                                       | 25,000           | 25,000.00  | -                   | 25,000.00           | -                   |
| 1B | 10314 Solid Waste Administration Facility             | 50,500           | 25,250.00  | -                   | 25,250.00           | 25,250.00           |
| 1B | 10315 Public Works Main Facility                      | 242,100          | -          | -                   | -                   | 242,100.00          |
|    | 10319 Hiker-Biker Trails                              | 69,700           | -          | -                   | -                   | 69,700.00           |
|    | 10321 Bowie Heritage Trail                            | 30,000           | 7,975.00   | -                   | 7,975.00            | 22,025.00           |
|    | 10322 Trails Master Plan                              | 125,000          | -          | 59,254.95           | 59,254.95           | 65,745.05           |
|    | 10326 Chesapeake Bay                                  | 2,191,600        | 17,907.81  | 52,156.94           | 70,064.75           | 2,121,535.25        |
|    | 10333 Facility Preventive Maintenance                 | 746,600          | 746,000.00 | -                   | 746,000.00          | 600.00              |
|    | 10336 Stormwater Management                           | 348,500          | 5,859.10   | -                   | 5,859.10            | 342,640.90          |
|    | 10337 Sediment Control Reserve - Gateway Center       | 36,900           | -          | -                   | -                   | 36,900.00           |
|    | 10339 Sediment Control Reserve -Melford               | 126,300          | -          | -                   | -                   | 126,300.00          |
|    | 10344 Sediment Control Reserve - Centennial Park      | 57,600           | -          | -                   | -                   | 57,600.00           |
|    | 10371 Sediment Control Reserve - Pin Oak Plaza        | 5,200            | -          | -                   | -                   | 5,200.00            |
|    | 10373 Sediment Control Reserve - Elder Oaks           | 2,900            | -          | -                   | -                   | 2,900.00            |
|    | 10375 Sediment Control Reserve - Collington           | 5,500            | -          | -                   | -                   | 5,500.00            |
|    | 10376 Sediment Control Reserve - Covington City Share | 15,200           | -          | -                   | -                   | 15,200.00           |
| 2B | 10511 Play House                                      | 182,400          | 32,139.50  | 131,994.00          | 164,133.50          | 18,266.50           |
| 3A | 10515 Allen Pond Park                                 | 1,300            | -          | -                   | -                   | 1,300.00            |
| 2B | 10516 Belair Mansion                                  | 30,000           | -          | 30,000.00           | 30,000.00           | -                   |
| 2B | 10519 Belair Stable Museums                           | 23,900           | 13,760.42  | 10,139.58           | 23,900.00           | -                   |
| 4A | 10524 Glen Allen Park                                 | 225,000          | 225,000.00 | -                   | 225,000.00          | -                   |
| 3A | 10532 Bowie Ice Arena                                 | 740,300          | -          | 740,300.00          | 740,300.00          | -                   |
|    | 10538 Parks & Grounds Annex                           | 80,000           | 16,215.00  | 27,700.00           | 43,915.00           | 36,085.00           |
|    | 10544 Public Art                                      | 25,000           | 24,150.00  | -                   | 24,150.00           | 850.00              |
| 1A | 10545 Bowie Golf Course                               | 2,355,000        | 177,849.16 | -                   | 177,849.16          | 2,177,150.84        |
|    |                                                       | <u>8,650,900</u> | <u>-</u>   | <u>1,492,798.46</u> | <u>1,701,473.00</u> | <u>5,456,628.54</u> |

|                                  |                        |                |
|----------------------------------|------------------------|----------------|
| Recap:                           |                        |                |
| Cash remaining after settlement: | \$ 18,518,083.68       |                |
| Drawdown in FY2022               | (1,307,882.40)         |                |
| Drawdown in FY2023               | (3,116,545.11)         | (8,547,800.29) |
| Drawdown in FY2024               | (4,123,372.78)         |                |
| Year-to-date balance             | <u>\$ 9,970,283.39</u> |                |

|                         |                        |
|-------------------------|------------------------|
| Anticipated cost FY2024 | \$ 3,660,983.39        |
| Adopted Allocation 2025 | <u>6,309,300.00</u>    |
| Fund Allocation         | <u>\$ 9,970,283.39</u> |





## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Bowie Business Incubator Update June 2024

**DATE:** 05/30/2024

---

The Executive Director of the Bowie Business Innovation Center (Bowie BIC) will provide an update on the City's business incubator located at Bowie State University.

Council appropriated \$150,000 in FY 2024, the fiscal year ending June 30, 2024, for support to the incubator.

An appropriation for incubator support in Fiscal Year 2025 is included in the recently approved FY 25 budget. Staff will work with the Bowie BIC to identify appropriate performance milestones before the disbursement of funds.

Attached are the reports received to date from the Bowie BIC.

**ATTACHMENTS:**

1. 20240603 - Bowie BIC Consolidated Reports July 2023 thru March 2024
2. 20240603 - Bowie BIC Year End Presentation



## Bowie BIC Operation's Report

July 1, 2023 -September 30, 2023

### **INCUBATOR UPDATE**

#### **July 2023**

- 8 Bowie BIC client companies in our core business accelerator program
  - 3 Resident companies
  - 6 Affiliate/Non-Resident/Graduate companies.

#### **August 2023**

- 8 Bowie BIC client companies in our core business accelerator program
  - 3 Resident companies
  - 6 Affiliate/Non-Resident/Graduate companies.

#### **September 2023**

- 8 Bowie BIC client companies in our core business accelerator program
  - 3 Resident companies
  - 6 Affiliate/Non-Resident/Graduate companies.

### **BOWIE BIC OPERATIONS UPDATE**

#### **July 2023**

*Accounting & Financial Management:* The Bowie BIC is still responding to requests for information from FS Taylor. We anticipate that we will receive a draft prior to the board meeting in July. The FY2024 budget was approved on June 14, 2023. An expense report for all FY23 8(a) COE Expenses was submitted prior to June 30, 2023. Moving forward in FY 2024 Crystal will meet monthly with Donna Bryant to reconcile financials, set up monthly approvals for financials, and review expense reports.

*HR Management:* Jordyn Young, Administrative Assistant, will take over as board secretary in July 2023.

*Legal:* Sonenthal & Overall, PC first engagement with Bowie BIC was to review and modify Bowie BIC's subcontract agreement.

*Marketing:* The Bowie BIC has hired two student interns to create a marketing and branding strategy.

#### **August 2023**

*Accounting & Financial Management:* The financial review from FS Taylor is complete. We have engaged Clifton Larsen & Allen to complete the IRS Form 990. The agreement was signed on August 10, 2023. Donna Bryant with Bryant Consulting is assisting Crystal with reconciling our financial statements monthly.

*Legal:* Sonenthal & Overall, PC first engagement with Bowie BIC was to review and modify Bowie BIC's subcontract agreement.

*Marketing:* The Bowie BIC has contracted with UKanny! Designs to provide branding and marketing strategy and website design support for the Bowie BIC and the 8(a) COE.

### **September 2023**

*Accounting & Financial Management:*

- We have submitted the requested documents to Clifton Larsen & Allen to complete IRS Form 990.
- The Annual Financial Report for SBA was submitted on September 30, 2023.
- The Bowie BIC is in search of a new banking relationship. We have requested proposals from M&T Bank and CapitalOne.
- CLA has appointed a new representative for the Bowie BIC Board of Directors, India Bascombe.

*Legal:* Nothing new to report this month.

*Marketing:* The Bowie BIC has contracted with UKanny! Designs to provide branding and marketing strategy and website design support for the Bowie BIC and the 8(a) COE.

*HR Management:* The Bowie BIC is looking to hire a part-time program manager, contractor position, to coordinate and grow the Capital Accelerator and InnovateBowie!

## **BUSINESS DEVELOPMENT**

### **July 2023**

| Fiscal Year | Funding Source | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                               |
|-------------|----------------|----------------|----------------|------------------|-------------------------------------------|------------------------------------------------------------------------------------------|
| FY23        | City of Bowie  | Approved       | \$135,000.00   | Yes              | Al Lott, City Manager, Bowie              | 6th and final payment are due once we submit our final report on July 14 <sup>th</sup> . |
| FY23        | Capital One    | Approved       | \$75,000.00    | Yes              | Dane Moist, Community Investment & Impact | Cohort 6 will begin on May 12, 2023.                                                     |



|      |                                                   |          |             |     |                                      |                                                                                |
|------|---------------------------------------------------|----------|-------------|-----|--------------------------------------|--------------------------------------------------------------------------------|
| FY23 | FSC First                                         | Approved | \$15,000.00 | No  | Shelly Gross-Wade, President & CEO   | Level Up program Cohort II begins May 31, 2023                                 |
| FY23 | EZGov Ops                                         | Approved | \$6,000.00  | Yes | Jamie Bratten, CEO                   | \$3,000 received for Cohort 5. Invoice for Cohort 6 was sent on June 29, 2023. |
| FY23 | PileroMazza                                       | Approved | \$4,000.00  | Yes | Sheryl Miller, Client Engagement     | Funding received. Second payment of 2,000 was received on July 11, 2023.       |
| FY23 | Prince George's County Council (non-departmental) | Approved | \$90,000    | Yes | Councilman Ingrid Harrison           | Received                                                                       |
| FY23 | Amazon                                            | Pending  | \$40,000.00 | No  | Patrick Phillipi, External Affairs   | Funding was approved. Funding was changed to \$30,000                          |
| FY23 | M&T Bank                                          | Approved | \$5,000.00  | Yes | John Halley, VP- Business Banking    | Funding received.                                                              |
| FY23 | County Council Member District 4                  | Pending  | \$10,000.00 | Yes | County Councilmember Ingrid Harrison | \$5,000.00 was approved and received.                                          |

### August 2023

| Fiscal Year | Funding Source | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                       |
|-------------|----------------|----------------|----------------|------------------|-------------------------------------------|------------------------------------------------------------------|
| FY24        | City of Bowie  | Approved       | \$150,000.00   | No               | Al Lott, City Manager, Bowie              | Grant Award for FY 24                                            |
| FY24        | Capital One    | Approved       | \$175,000.00   | Yes              | Dane Moist, Community Investment & Impact | Expansion of the 8(a) Accelerator to include 3 cohorts per year. |

|           |                                                   |                |                |                  |                                              |                                                                                                                    |
|-----------|---------------------------------------------------|----------------|----------------|------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| FY24      | FSC First                                         | Approved       | \$25,000.00    | No               | Yakita Wilkinson, Level Up Manager           | The increase in funding will be used to create our new Capital Accelerator.                                        |
| FY24      | EZGov Ops                                         | TBD            |                |                  | Jamie Bratten, CEO                           | Meeting with Jamie                                                                                                 |
| FY24      | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement             |                                                                                                                    |
| FY24      | Prince George's County Council (non-departmental) |                | \$100,000      |                  |                                              | Application submitted in May 2023                                                                                  |
| FY24      | Amazon                                            |                | \$40,000.00    |                  | Patrick Phillipi, External Affairs           | FY 23 funding was received in July 2023. FY 24 has yet to be determined. InnovateBowie! 2023 was on Sept. 7, 2023. |
| FY24      | M&T Bank                                          |                | \$5,000.00     |                  | John Halley, VP-Business Banking             | Rolling applications                                                                                               |
| FY24      | County Council Member District 4                  |                | TBD            |                  | County Councilmember Ingrid Harrison         |                                                                                                                    |
| Prospects | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                          | Next Steps                                                                                                         |
| FY24      | Clifton Larson Allen                              | Received       | \$15,000.00    |                  | Sarah Curfman                                | Bi-annual submission                                                                                               |
| FY24      | Truist Bank                                       |                | TBD            |                  | Trusit Foundation                            | TBD                                                                                                                |
| FY24      | Citi Foundation                                   |                | TBD            |                  | Reginal Exum, Citi Foundation                | Tabled                                                                                                             |
| FY24      | Bank of America                                   |                | TBD            |                  | Foundation                                   | Tabled                                                                                                             |
| FY23      | Wells Fargo Bank                                  |                | TBD            |                  | Wells Fargo Foundation/Community Giving      | Tabled                                                                                                             |
| FY23      | State Farm                                        |                | TBD            |                  | Dwayne Redd, Corporate Responsibility for MD | Tabled                                                                                                             |

|      |                           |  |            |  |                     |  |
|------|---------------------------|--|------------|--|---------------------|--|
| FY24 | Nolan McKenzie Consulting |  | \$2,500.00 |  | QC Jones, President |  |
|------|---------------------------|--|------------|--|---------------------|--|

### September 2023

| Fiscal Year | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                                         |
|-------------|---------------------------------------------------|----------------|----------------|------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| FY24        | City of Bowie                                     | Approved       | \$150,000.00   | Yes              | Al Lott, City Manager, Bowie              | <i>Initial Payment of \$20,000 received in August 2023</i>                                                                         |
| FY24        | Capital One                                       | Approved       | \$175,000.00   | Yes              | Dane Moist, Community Investment & Impact | Expansion of the 8(a) Accelerator to include 3 cohorts per year.                                                                   |
| FY24        | FSC First                                         | Approved       | \$25,000.00    | No               | Yakita Wilkinson, Level Up Manager        | <i>The increase in funding will be used to create our new Capital Accelerator.</i>                                                 |
| FY24        | EZGov Ops                                         | TBD            |                |                  | Jamie Bratten, CEO                        | <i>Meeting with Jamie</i>                                                                                                          |
| FY24        | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement          |                                                                                                                                    |
| FY24        | Prince George's County Council (non-departmental) |                | \$100,000      |                  |                                           | <i>Application submitted in May 2023</i>                                                                                           |
| FY24        | Amazon                                            |                | \$40,000.00    |                  | Patrick Phillipi, External Affairs        | <i>FY 23 \$30,000 funding was received in July 2023. FY 24 has yet to be determined. InnovateBowie! 2023 was on Sept. 7, 2023.</i> |
| FY24        | M&T Bank                                          |                | \$5,000.00     |                  | John Halley, VP-Business Banking          | <i>Rolling applications</i>                                                                                                        |



|           |                                     |                |                   |                     |                                               |                                          |
|-----------|-------------------------------------|----------------|-------------------|---------------------|-----------------------------------------------|------------------------------------------|
| FY24      | County Council<br>Member District 4 |                | \$10,000          |                     | County Councilmember<br>Ingrid Harrison       | Phase I Applications<br>due Nov. 3, 2023 |
| Prospects | Funding Source                      | Current Status | Funding<br>Amount | Funding<br>received | POC                                           | Next Steps                               |
| FY24      | Clifton Larson Allen                | Received       | \$15,000.00       |                     | Sarah Curfman                                 | Bi-annual submission                     |
| FY24      | Truist Bank                         |                | TBD               |                     | Trusit Foundation                             | TBD                                      |
| FY24      | Citi Foundation                     |                | TBD               |                     | Reginal Exum, Citi<br>Foundation              | Tabled                                   |
| FY24      | Bank of America                     |                | TBD               |                     | Foundation                                    | Tabled                                   |
| FY23      | Wells Fargo Bank                    |                | TBD               |                     | Wells Fargo<br>Foundation/Community<br>Giving | Tabled                                   |

## **PROGRAM UPDATES**

### **July 2023**

#### *8(a) Center of Excellence*

- Program Project Plan and Timeline was completed and submitted to the Board on May 26, 2023.
- BSU's subcontract agreement was approved by the board and submitted to BSU for signature on June 14, 2023.
- The Bowie BIC is searching for a project manager. In the meantime, the ED will serve as the interim Project Manager. See below 3<sup>rd</sup> & 4<sup>th</sup> Quarter task.

#### **3<sup>rd</sup> QUARTER**

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| ○ <b>Identify key personnel roles &amp; responsibilities</b>                                  |
| ○ Schedule Kick-off Meeting                                                                   |
| ○ Select agreement with vendor(s) for training curriculum and to provide technical assistance |
| ○ Promote and recruit 8(a) firms to participate in the 8(a) COE                               |

4<sup>th</sup> QUARTER

|                                                                                   |
|-----------------------------------------------------------------------------------|
| <b>Secure vendor to design and manage online platform resources clearinghouse</b> |
| Collect requirements for online resources/clearinghouse platform                  |
| Identify advisory board                                                           |
| Assess BSU capabilities                                                           |
| Recruit first 8(a) firms                                                          |
| BSU to select 8(a) business partners                                              |

- 8(a) COE is open to all 8(a) firms. However, cohort 5 & 6 will be the first to partake in 8(a) COE activities.

*8(a) Accelerator*

Capital approved for the Bowie BIC to apply to receive \$150,000.00 funding for FY24.

Tentative date for cohort 6 debriefing on August 3, 2023.

## Fall Session

- Briefing – Sept 29<sup>th</sup>
- Sessions – October 13<sup>th</sup> - November 17<sup>th</sup>
- Procurement Day – December 1<sup>st</sup>
- Holiday Connections – Thursday, December 7<sup>th</sup>

### **Scale Up Accelerator** *sponsored by Level Up*

There were 15 participants in spring 2023. We are scheduling a meeting with FSC First to discuss expanding the program and additional grant opportunities.

### *Bowie BIC Membership Program*

*Antoinette Smith, Membership Program Manager, is reaching out to all Bowie BIC members and 8(a) Accelerator Alumni to collect the following data on a quarterly basis:*

- How many years have you been in business?
- Where is your office located?
- How many employees do you have?
- What is your total revenue for 2023 to date?
- How many government contracts do you currently have?
- How many contracts have you received since joining the program?
- What is the revenue generated since you joined the program?

### *8(a) Accelerator Participants Only*

- Do you use EZGov Opps? If not, why not?
- If not, what GovCon Marketing tool are you using?
- Are there any additional tools and/or resources you need to help you pursue federal government contracts?

The Membership Program Manager is available to meet with Bowie BIC Members and 8(a) Accelerator Alum to develop a growth strategy, discuss challenges, share successes, and access resources.

The Bowie BIC's first report on members and clients is due July 17, 2023.

The Bowie BIC's first quarterly networking event, Lunch & Connections, will be held on Thursday, July 13, 2023, at the ELLC at 11:30 am – 1:00 pm.

## **August 2023**

### *8(a) Center of Excellence*



- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.  
New Hire—Angie Duncanson, Program Manager
- SBA Report due 9/30/23
- GAO Site Visit on 9/25/23
- Updated Project Plan
- Recommendation for moving forward.
- Anticipated Launch—October 1, 2023

#### *8(a) Accelerator*

- Capital One Funding received for FY24--\$175,000.00.
- Three cohorts a year
- Expanding from 6 weeks to 7 weeks
- Integrating Growth Wheel CRM into the program
- Expanding outside of the Washington Metropolitan Region.
- Fall Cohort 7 dates.
  - Fall Session
  - Briefing – Sept 22<sup>nd</sup>
  - Sessions – October 6<sup>th</sup> - November 17<sup>th</sup>
  - Holiday Connections – Thursday, December 7<sup>th</sup>

#### **Scale Up Accelerator** *sponsored by Level Up*

- Received new funding to support a new Accelerator focused on Access to Capital.
- New name, Capital Accelerator
- Funders—FSC First (\$25,000) and Clifton, Larsen, and Allen (\$15,000)
- Capital One Accelerator Summary
  - Twice a year kick off with a four week Scale Up program.
  - Following training and one-on-one advisory services (Open Doors) in the following topic areas:
  - QuickBooks, Accounting Setup, Pricing, Credit and Access to Capital

#### **Bowie BIC Membership Program**

- Monthly Growth Coaching Services
- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.
  - Bowie Business Spotlight
  - Free 3-month membership

- Featured at our next networking event.
- Data Collection and Analysis

## September 2023

### *8(a) Center of Excellence*

- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.
- SBA Report submitted 9/30/23.
- GAO Site Visit completed.
- Updated Project Plan
- Anticipated Launch—October 18, 2023

### *8(a) Accelerator*

- Capital One Funding received for FY24--\$175,000.00.
- Three cohorts a year (fall, spring, summer)
- Expanding from 6 weeks to 7 weeks
- Integrating Growth Wheel CRM into the program
- Expanding outside of the Washington Metropolitan Region.
- Fall Cohort 7 dates.
  - Fall Session
  - Briefing – Sept 29<sup>th</sup>
  - Sessions – October 13<sup>th</sup> – December 1st
  - Holiday Connections – Thursday, December 7<sup>th</sup>

### **Capital Accelerator** *sponsored by Level Up*

- Received new funding to support a new Accelerator focused on Access to Capital.
- New name, Capital Accelerator
- Funders—FSC First (\$25,000) and Clifton, Larsen, and Allen (\$15,000)
- Capital One Accelerator Summary
  - Twice a year kick off with a four week Scale Up program.
  - Following training and one-on-one advisory services (Open Doors) in the following topic areas:
  - QuickBooks, Accounting Setup, Pricing, Credit and Access to Capital

### **Bowie BIC Membership Program**

- Monthly Growth Coaching Services
- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.

- Bowie Business Spotlight
- Free 3-month membership
- Featured at our next networking event.
- Data Collection and Analysis

### *Client Counseling & Training*

#### **July 2023**

| <b>Dates</b> | <b>July<br/>Training/Counseling/Events</b> | <b>Instructor/Program</b>                    | <b>Attendees</b> |
|--------------|--------------------------------------------|----------------------------------------------|------------------|
| July 10      | Gov/Con Pricing Open Door                  | Annette Johnson,<br>CMT Services             | 7                |
| July 18      | Getting Business Credit/Funding Workshop   | Allison Bennett,<br>Business Wealth Builders | 5                |
| July 20      | Coffee and Connections                     | Samantha Zarnes, MWBC                        | 3                |
| July 20      | Women in Business Virtual Networking       | Samantha Zarnes, MWBC                        | 12               |
| July 25      | Getting Business Credit/Funding Workshop   | Allison Bennett,<br>Business Wealth Builders | 3                |
| July 25      | TEDCO Open Door                            | Malcom Tyson, TEDCO                          | 1                |
| July 26      | Quick Books Open Door                      | Donna Bryant,<br>D Bryant Consulting         | 3                |
|              | MWBC Counseling                            | Samantha Zarnes, MWBC                        | 19               |
|              | PTAC Counseling                            | PTAC                                         | N/A              |
|              | SBDC Counseling                            | Mark Wells/SBDC                              | 86               |
|              | <b>Total</b>                               |                                              | <b>139</b>       |

#### **August 2023**

| <b>Dates</b> | <b>August<br/>Training/Counseling/Events</b>                     | <b>Instructor/Program</b> | <b>Attendees</b> |
|--------------|------------------------------------------------------------------|---------------------------|------------------|
| August 17th  | Women in Business Virtual Networking -<br>Prince George's County | Samantha Zarnes, MWBC     | 20               |
|              | MWBC Counseling                                                  | Samantha Zarnes, MWBC     | 10               |
|              | PTAC Counseling                                                  | PTAC                      | N/A              |
|              | SBDC Counseling                                                  | Mark Wells, SBDC          | 110              |
|              |                                                                  |                           |                  |



|  |              |  |            |
|--|--------------|--|------------|
|  | <b>Total</b> |  | <b>140</b> |
|--|--------------|--|------------|

## September 2023

| <b>Dates</b> | <b>September Training/Counseling/Events</b> | <b>Instructor/Program</b>         | <b>Attendees</b> |
|--------------|---------------------------------------------|-----------------------------------|------------------|
| September 20 | Gov/Con Pricing Open Door                   | Annette Johnson, CMT Services     | 8                |
| September 21 | Sales Strategies Open Door                  | Thomas Ellis, EWC Consultant      | 8                |
| September 21 | Women in Business Virtual Networking        | Samantha Zarnes, MWBC             | 7                |
| September 27 | TEDCO Open Door                             | Malcom Tyson, TEDCO               | 2                |
| September 28 | Quick Books Open Door                       | Donna Bryant, D Bryant Consulting | 6                |
|              | MWBC Counseling                             | Samantha Zarnes, MWBC             | 4                |
|              | PTAC Counseling                             | PTAC                              | N/A              |
|              | SBDC Counseling                             | Mark Wells/SBDC                   | 76               |
|              | <b>Total</b>                                |                                   | <b>110</b>       |

## CLIENT SERVICES/EVENTS

### July 2023

- The Executive Director entered a partnership with 8(a) Strategies to offer mentor- protégé training.
- Executive Director coordinated 8(a) COE Strategy meeting with SBA Washington Metro District team.
- Executive Director attended the Capital One Pro Bono Information Session.
- The Bowie BIC hosted our first quarter Lunch and Connections networking event.
- Executive Director co-facilitated the Bowie BIC Board meeting.
- Executive Director submitted final report to the City of Bowie for FY23.
- The Executive Director met with FSC First to discuss expanding the Scale Up Accelerator.
- The executive director met with Amazon's community relations representative to discuss sponsoring InnovateBowie! 2023.

### August 2023

- Monday meetings with the Team.
- Meetings with 8(a) Strategies to discuss partnering with the 8(a) COE to offer SBA Mentor Protégé workshops.
- Completed final report for City of Bowie.

- Attended the Capital One Pro Bono Information Session
- Bowie BIC Migration to Microsoft Exchange.
- Bowie BIC hosted the first quarter networking event—Lunch & Connections.
- Met with FSC First to discuss expanding the Scale Up Accelerator.
- The Executive Director met with Nolan McKenzie Consulting to discuss 8(a) Accelerator.
- Executive Director attended the SizeUp Training Webinar recommended by John Henry King.
- Team met with UKanny! Designs to discuss Bowie BIC and 8(a) COE branding and storytelling strategy.
- Executive Director attended CLA’s Federal Funding Webinar.
- The Executive Director met with the Greater Bowie Chamber of Commerce.
- Team met with SBA 8(a) team to debrief on the last 8(a) Accelerator.
- Executive Director attended the BSU Bulldog Pitch Competition.
- Executive Director met with Simply Pure owner and president.
- The team conducted a walk-thru at the City of Bowie for InnovateBOWIE! 2023.
- Website training and discussion with UENI.
- The Executive Director met with the new program manager for the 8(a) COE to discuss the project plan, timeline, and report.
- Finalized the Prince George’s County Non-Departmental Semi-Annual Report.

## **September 2023**

- Monday meetings with the Team.
- Submitted semi-annual report to Prince George’s County Council for FY23 Non-departmental grant.
- Met with Michael Oleru and Wanda Rogers with the Greater Bowie Chamber of Commerce.
- Lunch meeting with Nolan McKenzie Consulting
- Facilitated 8(a) Accelerator debrief for SBA Team.
- Attended the BSU Bulldog Pitch Competition.
- Hosted Marketing Kick-off Meeting with Ukanny Designs and Marketing Interns.
- The Executive Director met with Nolan McKenzie Consulting to discuss 8(a) Accelerator.
- Met with Kathy Yorkshire, owner of Simply Pure and Authentic.
- Attended walk-through at City Hall for InnovateBowie! 2023
- Attended CRM training with GrowthWheel.
- Met with 8(a) COE team regarding next steps.
- Attended 8(a) Accelerator Prep Sessions.
- Met Danette Nguyen with the MWBC.
- Met with Bernadett Clay, Owner of Bles Suites.
- Attended Bowie BIC Branding Review.
- Presented at InnovateBowie! 2023.
- Bi-weekly meetings with Larry Webb, SBA District Director
- Met with Cy Alba and Meghan Leemon to discuss the status of the 8(a) program.
- Hosted first annual staff retreat in Deep Creek, MD.
- Hosted 8(a) COE workshop at BSU’s HBCU Conference.

- Met with GAO Site Visit Team.
- Submitted SBA Annual Report for the 8(a) COE
- Coordinated a discovery meeting with Maryland Department of Commerce to discuss partnership and funding opportunities.
- Attended an introductory meeting with ZRO International
- Met with Donna Bryant to review SBA financials and complete the SF 425
- Attended the CRMSDC Partnership Capital Readiness Briefing

## **BSU PARTNERSHIP**

### **July 2023**

BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.

### **August 2023**

BSU wants to revisit the roles and responsibilities for the 8(a) COE program. This may impact the project plan, budget, and timeline.

BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.

### **September 2023**

- BSU subcontract agreement was resubmitted to BSU for signature.
- BSU wants to revisit the roles and responsibilities for the 8(a) COE program. This may impact the project plan, budget, and timeline.
- BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.



09/11/23

Accrual Basis

## Profit &amp; Loss

July 2023

|                                                         | Cohort&         | Head Quart...     | TOTAL             |
|---------------------------------------------------------|-----------------|-------------------|-------------------|
| <b>Income</b>                                           |                 |                   |                   |
| 43500 • Direct Corporate Sponsorship                    | 3,250.00        | 0.00              | 3,250.00          |
| 45500 • Tenant Rental Income                            | 0.00            | 2,150.00          | 2,150.00          |
| 45510 • Affiliate Client Fees                           | 0.00            | 1,225.00          | 1,225.00          |
| <b>Total Income</b>                                     | <b>3,250.00</b> | <b>3,375.00</b>   | <b>6,625.00</b>   |
| <b>Gross Profit</b>                                     | <b>3,250.00</b> | <b>3,375.00</b>   | <b>6,625.00</b>   |
| <b>Expense</b>                                          |                 |                   |                   |
| 60500 • Gen. & Administrative Expenses                  |                 |                   |                   |
| 60551 • Executive Director Salary                       | 0.00            | 11,172.38         | 11,172.38         |
| 60552 • Operations Director Salary                      | 0.00            | 6,246.14          | 6,246.14          |
| 60553 • Membership Program Mgr Salary                   | 0.00            | 2,692.30          | 2,692.30          |
| 60554 • Administrative Assistant Salary                 | 0.00            | 3,615.40          | 3,615.40          |
| 60559 • Student Entrepreneurship/Intern                 | 0.00            | 1,800.00          | 1,800.00          |
| 60660 • Employee Benefits                               |                 |                   |                   |
| 60661 • Medical Insurance                               | 0.00            | 280.68            | 280.68            |
| 60662 • Dental Insurance                                | 0.00            | 131.30            | 131.30            |
| 60663 • Vision Insurance                                | 0.00            | 7.50              | 7.50              |
| 60660 • Employee Benefits - Other                       | 0.00            | 534.16            | 534.16            |
| <b>Total 60660 • Employee Benefits</b>                  | <b>0.00</b>     | <b>953.64</b>     | <b>953.64</b>     |
| 60700 • Payroll Expenses                                |                 |                   |                   |
| 60725 • Payroll Fees                                    | 0.00            | 923.08            | 923.08            |
| 60750 • FICA/Social Security                            | 0.00            | 1,952.77          | 1,952.77          |
| 60800 • SUTA                                            | 0.00            | 365.77            | 365.77            |
| 60825 • FUTA                                            | 0.00            | 10.44             | 10.44             |
| 60700 • Payroll Expenses - Other                        | 0.00            | 100.00            | 100.00            |
| <b>Total 60700 • Payroll Expenses</b>                   | <b>0.00</b>     | <b>3,352.06</b>   | <b>3,352.06</b>   |
| <b>Total 60500 • Gen. &amp; Administrative Expenses</b> | <b>0.00</b>     | <b>29,831.92</b>  | <b>29,831.92</b>  |
| 62800 • Facilities and Equipment                        |                 |                   |                   |
| 62810 • Depr and Amort-Allowable                        | 0.00            | 97.26             | 97.26             |
| 62845 • Computer/Equipment Install Svcs                 | 0.00            | 1,245.83          | 1,245.83          |
| 62871 • Liability Insurance                             | 0.00            | 1,648.00          | 1,648.00          |
| 62890 • Rent                                            | 0.00            | 3,583.33          | 3,583.33          |
| <b>Total 62800 • Facilities and Equipment</b>           | <b>0.00</b>     | <b>6,574.42</b>   | <b>6,574.42</b>   |
| 62860 • Software licenses expense                       | 0.00            | 12.50             | 12.50             |
| 65000 • Operations                                      |                 |                   |                   |
| 65010 • Books, Subscriptions, Reference                 | 0.00            | 577.56            | 577.56            |
| 65020 • Postage, Mailing Service                        | 0.00            | 7.60              | 7.60              |
| 65040 • Supplies                                        | 0.00            | 120.94            | 120.94            |
| 65050 • Telephone, Telecom                              | 0.00            | 168.73            | 168.73            |
| 65060 • Internet Expense                                | 0.00            | 357.50            | 357.50            |
| <b>Total 65000 • Operations</b>                         | <b>0.00</b>     | <b>1,232.33</b>   | <b>1,232.33</b>   |
| 65100 • Marketing Expense                               |                 |                   |                   |
| 65170 • Entrepreneur Event Catering                     | 0.00            | 400.00            | 400.00            |
| <b>Total 65100 • Marketing Expense</b>                  | <b>0.00</b>     | <b>400.00</b>     | <b>400.00</b>     |
| 66100 • Other Expenses                                  | 0.00            | 126.04            | 126.04            |
| <b>Total Expense</b>                                    | <b>0.00</b>     | <b>38,177.21</b>  | <b>38,177.21</b>  |
| <b>Net Income</b>                                       | <b>3,250.00</b> | <b>-34,802.21</b> | <b>-31,552.21</b> |

11:13AM  
09/11/23  
Accrual Basis

Bowie Business Innovation Center (Bowie BIC)  
Profit & Loss - Month by Month  
July 2023

---

|                                        | <u>TOTAL</u>   |
|----------------------------------------|----------------|
| Income                                 |                |
| 43500 • Direct Corporate Sponsorship   | 223,250        |
| 45500 • Tenant Rental Income           | 2,150          |
| 45510 • Affiliate Client Fees          | 925            |
|                                        | <hr/>          |
| Total Income                           | <u>226,325</u> |
| Gross Profit                           | 226,325        |
| Expense                                |                |
| 60500 • Gen. & Administrative Expenses | 29,832         |
| 60850 • Contract Services              | 7,107          |
| 62800 • Facilities and Equipment       | 6,574          |
| 62860 • Software licenses expense      | 2,013          |
| 65000 • Operations                     | 1,232          |
| 65100 • Marketing Expense              | 400            |
| 66100 • Other Expenses                 | 1,151          |
|                                        | <hr/>          |
| Total Expense                          | <u>48,309</u>  |
| Net Income                             | <u>178,016</u> |

# Bowie Business Innovation Center (Bowie BIC)

## Profit & Loss Budget vs. Actual

July 2023

Accrual Basis

|                                         | Jul23   | Budget  | \$ Over Budget | %of Budget |
|-----------------------------------------|---------|---------|----------------|------------|
| Income                                  |         |         |                |            |
| 43400 • Direct Public Support           | 0       | 20,000  | -20,000        | 0%         |
| 43440 • BSU Grant Contributions         | 0       | 0       | 0              | 0%         |
| 43447 • In Kind Con - Corporate         | 0       | 0       | 0              | 0%         |
| 43500 • Direct Corporate Sponsorship    | 223,250 | 0       | 223,250        | 100%       |
| 44300 • Rent Relief                     | 0       | 0       | 0              | 0%         |
| 45000 • Investments                     | 0       | 42      | -42            | 0%         |
| 45200 • Other Client Fees               | 0       | 0       | 0              | 0%         |
| 45500 • Tenant Rental Income            | 2,150   | 2,413   | -263           | 89%        |
| 45510 • Affiliate Client Fees           | 925     | 1,525   | -600           | 61%        |
| 45515 • 8(a) Program Fees               | 0       | 0       | 0              | 0%         |
| 45520 • Client Participating Fee Income | 0       | 0       | 0              | 0%         |
| 45530 • Event Sponsorships              | 0       | 1,833   | -1,833         | 0%         |
| 47200 • Other Program Income            | 0       | 1,235   | -1,235         | 0%         |
| 48000 • COE Revenue                     | 0       | 83,333  | -83,333        | 0%         |
| 49000 • COE Cost Recovery               | 0       | 0       | 0              | 0%         |
| Total Income                            | 226,325 | 110,381 | 115,944        | 205%       |
| Cost of Goods Sold                      |         |         |                |            |
| 50000 • Cost of Goods Sold              | 0       | 0       | 0              | 0%         |
| Total COGS                              | 0       | 0       | 0              | 0%         |
| Gross Profit                            | 226,325 | 110,381 | 115,944        | 205%       |
| Expense                                 |         |         |                |            |
| 60500 • Gen. & Administrative Expenses  | 29,832  | 25,696  | 4,135          | 116%       |
| 60850 • Contract Services               | 7,107   | 8,750   | -1,643         | 81%        |
| 62145 • Bad Debt Expense                | 0       | 0       | 0              | 0%         |
| 62155 • BSU EIC Activity Support        | 0       | 0       | 0              | 0%         |
| 62800 • Facilities and Equipment        | 6,574   | 5,710   | 865            | 115%       |
| 62860 • Software licenses expense       | 2,013   | 768     | 1,245          | 262%       |
| 62880 • Website                         | 0       | 833     | -833           | 0%         |
| 65000 • Operations                      | 1,232   | 3,013   | -1,781         | 41%        |
| 65100 • Marketing Expense               | 400     | 1,917   | -1,517         | 21%        |
| 65130 • Membership Expense              | 0       | 125     | -125           | 0%         |
| 65140 • BSU Lecture Series Expense      | 0       | 0       | 0              | 0%         |
| 66100 • Other Expenses                  | 1,151   | 42      | 1,109          | 2,761%     |
| 66900 • Reconciliation Discrepancies    | 0       | 0       | 0              | 0%         |
| 68300 • Travel and Meetings             | 0       | 567     | -567           | 0%         |
| 69000 • COE Expense                     | 0       | 54,228  | -54,228        | 0%         |
| Total Expense                           | 48,309  | 101,649 | -53,340        | 48%        |
| Net Income                              | 178,016 | 8,732   | 169,285        | 2,039%     |



10:08 AM

Bowie Business Innovation Center (**Bowie BIC**)

09/11/23

## Balance Sheet

Accrual Basis

As of June 30, 2023

|                                         | Jun 30, 23 |
|-----------------------------------------|------------|
| ASSETS                                  |            |
| Current Assets                          |            |
| Checking/Savings                        |            |
| 10000 • WesBanco <b>Money Market</b>    | 268,184    |
| 10001 • WesBanco Checking               | 12,241     |
| 10002 • WesBanco Business Builder       | 3,000,000  |
| Total Checking/Savings                  | 3,280,425  |
| Accounts Receivable                     |            |
| 11000 • Accounts Receivable             | -3,500     |
| Total Accounts Receivable               | -3,500     |
| Total Current Assets                    | 3,276,925  |
| Fixed Assets                            |            |
| 15000 • Furniture and Equipment         | 15,126     |
| 15010 • Accum Depreciation - Furn & Fix | -14,058    |
| Total Fixed Assets                      | 1,071      |
| Other Assets                            |            |
| 18700 • Security Deposits Asset         | 1,325      |
| Total Other Assets                      | 1,325      |
| TOTAL ASSETS                            | 3,279,321  |
| LIABILITIES & EQUITY                    |            |
| Liabilities                             |            |
| Current Liabilities                     |            |
| Credit Cards                            |            |
| 22000 • WesBanco Credit Card 9119 LS    | -6,828     |
| 22001 • WesBanco Credit Card 9135 CC    | 5,596      |
| 22002 • WesBanco Credit Card JL         | 1,719      |
| Total Credit Cards                      | 487        |
| Other Current Liabilities               |            |
| 21000 • BSU Accrued Rent Payable        | 13         |
| 26500 • Tenant Security Deposit         | 5,245      |
| Total Other Current Liabilities         | 5,258      |
| Total Current Liabilities               | 5,746      |
| Long Term Liabilities                   |            |
| 26600 • Advance Affiliate Fee           | 1,785      |
| Total Long Term Liabilities             | 1,785      |
| Total Liabilities                       | 7,531      |
| Equity                                  |            |
| 32000 • Unrestricted Net Assets         | 259,159    |
| Net Income                              | 3,012,631  |
| Total Equity                            | 3,271,790  |
| TOTAL LIABILITIES & EQUITY              | 3,279,321  |

## Bowie Business Innovation Center (Bowie BIC)

09/11/23

## Profit &amp; Loss

Accrual Basis

July 2022 through June 2023

|                                              | B(a) Cohort 5 | COE          | Cohort&   | Head Quart... | TOTAL        |
|----------------------------------------------|---------------|--------------|-----------|---------------|--------------|
| <b>Income</b>                                |               |              |           |               |              |
| 43400 • Direct Public Support                |               |              |           |               |              |
| 43405 • Government Grants                    |               |              |           |               |              |
| 43410 • Prince George's County               | 0.00          | 0.00         | 0.00      | 195,000.00    | 195,000.00   |
| 43415 • City of Bowie                        | 0.00          | 0.00         | 0.00      | 135,000.00    | 135,000.00   |
| 43460 • Federal                              | 0.00          | 3,000,000.00 | 0.00      | 0.00          | 3,000,000.00 |
| Total 43405 • Government Grants              | 0.00          | 3,000,000.00 | 0.00      | 330,000.00    | 3,330,000.00 |
| Total 43400 • Direct Public Support          | 0.00          | 3,000,000.00 | 0.00      | 330,000.00    | 3,330,000.00 |
| 43500 • Direct Corporate Sponsorship         | 43,750.00     | 0.00         | 37,500.00 | 5,000.00      | 86,250.00    |
| 45000 • Investments                          |               |              |           |               |              |
| 45030 • Interest-Savings                     | 0.00          | 0.00         | 0.00      | 711.04        | 711.04       |
| Total 45000 • Investments                    | 0.00          | 0.00         | 0.00      | 711.04        | 711.04       |
| 45500 • Tenant Rental Income                 | 0.00          | 0.00         | 0.00      | 26,550.00     | 26,550.00    |
| 45510 • Affiliate Client Fees                | 0.00          | 0.00         | 0.00      | 17,700.00     | 17,700.00    |
| 45515 • B(a) Program Fees                    | 6,300.00      | 0.00         | 5,950.00  | 0.00          | 12,250.00    |
| 48000 • COE Revenue                          | 0.00          | 0.00         | 0.00      | 73,506.17     | 73,506.17    |
| Total Income                                 | 50,050.00     | 3,000,000.00 | 43,450.00 | 453,467.21    | 3,546,967.21 |
| Gross Profit                                 | 50,050.00     | 3,000,000.00 | 43,450.00 | 453,467.21    | 3,546,967.21 |
| <b>Expense</b>                               |               |              |           |               |              |
| 60500 • Gen. & Administrative Expenses       |               |              |           |               |              |
| 60551 • Executive Director Salary            | 0.00          | 0.00         | 0.00      | 95,198.04     | 95,198.04    |
| 60552 • Operations Director Salary           | 0.00          | 0.00         | 0.00      | 73,846.08     | 73,846.08    |
| 60553 • Membership Program Mgr Salary        | 0.00          | 0.00         | 0.00      | 30,787.72     | 30,787.72    |
| 60554 • Administrative Assistant Salary      | 0.00          | 0.00         | 0.00      | 5,423.10      | 5,423.10     |
| 60559 • Student Entrepreneurship/Intern      | 0.00          | 0.00         | 0.00      | 2,838.75      | 2,838.75     |
| 60660 • Employee Benefits                    |               |              |           |               |              |
| 60661 • Medical Insurance                    | 0.00          | 0.00         | 0.00      | 4,911.67      | 4,911.67     |
| 60660 • Employee Benefits - Other            | 0.00          | 0.00         | 0.00      | 4,058.95      | 4,058.95     |
| Total 60660 • Employee Benefits              | 0.00          | 0.00         | 0.00      | 8,970.62      | 8,970.62     |
| 60700 • Payroll Expenses                     |               |              |           |               |              |
| 60725 • Payroll Fees                         | 0.00          | 0.00         | 0.00      | 5,451.39      | 5,451.39     |
| 60750 • FICA/Social Security                 | 0.00          | 0.00         | 0.00      | 15,667.98     | 15,667.98    |
| 60800 • SUTA                                 | 0.00          | 0.00         | 0.00      | 3,031.23      | 3,031.23     |
| 60825 • FUTA                                 | 0.00          | 0.00         | 0.00      | 1,385.00      | 1,385.00     |
| 60700 • Payroll Expenses - Other             | 0.00          | 0.00         | 0.00      | 100.00        | 100.00       |
| Total 60700 • Payroll Expenses               | 0.00          | 0.00         | 0.00      | 25,635.60     | 25,635.60    |
| 60900 • Business Expenses                    |               |              |           |               |              |
| 60910 • Worker's Compensation Insurance      | 0.00          | 0.00         | 0.00      | 552.00        | 552.00       |
| 60900 • Business Expenses - Other            | 0.00          | 0.00         | 0.00      | 275.00        | 275.00       |
| Total 60900 • Business Expenses              | 0.00          | 0.00         | 0.00      | 827.00        | 827.00       |
| 62141 • Professional Fees                    |               |              |           |               |              |
| 62143 • Legal Fees                           | 0.00          | 0.00         | 0.00      | 4,500.00      | 4,500.00     |
| Total 62141 • Professional Fees              | 0.00          | 0.00         | 0.00      | 4,500.00      | 4,500.00     |
| Total 60500 • Gen. & Administrative Expenses | 0.00          | 0.00         | 0.00      | 248,026.91    | 248,026.91   |
| 60850 • Contract Services                    | 42,000.00     | 0.00         | 33,333.35 | 75,879.63     | 151,212.98   |
| 62800 • Facilities and Equipment             |               |              |           |               |              |
| 62810 • Depr and Amort-Allowable             | 0.00          | 0.00         | 0.00      | 1,167.12      | 1,167.12     |
| 62840 • Equip Rental and Maintenance         | 0.00          | 0.00         | 0.00      | 1,355.00      | 1,355.00     |
| 62845 • Computer/Equipment Install Svcs      | 0.00          | 0.00         | 0.00      | 11,148.97     | 11,148.97    |
| 62871 • Liability Insurance                  | 0.00          | 0.00         | 0.00      | 1,580.00      | 1,580.00     |
| 62890 • Rent                                 | 0.00          | 0.00         | 0.00      | 2,999.96      | 2,999.96     |
| 62900 • Parking                              | 0.00          | 0.00         | 0.00      | 1,450.00      | 1,450.00     |

## Bowie Business Innovation Center (Bowie BIC)

09/11/23

## Profit &amp; Loss

Accrual Basis

July 2022 through June 2023

|                                           | 8(a) Cohort 5   | COE                 | Cohort&         | Head Quart... | TOTAL               |
|-------------------------------------------|-----------------|---------------------|-----------------|---------------|---------------------|
| Total 62800 • Facilities and Equipment    | 0.00            | 0.00                | 0.00            | 19,701.05     | 19,701.05           |
| 62860 • Software licenses expense         | 0.00            | 0.00                | 0.00            | 2,493.45      | 2,493.45            |
| 62880 • Website                           | 0.00            | 0.00                | 0.00            | 3,998.75      | 3,998.75            |
| 65000 • Operations                        |                 |                     |                 |               |                     |
| 65010 • Books, Subscriptions, Reference   | 0.00            | 0.00                | 0.00            | 3,257.68      | 3,257.68            |
| 65020 • Postage, Mailing Service          | 132.30          | 0.00                | 150.00          | 9.96          | 292.26              |
| 65040 • Supplies                          | 226.96          | 338.92              | 0.00            | 3,067.96      | 3,633.84            |
| 65050 • Telephone, Telecom                | 0.00            | 0.00                | 0.00            | 3,942.80      | 3,942.80            |
| 65060 • Internet Expense                  | 336.91          | 0.00                | 0.00            | 3,507.29      | 3,844.20            |
| 65000 • Operations - Other                | 0.00            | 0.00                | 0.00            | 964.00        | 964.00              |
| Total 65000 • Operations                  | 696.17          | 338.92              | 150.00          | 14,749.69     | 15,934.78           |
| 65100 • Marketing Expense                 |                 |                     |                 |               |                     |
| 65160 • Special Event Expense             | 1,718.86        | 0.00                | 0.00            | 3,955.77      | 5,674.63            |
| 65100 • Marketing Expense - Other         | 3,075.00        | 0.00                | 0.00            | 1,028.71      | 4,103.71            |
| Total 65100 • Marketing Expense           | 4,793.86        | 0.00                | 0.00            | 4,984.48      | 9,778.34            |
| 65130 • Membership Expense                | 0.00            | 0.00                | 0.00            | 1,775.00      | 1,775.00            |
| 66100 • Other Expenses                    | 0.00            | 0.00                | 0.00            | 105.16        | 105.16              |
| 68300 • Travel and Meetings               |                 |                     |                 |               |                     |
| 68310 • Meeting/Conference Registration   | 0.00            | 0.00                | 0.00            | 2,223.37      | 2,223.37            |
| 68320 • Travel - Parking & Mileage        | 0.00            | 0.00                | 0.00            | 153.89        | 153.89              |
| 68330 • Meals and Entertainment           | 0.00            | 0.00                | 0.00            | 4,689.61      | 4,689.61            |
| 68300 • Travel and Meetings - other       | 0.00            | 0.00                | 0.00            | 737.11        | 737.11              |
| Total 68300 • Travel and Meetings         | 0.00            | 0.00                | 0.00            | 7,803.98      | 7,803.98            |
| 69000 • COE Expense                       |                 |                     |                 |               |                     |
| 69100 • BIC/COE Personnel Expense         |                 |                     |                 |               |                     |
| 69106 • BIC/COE Personnel Expense Fring   | 0.00            | 0.00                | 0.00            | 2,902.21      | 2,902.21            |
| 69100 • BIC/COE Personnel Expense - Other | 0.00            | 0.00                | 0.00            | 48,252.68     | 48,252.68           |
| Total 69100 • BIC/COE Personnel Expense   | 0.00            | 0.00                | 0.00            | 51,154.89     | 51,154.89           |
| 69400 • Equipment                         | 0.00            | 0.00                | 0.00            | 3,529.69      | 3,529.69            |
| 69500 • Supplies                          | 0.00            | 0.00                | 0.00            | 658.09        | 658.09              |
| 69600 • Contract Services                 | 0.00            | 0.00                | 0.00            | 18,163.50     | 18,163.50           |
| Total 69000 • COE Expense                 | 0.00            | 0.00                | 0.00            | 73,506.17     | 73,506.17           |
| Total Expense                             | 47,490.03       | 338.92              | 33,483.35       | 453,024.27    | 534,336.57          |
| Net Income                                | <u>2,559.97</u> | <u>2,999,661.08</u> | <u>9,966.65</u> | <u>442.94</u> | <u>3,012,630.64</u> |



10:50AM

09/11/23

Accrual Basis

**Bowie Business Innovation Center (Bowie BIC)**  
**Profit & Loss - Month by Month**  
**July 2022 through June 2023**

|                                       | Jul22  | Aug22   | Sep22     | Oct22  | Nov22  | Dec22  | Jan 23 | Feb23  | Mar23  | Apr23  | May23  | Jun 23 | TOTAL     |
|---------------------------------------|--------|---------|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|
| <b>Income</b>                         |        |         |           |        |        |        |        |        |        |        |        |        |           |
| 43400 • Direct Public Support         | 0      | 100,000 | 3,010,000 | 0      | 30,000 | 30,000 | 40,000 | 0      | 90,000 | 0      | 20,000 | 10,000 | 3,330,000 |
| 43500 • Direct Corporate Sponsorship  | 0      | 0       | 75,000    | 3,000  | 5,000  | 0      | 2,000  | 0      | 0      | 0      | 1,250  | 0      | 86,250    |
| 45000 • Investments                   | 10     | 14      | 14        | 14     | 14     | 14     | 48     | 129    | 0      | 147    | 306    | 0      | 711       |
| 45500 • Tenant Rental Income          | 2,150  | 1,000   | 1,950     | 2,550  | 2,550  | 2,550  | 2,550  | 2,550  | 2,550  | 2,550  | 2,550  | 1,050  | 26,550    |
| 45510 • Affiliate Client Fees         | 1,525  | 1,525   | 1,525     | 1,525  | 2,725  | 1,525  | 1,525  | 1,225  | 1,225  | 1,225  | 1,225  | 925    | 17,700    |
| 45515 • 8(a) Program Fen              | 0      | 0       | 0         | 0      | 6,300  | 0      | 0      | 0      | 0      | 0      | 0      | 5,950  | 12,250    |
| 48000 • COE Revenue                   | 0      | 0       | 0         | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 73,506 | 73,506    |
| <b>Total Income</b>                   | 3,685  | 102,539 | 3,088,489 | 7,089  | 46,589 | 34,089 | 46,123 | 3,904  | 93,775 | 3,922  | 25,331 | 91,431 | 3,546,967 |
| <b>GrOSI Profit</b>                   | 3,685  | 102,539 | 3,088,489 | 7,089  | 46,589 | 34,089 | 46,123 | 3,904  | 93,775 | 3,922  | 25,331 | 91,431 | 3,546,967 |
| <b>Expense</b>                        |        |         |           |        |        |        |        |        |        |        |        |        |           |
| 60500 • Gen. & Administrative ExpensH | 10,268 | 7,574   | 10,303    | 19,770 | 20,533 | 19,959 | 31,920 | 12,278 | 34,691 | 26,459 | 26,922 | 27,350 | 248,027   |
| 60850 • Contrect Services             | 2,745  | 10,985  | 2,500     | 26,057 | 16,869 | 6,564  | 14,776 | 2,035  | 4,575  | 0      | 23,333 | 40,775 | 151,213   |
| 62800 • Facilities and Equipment      | 5,580  | -35,396 | 5,300     | 4,059  | 4,169  | 3,717  | 4,380  | 4,891  | 3,717  | 3,930  | 9,035  | 6,320  | 19,701    |
| 82860 • Software licenses expense     | 13     | 13      | 13        | 13     | 13     | 44     | 13     | 13     | 493    | 121    | 775    | 972    | 2,493     |
| 62880 • Website                       | 0      | 0       | 0         | 0      | 0      | 0      | 420    | 506    | 0      | 0      | 73     | 3,000  | 3,999     |
| 85000 • Operations                    | 771    | 3,343   | 617       | 978    | 1,183  | 1,220  | 1,820  | 1,269  | 1,671  | 930    | 1,439  | 695    | 15,935    |
| 65100 • MarkeUng Expense              | 0      | 413     | 0         | 263    | 2,675  | 2,412  | 0      | 2,255  | 135    | 350    | 0      | 1,275  | 9,778     |
| 85130 • Membership Expense            | 0      | 350     | 0         | 0      | 0      | 0      | 750    | 0      | 525    | 0      | 0      | 150    | 1,775     |
| 66100 • Other Expenses                | 0      | 0       | 0         | 14     | -10    | 0      | 0      | 0      | 100    | 0      | 1      | 1      | 105       |
| 68300 • Travel and Meetings           | 809    | 60      | 69        | 334    | 2,282  | 0      | 2,083  | 27     | 869    | 694    | 204    | 373    | 7,804     |
| 89000 • COE Expense                   | 0      | 0       | 0         | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 73,506 | 73,506    |

|               |         |         |           |         |           |        |         |         |  |
|---------------|---------|---------|-----------|---------|-----------|--------|---------|---------|--|
| Total Expense | 20,186  | -12,658 | 18,801    | 51,487  | 47,714    | 33,916 | 56,160  | 23,273  |  |
|               | 46,775  | 32,485  | 61,781    | 154,416 | 534,337   | ---    | ---     |         |  |
| Net Income    | -16,501 | 115,197 | 3,069,688 | 44,398  | -1,125    | 173    | -10,038 | -19,369 |  |
|               | 47,000  | -28,562 | -36,451   | -62,985 | 3,012,631 | ---    |         |         |  |

# Bowie Business Innovation Center (Bowie BIC)

## Profit & Loss Budget vs. Actual

Accrual Basis

Jul 2022 through June 2023

|                                        | Jul '22 - Jun '23 | Budget           | \$ Over Budget    | % of Budget    |
|----------------------------------------|-------------------|------------------|-------------------|----------------|
| <b>Income</b>                          |                   |                  |                   |                |
| 43400 • Direct Public Support          | 3,330,000         | 235,000          | 3,095,000         | 1,417%         |
| 43440 • BSU Grant Contributions        | 0                 | 0                | 0                 | 0%             |
| 43447 • In Kind Con - Corporate        | 0                 | 0                | 0                 | 0%             |
| 43500 • Direct Corporate Sponsorship   | 86,250            | 100,000          | -13,750           | 86%            |
| 44300 • Rent Relief                    | 0                 | 0                | 0                 | 0%             |
| 45000 • Investments                    | 711               | 150              | 561               | 475%           |
| 45200 • Other Client Fees              | 0                 | 0                | 0                 | 0%             |
| 45500 • Tenant Rental Income           | 26,550            | 27,000           | -450              | 98%            |
| 45510 • Affiliate Client Fees          | 17,700            | 59,500           | -41,800           | 30%            |
| 45515 • 8(a) Program Fees              | 12,250            | 9,900            | 2,350             | 124%           |
| 45520 • Client Parking Fee Income      | 0                 | 0                | 0                 | 0%             |
| 45530 • Event Sponsorships             | 0                 | 55,000           | -55,000           | 0%             |
| 47200 • Other Program Income           | 0                 | 0                | 0                 | 0%             |
| 48000 • COE Revenue                    | 73,506            | 1,000,000        | -926,494          | 7%             |
| 49000 • COE Cost Recovery              | 0                 | 125,970          | -125,970          | 0%             |
| <b>Total Income</b>                    | <b>3,546,967</b>  | <b>1,612,520</b> | <b>1,934,448</b>  | <b>220%</b>    |
| <b>Cost of Goods Sold</b>              |                   |                  |                   |                |
| 50000 • Cost of Goods Sold             | 0                 | 0                | 0                 | 0%             |
| <b>Total COGS</b>                      | <b>0</b>          | <b>0</b>         | <b>0</b>          | <b>0%</b>      |
| <b>Gross Profit</b>                    | <b>3,546,967</b>  | <b>1,612,520</b> | <b>1,934,448</b>  | <b>220%</b>    |
| <b>Expense</b>                         |                   |                  |                   |                |
| 60500 • Gen. & Administrative Expenses | 248,027           | 399,550          | -151,523          | 62%            |
| 60850 • Contract Services              | 151,213           | 123,378          | 27,835            | 123%           |
| 62145 • Bad Debt Expense               | 0                 | 0                | 0                 | 0%             |
| 62155 • BSU EIC Activity Support       | 0                 | 1,000            | -1,000            | 0%             |
| 62800 • Facilities and Equipment       | 19,701            | 51,579           | -31,878           | 38%            |
| 62860 • Software licenses expense      | 2,493             | 500              | 1,993             | 499%           |
| 62880 • Website                        | 3,999             | 10,264           | -6,265            | 39%            |
| 65000 • Operations                     | 15,935            | 17,669           | -1,735            | 90%            |
| 65100 • Marketing Expense              | 9,778             | 0                | 9,778             | 100%           |
| 65130 • Membership Expense             | 1,775             | 1,000            | 775               | 178%           |
| 65140 • BSU Lecture Series Expense     | 0                 | 0                | 0                 | 0%             |
| 66100 • Other Expenses                 | 105               | 500              | -395              | 21%            |
| 66900 • Reconciliation Discrepancies   | 0                 | 0                | 0                 | 0%             |
| 68300 • Travel and Meetings            | 7,804             | 1,500            | 6,304             | 520%           |
| 69000 • COE Expense                    | 73,506            | 1,233,178        | -1,159,672        | 6%             |
| <b>Total Expense</b>                   | <b>534,337</b>    | <b>1,840,118</b> | <b>-1,305,781</b> | <b>29%</b>     |
| <b>Net Income</b>                      | <b>3,012,631</b>  | <b>-227,598</b>  | <b>3,240,229</b>  | <b>-1,324%</b> |



## **Bowie BIC's Operations Report: October 1 – December 31, 2023**

### **INCUBATOR UPDATE**

#### **October 2023**

- 8 Bowie BIC client companies in our core business accelerator program
  - 3 Resident companies
  - 5 Affiliate/Non-Resident/Graduate companies.

#### **November 2023**

- 7 Bowie BIC client companies in our core business accelerator program
  - 3 Resident companies
  - 4 Affiliate/Non-Resident/Graduate companies.

#### **December 2023**

- 7 Bowie BIC client companies in our core business accelerator program
  - 3 Resident companies
  - 4 Affiliate/Non-Resident/Graduate companies.

### **BOWIE BIC OPERATIONS UPDATE**

#### **October 2023**

##### *Accounting & Financial Management:*

- We have submitted the requested documents to Clifton Larsen & Allen to complete IRS Form 990.
- The Annual Financial Report for SBA was submitted on September 30, 2023.
- The Bowie BIC is in search of a new banking relationship. We have requested proposals from M&T Bank and CapitalOne.
- CLA has appointed a new representative for the Bowie BIC Board of Directors, India Bascombe.

*Legal:* Nothing new to report this month.

*Marketing:* The Bowie BIC has contracted with UKanny! Designs to provide branding and marketing strategy and website design support for the Bowie BIC and the 8(a) COE.

*HR Management:* The Bowie BIC is looking to hire a part-time program manager, contractor position, to coordinate and grow the Capital Accelerator and InnovateBowie!

#### **November 2023**

#### *Accounting & Financial Management:*

- We have submitted the requested documents to Clifton Larsen & Allen to complete IRS Form 990.
- The Annual Financial Report for SBA was submitted on September 30, 2023.
- The Bowie BIC received Proforma Proposals from Capital One and M&T Bank.
- CLA has appointed a new representative for the Bowie BIC Board of Directors, India Bascombe.

*Legal:* The Bowie BIC engaged legal firm Sonenthal & Overall, PC. to provide insight and an opinion on modifying contractual language in Bowie State University's subcontract agreement. We were exploring replacing "subcontract" with "subrecipient". See below Scott Overall's opinion regarding our request.

"Changing BSU's title from "Contractor" to "Subrecipient" is certainly possible in principle. However, changing the type of subagreement from a contract to a subaward is a fairly complex endeavor. The two types have fundamentally different natures and involve distinctly different obligations. While Peter did a great job in formulating provisions appropriate for a recipient contract such as the one for MAS, he was not asked to, and did not, prepare language for additional clauses needed for an assistance subagreement, i.e., a subaward. I don't think much further research is necessary in order for me to do that (I'm now in my 47th year of "A&A" practice, including both acquisition and assistance instruments and subinstruments), but the writing of such clauses will take a bit of time."

*Marketing:* The Bowie BIC has contracted with UKanny! Designs to provide branding and marketing strategy and website design support for the Bowie BIC and the 8(a) COE.

*HR Management:* The Bowie BIC is looking to hire a part-time program manager, contractor position, to coordinate and grow the Capital Accelerator and InnovateBowie!

#### **December 2023**

#### *Accounting & Financial Management:*

- We have submitted the requested documents to Clifton Larsen & Allen to complete IRS Form 990.
- **IRS 990** Completed. A copy was sent on 11.15.23.
- The Annual Financial Report for SBA was submitted on September 30, 2023.
- The Bowie BIC received Proforma Proposals from Capital One and M&T Bank.
- CLA has appointed a new representative for the Bowie BIC Board of Directors, India Bascombe.

*HR Management:* The Bowie BIC is looking to hire a part-time program manager, contractor position, to coordinate and grow the Capital Accelerator and InnovateBowie!

*Legal:* The Bowie BIC engaged legal firm Sonenthal & Overall, PC. to provide insight and an opinion on modifying contractual language in Bowie State University's subcontract agreement. We were exploring replacing "subcontract" with "subrecipient". See below Scott Overall's opinion regarding our request changing BSU's title from "Contractor" to "Subrecipient" is certainly possible in principle. However, changing the type of sub agreement from a contract to a subaward is a fairly complex endeavor. The two types have fundamentally different natures and involve distinctly different obligations. While Peter did a great job in formulating provisions appropriate for a recipient contract such as the one for MAS, he was not asked to, and did not, prepare language for additional clauses needed for an assistance sub agreement, i.e., a subaward. I don't think much further research is necessary in order for me to do that (I'm now in my 47th

year of "A&A" practice, including both acquisition and assistance instruments and sub instruments), but the writing of such clauses will take a bit of time.”.

**Marketing:** The Bowie BIC has contracted with UKanny! Designs to provide branding and marketing strategy and website design support for the Bowie BIC and the 8(a) COE. The new brand was released to the public on November 15, 2023.

## **BUSINESS DEVELOPMENT**

### **October 2023**

| Fiscal Year | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                                  |
|-------------|---------------------------------------------------|----------------|----------------|------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| FY24        | City of Bowie                                     | Approved       | \$150,000.00   | Yes              | Al Lott, City Manager, Bowie              | <i>Initial Payment of \$20,000 received in August 2023</i>                                                                  |
| FY24        | Capital One                                       | Approved       | \$175,000.00   | Yes              | Dane Moist, Community Investment & Impact | Expansion of the 8(a) Accelerator to include 3 cohorts per year.                                                            |
| FY24        | FSC First                                         | Approved       | \$25,000.00    | No               | Yakita Wilkinson, Level Up Manager        | The increase in funding will be used to create our new Capital Accelerator.                                                 |
| FY24        | EZGov Ops                                         | TBD            |                |                  | Jamie Bratten, CEO                        | Meeting with Jamie                                                                                                          |
| FY24        | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement          |                                                                                                                             |
| FY24        | Prince George's County Council (non-departmental) |                | \$100,000      |                  |                                           | Application submitted in May 2023                                                                                           |
| FY24        | Amazon                                            |                | \$40,000.00    |                  | Patrick Phillipi, External Affairs        | FY 23 \$30,000 funding was received in July 2023. FY 24 has yet to be determined. InnovateBowie! 2023 was on Sept. 7, 2023. |
| FY24        | M&T Bank                                          |                | \$5,000.00     |                  | John Halley, VP- Business Banking         | Rolling applications                                                                                                        |



|             |                                                   |                |                |                  |                                           |                                                                                                                          |
|-------------|---------------------------------------------------|----------------|----------------|------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| FY24        | County Council Member District 4                  |                | \$10,000       |                  | County Councilmember Ingrid Harrison      | Phase I Applications due Nov. 3, 2023                                                                                    |
| Prospects   | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                               |
| FY24        | Clifton Larson Allen                              | Received       | \$15,000.00    |                  | Sarah Curfman                             | Bi-annual submission                                                                                                     |
| FY24        | Truist Bank                                       |                | TBD            |                  | Trusit Foundation                         | TBD                                                                                                                      |
| FY24        | Citi Foundation                                   |                | TBD            |                  | Reginal Exum, Citi Foundation             | Tabled                                                                                                                   |
| FY24        | Bank of America                                   |                | TBD            |                  | Foundation                                | Tabled                                                                                                                   |
| FY23        | Wells Fargo Bank                                  |                | TBD            |                  | Wells Fargo Foundation/Community Giving   | Tabled                                                                                                                   |
| Fiscal Year | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                               |
| FY25        | City of Bowie                                     |                |                |                  | Al Lott, City Manager, Bowie              | Budget Submission December 2023. Additional funding to support local use VR Technology to attract and retain businesses. |
| FY25        | Capital One                                       |                |                |                  | Dane Moist, Community Investment & Impact | Working with Dane on next expansion or growth for the 8(a) Accelerator                                                   |
| FY25        | FSC First                                         |                |                |                  | Yakita Wilkinson, Level Up Manager        | Funding request to grow the Capital Accelerator                                                                          |
| FY25        | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement          |                                                                                                                          |
| FY25        | Prince George's County Council (non-departmental) |                | \$100,000      |                  |                                           |                                                                                                                          |
| FY25        | Amazon                                            |                | \$75,000.00    |                  | Patrick Phillipi, External Affairs        | Continuation of funding for InnovateBowie! Support local bowie storefronts with enhancing                                |

|      |                                  |  |            |  |                                      |                                            |
|------|----------------------------------|--|------------|--|--------------------------------------|--------------------------------------------|
|      |                                  |  |            |  |                                      | their eCommerce using vCommerce technology |
| FY25 | M&T Bank                         |  | \$5,000.00 |  | John Halley, VP-Business Banking     | Rolling applications                       |
| FY25 | County Council Member District 4 |  | TBD        |  | County Councilmember Ingrid Harrison |                                            |

### November 2023

| Fiscal Year | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                                  |
|-------------|---------------------------------------------------|----------------|----------------|------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| FY24        | City of Bowie                                     | Approved       | \$150,000.00   | Yes              | Al Lott, City Manager, Bowie              | <i>Initial Payment of \$20,000 received in August 2023</i>                                                                  |
| FY24        | Capital One                                       | Approved       | \$175,000.00   | Yes              | Dane Moist, Community Investment & Impact | Expansion of the 8(a) Accelerator to include 3 cohorts per year.                                                            |
| FY24        | FSC First                                         | Approved       | \$25,000.00    | No               | Yakita Wilkinson, Level Up Manager        | The increase in funding will be used to create our new Capital Accelerator.                                                 |
| FY24        | EZGov Ops                                         | TBD            |                |                  | Jamie Bratten, CEO                        | Meeting with Jamie                                                                                                          |
| FY24        | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement          |                                                                                                                             |
| FY24        | Prince George's County Council (non-departmental) |                | \$100,000      |                  |                                           | Application submitted in May 2023                                                                                           |
| FY24        | Amazon                                            |                | \$40,000.00    |                  | Patrick Phillipi, External Affairs        | FY 23 \$30,000 funding was received in July 2023. FY 24 has yet to be determined. InnovateBowie! 2023 was on Sept. 7, 2023. |
| FY24        | M&T Bank                                          |                | \$5,000.00     |                  | John Halley, VP-Business Banking          | Rolling applications                                                                                                        |

|             |                                                             |                |                   |                     |                                                 |                                                                                                                                         |
|-------------|-------------------------------------------------------------|----------------|-------------------|---------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| FY24        | County Council<br>Member District 4                         |                | \$10,000          |                     | County Councilmember<br>Ingrid Harrison         | Phase I Applications<br>due Nov. 3, 2023                                                                                                |
| Prospects   | Funding Source                                              | Current Status | Funding<br>Amount | Funding<br>received | POC                                             | Next Steps                                                                                                                              |
| FY24        | Clifton Larson Allen                                        | Received       | \$15,000.00       |                     | Sarah Curfman                                   | Bi-annual submission                                                                                                                    |
| FY24        | Truist Bank                                                 |                | TBD               |                     | Trusit Foundation                               | TBD                                                                                                                                     |
| FY24        | Citi Foundation                                             |                | TBD               |                     | Reginal Exum, Citi<br>Foundation                | Tabled                                                                                                                                  |
| FY24        | Bank of America                                             |                | TBD               |                     | Foundation                                      | Tabled                                                                                                                                  |
| FY23        | Wells Fargo Bank                                            |                | TBD               |                     | Wells Fargo<br>Foundation/Community<br>Giving   | Tabled                                                                                                                                  |
| FY23        | State Farm                                                  |                | TBD               |                     | Dwayne Redd, Corporate<br>Responsibility for MD | Tabled                                                                                                                                  |
| FY24        | Nolan McKenzie<br>Consulting                                |                | \$2,500.00        |                     | QC Jones, President                             |                                                                                                                                         |
| Fiscal Year | Funding Source                                              | Current Status | Funding<br>Amount | Funding<br>received | POC                                             | Next Steps                                                                                                                              |
| FY25        | City of Bowie                                               |                |                   |                     | Al Lott, City Manager,<br>Bowie                 | Budget Submission<br>December 2023.<br>Additional funding to<br>support local use VR<br>Technology to attract<br>and retain businesses. |
| FY25        | Capital One                                                 |                |                   |                     | Dane Moist, Community<br>Investment & Impact    | Working with Dane on<br>next expansion or<br>growth for the 8(a)<br>Accelerator                                                         |
| FY25        | FSC First                                                   |                |                   |                     | Yakita Wilkinson, Level Up<br>Manager           | Funding request to<br>grow the Capital<br>Accelerator                                                                                   |
| FY25        | PileroMazza                                                 |                |                   |                     | Sheryl Miller, Client<br>Engagement             |                                                                                                                                         |
| FY25        | Prince George's<br>County Council<br>(non-<br>departmental) |                | \$100,000         |                     |                                                 |                                                                                                                                         |

|      |                                  |  |             |  |                                      |                                                                                                                                      |
|------|----------------------------------|--|-------------|--|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| FY25 | Amazon                           |  | \$75,000.00 |  | Patrick Phillipi, External Affairs   | Continuation of funding for InnovateBowie! Support local bowie storefronts with enhancing their eCommerce using vCommerce technology |
| FY25 | M&T Bank                         |  | \$5,000.00  |  | John Halley, VP- Business Banking    | Rolling applications                                                                                                                 |
| FY25 | County Council Member District 4 |  | TBD         |  | County Councilmember Ingrid Harrison |                                                                                                                                      |

## December 2023

| Fiscal Year | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                                  |
|-------------|---------------------------------------------------|----------------|----------------|------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| FY24        | City of Bowie                                     | Approved       | \$150,000.00   | Yes              | Al Lott, City Manager, Bowie              | <i>We received the following payments:<br/>August: \$20,000<br/>November: \$20,000</i>                                      |
| FY24        | Capital One                                       | Approved       | \$175,000.00   | Yes              | Dane Moist, Community Investment & Impact | Total amount received. Expansion of the 8(a) Accelerator to include 3 cohorts per year.                                     |
| FY24        | FSC First                                         | Approved       | \$25,000.00    | No               | Yakita Wilkinson, Level Up Manager        | The increase in funding will be used to create our new Capital Accelerator.                                                 |
| FY24        | EZGov Ops                                         | TBD            |                |                  | Jamie Bratten, CEO                        | Meeting with Jamie                                                                                                          |
| FY24        | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement          |                                                                                                                             |
| FY24        | Prince George's County Council (non-departmental) |                | \$100,000      | No               |                                           | FY24 funding preliminary award amount \$30,000.00. Application due May 2, 2024                                              |
| FY24        | Amazon                                            |                | \$40,000.00    |                  | Patrick Phillipi, External Affairs        | FY 23 \$30,000 funding was received in July 2023. FY 24 has yet to be determined. InnovateBowie! 2023 was on Sept. 7, 2023. |



|           | FY24                      | M&T Bank       |                | \$5,000.00       |                                              | John Halley, VP- | Rolling applications          |
|-----------|---------------------------|----------------|----------------|------------------|----------------------------------------------|------------------|-------------------------------|
| Prospects | Funding Source            | Current Status | Funding Amount | Funding received | POC                                          |                  | Next Steps                    |
| FY24      | Clifton Larson Allen      | Awarded        | \$15,000.00    | Yes              | Sarah Curfman                                |                  | <i>Total amount received.</i> |
| FY24      | Truist Bank               |                | TBD            |                  | Trusit Foundation                            |                  | TBD                           |
| FY24      | Citi Foundation           |                | TBD            |                  | Reginal Exum, Citi Foundation                |                  | Tabled                        |
| FY24      | Bank of America           |                | TBD            |                  | Foundation                                   |                  | <i>Tabled</i>                 |
| FY23      | Wells Fargo Bank          |                | TBD            |                  | Wells Fargo Foundation/Community Giving      |                  | Tabled                        |
| FY23      | State Farm                |                | TBD            |                  | Dwayne Redd, Corporate Responsibility for MD |                  | Tabled                        |
| FY24      | Nolan McKenzie Consulting |                | \$2,500.00     |                  | QC Jones, President                          |                  |                               |

## **PROGRAM UPDATES**

### **October 2023**

#### *8(a) Center of Excellence*

- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.
- SBA Report submitted 9/30/23.
- GAO Site Visit completed.
- Updated Project Plan
- Anticipated Launch—October 18, 2023

#### *8(a) Accelerator*

- Capital One Funding received for FY24--\$175,000.00.
- Three cohorts a year (fall, spring, summer)
- Expanding from 6 weeks to 7 weeks
- Integrating Growth Wheel CRM into the program
- Expanding outside of the Washington Metropolitan Region.
- Fall Cohort 7 dates.
  - Fall Session
  - Briefing – Sept 29<sup>th</sup>
  - Sessions – October 13<sup>th</sup> – December 1st
  - Holiday Connections – Thursday, December 7<sup>th</sup>

#### **Capital Accelerator** *sponsored by Level Up*

- Received new funding to support a new Accelerator focused on Access to Capital.
- New name, Capital Accelerator
- Funders—FSC First (\$25,000) and Clifton, Larsen, and Allen (\$15,000)
- Capital One Accelerator Summary
  - Twice a year kick off with a four week Scale Up program.
  - Following training and one-on-one advisory services (Open Doors) in the following topic areas:
  - QuickBooks, Accounting Setup, Pricing, Credit and Access to Capital

#### **Bowie BIC Membership Program**

- Monthly Growth Coaching Services
- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.
  - Bowie Business Spotlight
  - Free 3-month membership
  - Featured at our next networking event.
- Data Collection and Analysis

## November 2023

### *8(a) Center of Excellence*

- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.
- SBA Report submitted 9/30/23.
- Anticipated Launch—November 13, 2023

### *8(a) Accelerator*

- Capital One Funding received for FY24--\$175,000.00.
- Three cohorts a year (fall, spring, summer)
- Expanded from 6 weeks to 7 weeks.
- Integrated Growth Wheel CRM into the program
- Expanding outside of the Washington Metropolitan Region to the Baltimore District
- Fall Cohort 8 dates.
  - Winter Session
  - Briefing – February 2, 2024
  - Sessions – February 16, 2023 – March 29, 2023
  - Holiday Connections – Thursday, December 7<sup>th</sup> at Overdue Recognition

### **Capital Accelerator** *sponsored by Level Up*

- Received new funding to support a new Accelerator focused on Access to Capital.
- New name, Capital Accelerator
- Funders—FSC First (\$25,000) and Clifton, Larsen, and Allen (\$15,000)
- Capital One Accelerator Summary
  - Twice a year kick off with a four week Scale Up program.
  - Following training and one-on-one advisory services (Open Doors) in the following topic areas:
  - QuickBooks, Accounting Setup, Pricing, Credit and Access to Capital

### **Bowie BIC Membership Program**

- Monthly Growth Coaching Services
- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.
  - Bowie Business Spotlight
  - Free 3-month membership
  - Featured at our next networking event.
- Data Collection and Analysis

- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.  
New Hire—Angie Duncanson, Program Manager
- SBA Report due 9/30/23
- GAO Site Visit on 9/25/23
- Updated Project Plan
- Recommendation for moving forward.
- Anticipated Launch—October 1, 2023

## December 2023

### *8(a) Government Contracting Center of Excellence*

#### *8(a) Center of Excellence*

- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.
- SBA Report submitted 9/30/23.
- Soft Launch—November 15, 2023

#### *8(a) Accelerator*

- Capital One Funding received for FY24--\$175,000.00.
- Three cohorts a year (fall, spring, summer)
- Expanded from 6 weeks to 7 weeks.
- Integrated Growth Wheel CRM into the program
- Expanding outside of the Washington Metropolitan Region to the Baltimore District
- Fall Cohort 8 dates.
  - Winter Session
  - Briefing – February 2, 2024
  - Sessions – February 16, 2023 – March 29, 2023
  - Holiday Connections – Thursday, December 7<sup>th</sup> at Overdue Recognition

#### *8(a) Accelerator Cohort 7 Profile*

- The Bowie BIC launched its 7<sup>th</sup> cohort on Friday, October 13, 2023.
- 17 companies and 23 participants were accepted into the program.

|                                |                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Combined Total Revenues</b> | \$13,451,043.57                                                                                   |
| <b>Average Annual Revenues</b> | \$791,237.86                                                                                      |
| <b>Largest Company</b>         | Samyak Solutions, Inc. - \$6,089,000.00                                                           |
| <b>Smallest Company</b>        | NeoTech Solutions, Inc - \$0.00 ( <i>no revenue in previous year due to personal challenges</i> ) |

- 12 companies are in the IT industry.
- 3 companies are in Professional Services
- 2 companies are in construction.

#### **Capital Accelerator** *sponsored by Level Up*

- Received new funding to support a new Accelerator focused on Access to Capital.
- New name, Capital Accelerator
- Funders—FSC First (\$25,000) and Clifton, Larsen, and Allen (\$15,000)
- Capital One Accelerator Summary
  - Twice a year kick off with a four week Scale Up program.



- Following training and one-on-one advisory services (Open Doors) in the following topic areas:
- QuickBooks, Accounting Setup, Pricing, Credit and Access to Capital

### **Bowie BIC Membership Program**

- Monthly Growth Coaching Services
- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.
  - Bowie Business Spotlight
  - Free 3-month membership
  - Featured at our next networking event.
- Data Collection and Analysis

## *Client Counseling & Training*

### **October 2023**

| <b>Dates</b> | <b>September Training/Counseling/Events</b> | <b>Instructor/Program</b>         | <b>Attendees</b> |
|--------------|---------------------------------------------|-----------------------------------|------------------|
| September 20 | Gov/Con Pricing Open Door                   | Annette Johnson, CMT Services     | 8                |
| September 21 | Sales Strategies Open Door                  | Thomas Ellis, EWC Consultant      | 8                |
| September 21 | Women in Business Virtual Networking        | Samantha Zarnes, MWBC             | 7                |
| September 27 | TEDCO Open Door                             | Malcom Tyson, TEDCO               | 2                |
| September 28 | Quick Books Open Door                       | Donna Bryant, D Bryant Consulting | 6                |
|              | MWBC Counseling                             | Samantha Zarnes, MWBC             | 4                |
|              | PTAC Counseling                             | PTAC                              | N/A              |
|              | SBDC Counseling                             | Mark Wells/SBDC                   | 76               |
|              | <b>Total</b>                                |                                   | <b>110</b>       |

### **November 2023**

| <b>Dates</b> | <b>October Training/Counseling/Events</b> | <b>Instructor/Program</b>                 | <b>Attendees</b> |
|--------------|-------------------------------------------|-------------------------------------------|------------------|
| October 13   | Gov/Con Pricing Open Door                 | Annette Johnson, CMT Services             | 6                |
| October 17   | Credit Repair & Business Repair Open Door | Allison Bennett, Business Wealth Builders | 8                |
| October 18   | Digitizing Your Business                  | Francisco Cartagena, MWBC                 | 13               |

|            |                            |                                      |            |
|------------|----------------------------|--------------------------------------|------------|
| October 25 | Marketing & Branding       | Francisco Cartagena, MWBC            | 19         |
| October 26 | Sales Strategies Open Door | Thomas Ellis, EWC Consultants        | 4          |
| October 31 | Quick Books Open Door      | Donna Bryant,<br>D Bryant Consulting | 2          |
|            | MWBC Counseling            | Francisco Cartagena, MWBC            | N/A        |
|            | PTAC Counseling            | PTAC                                 | N/A        |
|            | SBDC Counseling            | Mark Wells/SBDC                      | 79         |
|            | <b>Total</b>               |                                      | <b>131</b> |

## December 2023

| Dates       | November Training/Counseling/Events                           | Instructor/Program                           | Attendees  |
|-------------|---------------------------------------------------------------|----------------------------------------------|------------|
| November 8  | TEDCO Open Door                                               | Malcom Tyson,<br>TEDCO                       | 4          |
| November 10 | Gov/Con Pricing Open Door                                     | Annette Johnson,<br>CMT Services             | 5          |
| November 15 | Speed Meet: Virtual Business Networking                       | Francisco Cartagena, MWBC                    | 3          |
| November 16 | Elements of Entrepreneurship: Business Development Strategies | Francisco Cartagena, MWBC                    | 11         |
| November 16 | Women in Business Virtual Networking                          | Francisco Cartagena, MWBC                    | 7          |
| November 16 | Sales Strategies Open Door                                    | Thomas Ellis,<br>EWC Consultants             | 1          |
| November 21 | Mentor Protégé Workshop                                       | Angie Duncanson, COE                         | 25         |
| November 21 | Credit Open Door                                              | Allison Bennett,<br>Business Wealth Builders | 2          |
| November 21 | Quick Books Open Door                                         | Donna Bryant,<br>D Bryant Consulting         | 5          |
|             | MWBC Counseling                                               | Francisco Cartagena, MWBC                    | 11         |
|             | PTAC Counseling                                               | PTAC                                         | N/A        |
|             | SBDC Counseling                                               | Mark Wells/SBDC                              | 46         |
|             | <b>Total</b>                                                  |                                              | <b>120</b> |

## CLIENT SERVICES/EVENTS

## October 2023

- Monday meetings with the Team.
- Submitted semi-annual report to Prince George's County Council for FY23 Non-departmental

grant.

- Met with Michael Oleru and Wanda Rogers with the Greater Bowie Chamber of Commerce.
- Lunch meeting with Nolan McKenzie Consulting
- Facilitated 8(a) Accelerator debrief for SBA Team.
- Attended the BSU Bulldog Pitch Competition.
- Hosted Marketing Kick-off Meeting with Ukanny Designs and Marketing Interns.
- The Executive Director met with Nolan McKenzie Consulting to discuss 8(a) Accelerator.
- Met with Kathy Yorkshire, owner of Simply Pure and Authentic.
- Attended walk-through at City Hall for InnovateBowie! 2023
- Attended CRM training with GrowthWheel.
- Met with 8(a) COE team regarding next steps.
- Attended 8(a) Accelerator Prep Sessions.
- Met Danette Nguyen with the MWBC.
- Met with Bernadett Clay, Owner of Bles Suites.
- Attended Bowie BIC Branding Review.
- Presented at InnovateBowie! 2023.
- Bi-weekly meetings with Larry Webb, SBA District Director
- Met with Cy Alba and Meghan Leemon to discuss the status of the 8(a) program.
- Hosted first annual staff retreat in Deep Creek, MD.
- Hosted 8(a) COE workshop at BSU's HBCU Conference.
- Met with GAO Site Visit Team.
- Submitted SBA Annual Report for the 8(a) COE
- Coordinated a discovery meeting with Maryland Department of Commerce to discuss partnership and funding opportunities.
- Attended an introductory meeting with ZRO International
- Met with Donna Bryant to review SBA financials and complete the SF 425
- Attended the CRMSDC Partnership Capital Readiness Briefing

## **November 2023**

- Monday meetings with the Team.
- Submitted semi-annual report to Prince George's County Council for FY23 Non-departmental grant.
- Executive Director met with Dane Moist, Capital One, to discuss FY 25 funding and strategy.
- Attend Weekly 8(a) Accelerator team meetings.
- Executive Director met with Sterling McKinley regarding digital tools for small businesses.
- Executive Director met with LaTarshia Crawford, President of Twenty39, to discuss federal market intelligence tools and capture strategy development.
- The Executive Director met with Fedmine to discuss federal market intelligence platform for 8(a) COE.
- The Executive Director met with Pam Scott, M&T Bank, to discuss Bowie BIC's banking needs.
- Attended Bowie State University's Annual Golf Tournament.
- Met with Tlee Cooper, Small Women-Owned business owner, that attended InnovateBowie! to discuss her business and technology.
- Weekly meetings with Angie Duncanson, 8(a) COE, to discuss progress on the project plan.
- Met with Joshua Hunt, Capital One, to discuss Banking needs.
- Attended and welcomed cohort 7 participants of the 8(a) Accelerator.
- Attended meeting with GrowthWheel to discuss CRM and LMS implementation.
- Met with Tyrome Smith, president of Gov Innovations, to discuss HBCU partnerships.
- Met with Crystal Clark and Donna Bryant to review the SBA SF270 submission.
- Attended Session I, II, and III of the 8(a) Accelerator.
- Bi-weekly meetings with Larry Webb, SBA District Director
- Met with Angie Duncanson, and Carey Esslinger with the US Department of Commerce International Trade division to discuss partnering on the 8(a) COE first Advisory Symposium in January 2024.
- Met with Spark Business Credit Card to discuss Capital One's corporate credit card.
- Met with NorthStar Innovations about business development activities to secure additional sustainable funding for Bowie BIC operations.

## **December 2023**

- Bowie BIC met with the MWBC to meet their new program manager and to discuss ways the Bowie BIC and the MWBC can collaborate to better support local businesses and businesses that come to the Center for support.
- The Executive Director attended the Greater Bowie Chamber of Commerce Meet and Greet.
- The Executive Director interviewed candidates for the InnovateBowie! and Capital Accelerator Program Manager contract position.
- The Executive Director met with client, Tlee Cooper, to discuss MBIA Grant Opportunity.
- The Executive Director met with the Operations Director and accountant to review monthly finances.
- The Executive Director met with Shelly Gross-Wade, founder of Bay Crossing Consulting, to learn more about their services.
- The Executive Director met with the Operations Director, accountant, and Board Treasurer to review



monthly financials.

- The Executive Director met with Patrick Philippi, Community Manager for Amazon, to discuss InnovateBowie! 2023 and possible funding for InnovateBowie!2024

## **BSU PARTNERSHIP**

### **October 2023**

- BSU subcontract agreement was resubmitted to BSU for signature.
- BSU wants to revisit the roles and responsibilities for the 8(a) COE program. This may impact the project plan, budget, and timeline.
- BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.

### **November 2023**

- BSU subcontract agreement was resubmitted to BSU for signature.
- BSU wants to revisit the roles and responsibilities for the 8(a) COE program. This may impact the project plan, budget, and timeline.
- Bowie BIC presented on the 8(a) COE at BSU HBCU Annual Conference.
- BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.

### **December 2023**

- BSU subcontract agreement was resubmitted to BSU for signature.
- BSU wants to revisit the roles and responsibilities for the 8(a) COE program. This may impact the project plan, budget, and timeline.
- Bowie BIC presented on the 8(a) COE at BSU HBCU Annual Conference.
- BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.

**Bowie Business Innovation Center (Bowie BIC)****Balance Sheet****As of September 30, 2023**

|                                         | Sep 30, 23       |
|-----------------------------------------|------------------|
| <b>ASSETS</b>                           |                  |
| Current Assets                          |                  |
| Checking/Savings                        |                  |
| 10000 • WesBanco Money Market           | 378,413          |
| 10001 • WesBanco Checking               | 71,954           |
| 10002 • WesBanco Business Builder       | 2,926,494        |
| Total Checking/Savings                  | 3,376,860        |
| Accounts Receivable                     |                  |
| 11000 • Accounts Receivable             | 1,700            |
| Total Accounts Receivable               | 1,700            |
| Total Current Assets                    | 3,378,560        |
| Fixed Assets                            |                  |
| 15000 • Furniture and Equipment         | 15,128           |
| 15010 • Accum Depreciation - Furn & Fix | -14,349          |
| Total Fixed Assets                      | 779              |
| Other Assets                            |                  |
| 18700 • Security Deposits Asset         | 1,325            |
| Total Other Assets                      | 1,325            |
| <b>TOTAL ASSETS</b>                     | <b>3,380,664</b> |
| <b>LIABILITIES &amp; EQUITY</b>         |                  |
| Liabilities                             |                  |
| Current Liabilities                     |                  |
| Credit Cards                            |                  |
| 22000 • WesBanco Credit Card 9119 LS    | -6,828           |
| 22001 • WesBanco Credit Card 9135 CC    | 4,671            |
| 22002 • WesBanco Credit Card JL         | 2,686            |
| 22010 • WesBanco Credit Card - Fees     | 23               |
| Total Credit Cards                      | 552              |
| Other Current Liabilities               |                  |
| 21000 • BSU Accrued Rent Payable        | 10,889           |
| 26500 • Tenant Security Deposit         | 5,245            |
| Total Other Current Liabilities         | 16,134           |
| Total Current Liabilities               | 16,686           |
| Long Term Liabilities                   |                  |
| 26600 • Advance Affiliate Fee           | 1,785            |
| Total Long Term Liabilities             | 1,785            |
| Total Liabilities                       | 18,471           |
| Equity                                  |                  |
| 32000 • Unrestricted Net Assets         | 3,271,790        |
| Net Income                              | 90,403           |
| Total Equity                            | 3,362,193        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>3,380,664</b> |

# Bowie Business Innovation Center (Bowie BIC)

## Profit & Loss

July through September 2023

|                                              | Jul - Sep 23 |
|----------------------------------------------|--------------|
| Income                                       |              |
| 43400 • Direct Public Support                |              |
| 43405 • Government Grants                    |              |
| 43415 • City of Bowie                        | 35,000.00    |
| Total 43405 • Government Grants              | 35,000.00    |
| Total 43400 • Direct Public Support          | 35,000.00    |
| 43500 • Direct Corporate Sponsorship         | 238,250.00   |
| 45000 • Investments                          |              |
| 45030 • Interest-Savings                     | 228.32       |
| Total 45000 • Investments                    | 228.32       |
| 45500 • Tenant Rental Income                 | 5,850.00     |
| 45510 • Affiliate Client Fees                | 3,975.00     |
| Total Income                                 | 283,303.32   |
| Gross Profit                                 | 283,303.32   |
| Expense                                      |              |
| 60500 • Gen. & Administrative Expenses       |              |
| 60551 • Executive Director Salary            | 39,103.33    |
| 60552 • Operations Director Salary           | 22,553.83    |
| 60553 • Membership Program Mgr Salary        | 9,423.06     |
| 60554 • Administrative Assistant Salary      | 12,653.90    |
| 60555 • Program Manager - COE                | 10,961.54    |
| 60559 • Student Entrepreneurship/Intern      | 6,360.00     |
| 60660 • Employee Benefits                    |              |
| 60661 • Medical Insurance                    | 1,866.97     |
| 60662 • Dental Insurance                     | 354.02       |
| 60663 • Vision Insurance                     | 18.75        |
| 60664 • Retirement Expense                   | 893.80       |
| 60660 • Employee Benefits - Other            | 801.24       |
| Total 60660 • Employee Benefits              | 3,934.78     |
| 60700 • Payroll Expenses                     |              |
| 60725 • Payroll Fees                         | 3,230.78     |
| 60750 • FICA/Social Security                 | 7,730.75     |
| 60800 • SUTA                                 | 1,345.27     |
| 60825 • FUTA                                 | 40.02        |
| 60700 • Payroll Expenses - Other             | 150.00       |
| Total 60700 • Payroll Expenses               | 12,496.82    |
| Total 60500 • Gen. & Administrative Expenses | 117,487.26   |
| 60850 • Contract Services                    | 23,173.34    |
| 62800 • Facilities and Equipment             |              |
| 62810 • Depr and Amort -Allowable            | 291.78       |
| 62840 • Equip Rental and Maintenance         | 59.38        |
| 62845 • Computer/Equipment Install Svcs      | 6,159.33     |
| 62871 • Liability Insurance                  | 1,648.00     |
| 62890 • Rent                                 | 11,127.15    |
| 62900 • Parking                              | 2,850.00     |
| Total 62800 • Facilities and Equipment       | 22,135.64    |
| 62860 • Software licenses expense            | 4,483.43     |
| 62880 • Website                              | 5,466.98     |
| 65000 • Operations                           |              |
| 65010 • Books, Subscriptions, Reference      | 884.55       |
| 65020 • Postage, Mailing Service             | 7.60         |
| 65040 • Supplies                             | 1,852.82     |
| 65050 • Telephone, Telecom                   | 509.32       |
| 65060 • Internet Expense                     | 1,084.78     |





2:44 PM

10/12/23

Accrual Basis

## Bowie Business Innovation Center (Bowie BIC)

### Profit & Loss

July through September 2023

|                                     | Jul - Sep 23 |
|-------------------------------------|--------------|
| Total 65000 • Operations            | 4,339.07     |
| 65100 • Marketing Expense           |              |
| 65160 • Special Event Expense       | 10,497.45    |
| 65170 • Entrepreneur Event Catering | 400.00       |
| Total 65100 • Marketing Expense     | 10,897.45    |
| 65130 • Membership Expense          | 400.00       |
| 66100 • Other Expenses              | 250.69       |
| 68300 • Travel and Meetings         |              |
| 68312 • Lodging                     | 3,611.77     |
| 68330 • Meals and Entertainment     | 905.74       |
| Total 68300 • Travel and Meetings   | 4,517.51     |
| Total Expense                       | 193,151.37   |
| Net Income                          | 90,151.95    |

2:46 PM

10/12/23

Accrual Basis

**Bowie Business Innovation Center (Bowie BIC)****Profit & Loss - Month by Month**

July through September 2023

|                                        | Jul23          | Aug 23         | Sep 23         | TOTAL          |
|----------------------------------------|----------------|----------------|----------------|----------------|
| <b>Income</b>                          |                |                |                |                |
| 43400 • Direct Public Support          | 0              | 15,000         | 20,000         | 35,000         |
| 43500 • Direct Corporate Sponsorship   | 223,250        | 0              | 15,000         | 238,250        |
| 45000 • Investments                    | 0              | 113            | 115            | 228            |
| 45500 • Tenant Rental Income           | 2,150          | 1,300          | 2,400          | 5,850          |
| 45510 • Affiliate Client Fees          | 925            | 1,225          | 1,825          | 3,975          |
| <b>Total Income</b>                    | <b>226,325</b> | <b>17,638</b>  | <b>39,340</b>  | <b>283,303</b> |
| <b>Gross Profit</b>                    | <b>226,325</b> | <b>17,638</b>  | <b>39,340</b>  | <b>283,303</b> |
| <b>Expense</b>                         |                |                |                |                |
| 60500 • Gen. & Administrative Expenses | 30,857         | 48,661         | 37,969         | 117,487        |
| 60850 • Contract Services              | 7,107          | 9,400          | 6,667          | 23,173         |
| 62800 • Facilities and Equipment       | 6,700          | 10,120         | 5,316          | 22,136         |
| 62860 • Software licenses expense      | 2,013          | 2,000          | 471            | 4,483          |
| 62880 • Website                        | 0              | 208            | 5,259          | 5,467          |
| 65000 • Operations                     | 1,232          | 1,282          | 1,825          | 4,339          |
| 65100 • Marketing Expense              | 400            | 2,368          | 8,129          | 10,897         |
| 65130 • Membership Expense             | 0              | 400            | 0              | 400            |
| 66100 • Other Expenses                 | 126            | 13             | 112            | 251            |
| 68300 • Travel and Meetings            | 0              | 3,869          | 649            | 4,518          |
| <b>Total Expense</b>                   | <b>48,435</b>  | <b>78,320</b>  | <b>66,397</b>  | <b>193,151</b> |
| <b>Net Income</b>                      | <b>177,890</b> | <b>-60,682</b> | <b>-27,056</b> | <b>90,152</b>  |

# Bowie Business Innovation Center (Bowie BIC)

## Profit & Loss Budget vs. Actual

Accrual Basis

July through September 2023

|                                        | Jul - Sep 23   | Budget         | \$ Over Budget  | % of Budget |
|----------------------------------------|----------------|----------------|-----------------|-------------|
| <b>Income</b>                          |                |                |                 |             |
| 43400 • Direct Public Support          | 35,000         | 40,000         | -5,000          | 88%         |
| 43440 • BSU Grant Contributions        | 0              | 0              | 0               | 0%          |
| 43447 • In Kind Con - Corporate        | 0              | 0              | 0               | 0%          |
| 43500 • Direct Corporate Sponsorship   | 238,250        | 75,000         | 163,250         | 318%        |
| 44300 • Rent Relief                    | 0              | 0              | 0               | 0%          |
| 45000 • Investments                    | 228            | 125            | 103             | 183%        |
| 45200 • Other Client Fees              | 0              | 0              | 0               | 0%          |
| 45500 • Tenant Rental Income           | 5,850          | 7,238          | -1,388          | 81%         |
| 45510 • Affiliate Client Fees          | 3,975          | 4,575          | -600            | 87%         |
| 45515 • 8(a) Program Fees              | 0              | 0              | 0               | 0%          |
| 45520 • Client Parking Fee Income      | 0              | 0              | 0               | 0%          |
| 45530 • Event Sponsorships             | 0              | 5,500          | -5,500          | 0%          |
| 47200 • Other Program Income           | 0              | 3,805          | -3,805          | 0%          |
| 48000 • COE Revenue                    | 0              | 250,000        | -250,000        | 0%          |
| 49000 • COE Cost Recovery              | 0              | 0              | 0               | 0%          |
| <b>Total Income</b>                    | <b>283,303</b> | <b>386,243</b> | <b>-102,939</b> | <b>73%</b>  |
| <b>Cost of Goods Sold</b>              |                |                |                 |             |
| 50000 • Cost of Goods Sold             | 0              | 0              | 0               | 0%          |
| <b>Total COGS</b>                      | <b>0</b>       | <b>0</b>       | <b>0</b>        | <b>0%</b>   |
| <b>Gross Profit</b>                    | <b>283,303</b> | <b>386,243</b> | <b>-102,939</b> | <b>73%</b>  |
| <b>Expense</b>                         |                |                |                 |             |
| 60500 • Gen. & Administrative Expenses | 117,487        | 75,684         | 41,803          | 155%        |
| 60850 • Contract Services              | 23,173         | 26,250         | -3,077          | 88%         |
| 62145 • Bad Debt Expense               | 0              | 0              | 0               | 0%          |
| 62155 • BSU EiC Activity Support       | 0              | 0              | 0               | 0%          |
| 62800 • Facilities and Equipment       | 22,076         | 15,432         | 6,645           | 143%        |
| 62860 • Software licenses expense      | 4,543          | 2,303          | 2,240           | 197%        |
| 62880 • Website                        | 5,467          | 2,500          | 2,967           | 219%        |
| 65000 • Operations                     | 4,339          | 5,221          | -882            | 83%         |
| 65100 • Marketing Expense              | 10,897         | 5,750          | 5,147           | 190%        |
| 65130 • Membership Expense             | 400            | 375            | 25              | 107%        |
| 65140 • BSU Lecture Series Expense     | 0              | 0              | 0               | 0%          |
| 66100 • Other Expenses                 | 251            | 125            | 126             | 201%        |
| 66900 • Reconciliation Discrepancies   | 0              | 0              | 0               | 0%          |
| 68300 • Travel and Meetings            | 4,518          | 1,700          | 2,817           | 266%        |
| 69000 • COE Expense                    | 0              | 162,685        | -162,685        | 0%          |
| <b>Total Expense</b>                   | <b>193,151</b> | <b>298,025</b> | <b>-104,874</b> | <b>65%</b>  |
| <b>Net Income</b>                      | <b>90,152</b>  | <b>88,218</b>  | <b>1,934</b>    | <b>102%</b> |

9:54AM

## Bowie Business Innovation Center (Bowie BIC)

## Balance Sheet

11/09/23

Accrual Basis

As of October 31, 2023

|                                         | <u>Oct 31, 23</u>       |
|-----------------------------------------|-------------------------|
| <b>ASSETS</b>                           |                         |
| Current Assets                          |                         |
| Checking/Savings                        |                         |
| 10000 • WesBanco Money Market           | 374,515                 |
| 10001 • WesBanco Checking               | 45,520                  |
| 10002 • WesBanco Business Builder       | <u>2,890,569</u>        |
| Total Checking/Savings                  | 3,310,604               |
| Accounts Receivable                     |                         |
| 11000 • Accounts Receivable             | <u>900</u>              |
| Total Accounts Receivable               | <u>900</u>              |
| Total Current Assets                    | 3,311,504               |
| Fixed Assets                            |                         |
| 15000 • Furniture and Equipment         | 15,128                  |
| 15010 • Accum Depreciation - Furn & Fix | <u>-14,447</u>          |
| Total Fixed Assets                      | 682                     |
| Other Assets                            |                         |
| 18700 • Security Deposits Asset         | <u>1,325</u>            |
| Total Other Assets                      | <u>1,325</u>            |
| <b>TOTAL ASSETS</b>                     | <u><b>3,313,511</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>         |                         |
| Liabilities                             |                         |
| Current Liabilities                     |                         |
| Credit Cards                            |                         |
| 22000 • WesBanco Credit Card 9119 LS    | -6,828                  |
| 22001 • WesBanco Credit Card 9135 CC    | 4,062                   |
| 22002 • WesBanco Credit Card JL         | 2,686                   |
| 22010 • WesBanco Credit Card - Fees     | <u>23</u>               |
| Total Credit Cards                      | -57                     |
| Other Current Liabilities               |                         |
| 21000 • BSU Accrued Rent Payable        | 3,722                   |
| 26500 • Tenant Security Deposit         | <u>5,245</u>            |
| Total Other Current Liabilities         | <u>8,967</u>            |
| Total Current Liabilities               | 8,910                   |
| Long Term Liabilities                   |                         |
| 26600 • Advance Affiliate Fee           | <u>1,785</u>            |
| Total Long Term Liabilities             | <u>1,785</u>            |
| Total Liabilities                       | 10,695                  |
| Equity                                  |                         |
| 32000 • Unrestricted Net Assets         | 3,271,790               |
| Net Income                              | <u>31,026</u>           |
| Total Equity                            | <u>3,302,816</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <u><b>3,313,511</b></u> |



12:30 PM

11/09/23

Accrual Basis

## Bowie Business Innovation Center (Bowie BIC)

## Profit &amp; Loss

July through October 2023

|                                                         | Amazon | COE       | Cohort 6 | Cohort7   | Head Quarters | IB   | InnovateBO... | Level Up  | TOTAL      |
|---------------------------------------------------------|--------|-----------|----------|-----------|---------------|------|---------------|-----------|------------|
| <b>Income</b>                                           |        |           |          |           |               |      |               |           |            |
| 43400 • Direct Public Support                           |        |           |          |           |               |      |               |           |            |
| 43405 • Government Grants                               |        |           |          |           |               |      |               |           |            |
| 43415 • City of Bowle                                   | 0.00   | 0.00      | 0.00     | 0.00      | 35,000.00     | 0.00 | 0.00          | 0.00      | 35,000.00  |
| <b>Total 43405 • Government Grants</b>                  | 0.00   | 0.00      | 0.00     | 0.00      | 35,000.00     | 0.00 | 0.00          | 0.00      | 35,000.00  |
| <b>Total 43400 • Direct Public Support</b>              | 0.00   | 0.00      | 0.00     | 0.00      | 35,000.00     | 0.00 | 0.00          | 0.00      | 35,000.00  |
| 43500 • Direct Corporate Sponsorship                    | 0.00   | 0.00      | 3,250.00 | 0.00      | 190,000.00    | 0.00 | 30,000.00     | 20,000.00 | 243,250.00 |
| 45000 • Investments                                     |        |           |          |           |               |      |               |           |            |
| 45030 • Interest-Savings                                | 0.00   | 0.00      | 0.00     | 0.00      | 406.01        | 0.00 | 0.00          | 0.00      | 406.01     |
| <b>Total 45000 • Investments</b>                        | 0.00   | 0.00      | 0.00     | 0.00      | 406.01        | 0.00 | 0.00          | 0.00      | 406.01     |
| 45500 • Tenant Rental Income                            | 0.00   | 0.00      | 0.00     | 0.00      | 7,700.00      | 0.00 | 0.00          | 0.00      | 7,700.00   |
| 45510 • Affiliate Client Fees                           | 0.00   | 0.00      | 0.00     | 0.00      | 5,800.00      | 0.00 | 0.00          | 0.00      | 5,800.00   |
| <b>Total Income</b>                                     | 0.00   | 0.00      | 3,250.00 | 0.00      | 238,908.01    | 0.00 | 30,000.00     | 20,000.00 | 292,156.01 |
| <b>Gross Profit</b>                                     | 0.00   | 0.00      | 3,250.00 | 0.00      | 238,906.01    | 0.00 | 30,000.00     | 20,000.00 | 292,156.01 |
| <b>Expense</b>                                          |        |           |          |           |               |      |               |           |            |
| 60500 • Gen. & Administrative Expenses                  |        |           |          |           |               |      |               |           |            |
| 60551 • Executive Director Salary                       | 0.00   | 0.00      | 0.00     | 0.00      | 50,275.71     | 0.00 | 0.00          | 0.00      | 50,275.71  |
| 60552 • Operations Director Salary                      | 0.00   | 0.00      | 0.00     | 0.00      | 29,076.91     | 0.00 | 0.00          | 0.00      | 29,076.91  |
| 60553 • Membership Program Mgr Salary                   | 0.00   | 0.00      | 0.00     | 0.00      | 12,115.36     | 0.00 | 0.00          | 0.00      | 12,115.36  |
| 60554 • Administrative Assistant Salary                 | 0.00   | 0.00      | 0.00     | 0.00      | 16,269.30     | 0.00 | 0.00          | 0.00      | 16,269.30  |
| 60555 • Program Manager - COE                           | 0.00   | 18,269.24 | 0.00     | 0.00      | 0.00          | 0.00 | 0.00          | 0.00      | 18,269.24  |
| 60559 • Student Entrepreneurship/Intern                 | 0.00   | 0.00      | 0.00     | 0.00      | 8,070.00      | 0.00 | 0.00          | 0.00      | 8,070.00   |
| 60660 • Employee Benefits                               |        |           |          |           |               |      |               |           |            |
| 60661 • Medical Insurance                               | 0.00   | 0.00      | 0.00     | 0.00      | 2,147.65      | 0.00 | 0.00          | 0.00      | 2,147.65   |
| 60662 • Dental Insurance                                | 0.00   | 0.00      | 0.00     | 0.00      | 572.57        | 0.00 | 0.00          | 0.00      | 572.57     |
| 60663 • Vision Insurance                                | 0.00   | 0.00      | 0.00     | 0.00      | 33.75         | 0.00 | 0.00          | 0.00      | 33.75      |
| 60664 • Retirement Expense                              | 0.00   | 0.00      | 0.00     | 0.00      | 1,340.70      | 0.00 | 0.00          | 0.00      | 1,340.70   |
| 60660 • Employee Benefits - Other                       | 0.00   | 0.00      | 0.00     | 0.00      | 801.24        | 0.00 | 0.00          | 0.00      | 801.24     |
| <b>Total 60660 • Employee Benefits</b>                  | 0.00   | 0.00      | 0.00     | 0.00      | 4,895.91      | 0.00 | 0.00          | 0.00      | 4,895.91   |
| 60700 • Payroll Expenses                                |        |           |          |           |               |      |               |           |            |
| 60725 • Payroll Fees                                    | 0.00   | 0.00      | 0.00     | 0.00      | 4,153.86      | 0.00 | 0.00          | 0.00      | 4,153.86   |
| 60750 • FICA/Social Security                            | 0.00   | 0.00      | 0.00     | 0.00      | 10,256.83     | 0.00 | 0.00          | 0.00      | 10,256.83  |
| 60800 • SUTA                                            | 0.00   | 0.00      | 0.00     | 0.00      | 1,473.52      | 0.00 | 0.00          | 0.00      | 1,473.52   |
| 60825 • FUTA                                            | 0.00   | 0.00      | 0.00     | 0.00      | 52.20         | 0.00 | 0.00          | 0.00      | 52.20      |
| 60700 • Payroll Expenses - Other                        | 0.00   | 0.00      | 0.00     | 0.00      | 150.00        | 0.00 | 0.00          | 0.00      | 150.00     |
| <b>Total 60700 • Payroll Expenses</b>                   | 0.00   | 0.00      | 0.00     | 0.00      | 16,086.41     | 0.00 | 0.00          | 0.00      | 16,086.41  |
| 60900 • Business Expenses                               |        |           |          |           |               |      |               |           |            |
| 60910 • Worker's Compensation Insurance                 | 0.00   | 0.00      | 0.00     | 0.00      | 652.00        | 0.00 | 0.00          | 0.00      | 652.00     |
| <b>Total 60900 • Business Expenses</b>                  | 0.00   | 0.00      | 0.00     | 0.00      | 652.00        | 0.00 | 0.00          | 0.00      | 652.00     |
| <b>Total 60500 • Gen. &amp; Administrative Expenses</b> | 0.00   | 18,269.24 | 0.00     | 0.00      | 137,441.60    | 0.00 | 0.00          | 0.00      | 155,710.84 |
| 60850 • Contract Services                               | 0.00   | 2,247.50  | 6,666.67 | 20,000.01 | 7,592.50      | 0.00 | 0.00          | 0.00      | 36,506.68  |
| 62800 • Facilities and Equipment                        |        |           |          |           |               |      |               |           |            |
| 62810 • Depr and Amort - Allowable                      | 0.00   | 0.00      | 0.00     | 0.00      | 389.04        | 0.00 | 0.00          | 0.00      | 389.04     |
| 62840 • Equip Rental and Maintenance                    | 0.00   | 0.00      | 0.00     | 0.00      | 2,900.00      | 0.00 | 0.00          | 0.00      | 2,900.00   |

12:30 PM

11/09/23

Accrual Basis

## Bowie Business Innovation Center (Bowie BIC)

**Profit & Loss**

July through October 2023

|                                               | Amazon         | COE               | Cohort&          | Cohort7           | Head Quarters    | 18             | InnovateBO...    | Level Up         | TOTAL            |
|-----------------------------------------------|----------------|-------------------|------------------|-------------------|------------------|----------------|------------------|------------------|------------------|
| 62845 • Computer/Equipment Install Svcs       | 0.00           | 3,817.60          | 0.00             | 0.00              | 2,341.73         | 0.00           | 0.00             | 0.00             | 6,159.33         |
| 62871 • Liability Insurance                   | 0.00           | 0.00              | 0.00             | 0.00              | 1,648.00         | 0.00           | 0.00             | 0.00             | 1,648.00         |
| 62890 • Rent                                  | 0.00           | 0.00              | 0.00             | 0.00              | 14,836.20        | 0.00           | 0.00             | 0.00             | 14,836.20        |
| 62900 • Parking                               | 0.00           | 0.00              | 0.00             | 0.00              | 2,850.00         | 0.00           | 0.00             | 0.00             | 2,850.00         |
| <b>Total 62800 • Facilities and Equipment</b> | 0.00           | 3,817.60          | 0.00             | 0.00              | 24,964.97        | 0.00           | 0.00             | 0.00             | 28,782.57        |
| 62860 • Software licenses expense             | 0.00           | 2,983.06          | 0.00             | 0.00              | 4,094.68         | 0.00           | 0.00             | 0.00             | 7,077.74         |
| 62880 • Website                               | 0.00           | 0.00              | 0.00             | 0.00              | 10,716.98        | 0.00           | 0.00             | 0.00             | 10,716.98        |
| 65000 • Operations                            |                |                   |                  |                   |                  |                |                  |                  |                  |
| 65010 • Books, Subscriptions, Reference       | 0.00           | 0.00              | 0.00             | 0.00              | 884.55           | 0.00           | 0.00             | 0.00             | 884.55           |
| 65020 • Postage, Mailing Service              | 0.00           | 0.00              | 0.00             | 0.00              | 7.60             | 0.00           | 0.00             | 0.00             | 7.60             |
| 65040 • Supplies                              | 0.00           | 0.00              | 0.00             | 0.00              | 2,460.05         | 0.00           | 52.85            | 0.00             | 2,512.90         |
| 65050 • Telephone, Telecom                    | 0.00           | 0.00              | 0.00             | 0.00              | 867.19           | 0.00           | 0.00             | 0.00             | 867.19           |
| 65060 • Internet Expense                      | 0.00           | 0.00              | 0.00             | 0.00              | 1,255.89         | 0.00           | 0.00             | 0.00             | 1,255.89         |
| <b>Total 65000 • Operations</b>               | 0.00           | 0.00              | 0.00             | 0.00              | 5,475.28         | 0.00           | 52.85            | 0.00             | 5,528.13         |
| 65100 • Marketing Expense                     |                |                   |                  |                   |                  |                |                  |                  |                  |
| 65160 • Special Event Expense                 | 900.00         | 0.00              | 0.00             | 278.25            | 3,074.89         | 100.00         | 6,522.56         | 0.00             | 10,875.70        |
| 65170 • Entrepreneur Event Catering           | 0.00           | 0.00              | 0.00             | 0.00              | 400.00           | 0.00           | 0.00             | 0.00             | 400.00           |
| <b>Total 65100 • Marketing Expense</b>        | 900.00         | 0.00              | 0.00             | 278.25            | 3,474.89         | 100.00         | 6,522.56         | 0.00             | 11,275.70        |
| 65130 • Membership Expense                    | 0.00           | 0.00              | 0.00             | 0.00              | 400.00           | 0.00           | 0.00             | 0.00             | 400.00           |
| 66100 • Other Expenses                        | 0.00           | 8.01              | 0.00             | 0.00              | 242.68           | 0.00           | 0.00             | 0.00             | 250.69           |
| 68300 • Travel and Meetings                   |                |                   |                  |                   |                  |                |                  |                  |                  |
| 68312 • Lodging                               | 0.00           | 0.00              | 0.00             | 0.00              | 3,611.77         | 0.00           | 0.00             | 0.00             | 3,611.77         |
| 68330 • Meals and Entertainment               | 0.00           | 0.00              | 0.00             | 0.00              | 1,268.97         | 0.00           | 0.00             | 0.00             | 1,268.97         |
| <b>Total 68300 • Travel and Meetings</b>      | 0.00           | 0.00              | 0.00             | 0.00              | 4,880.74         | 0.00           | 0.00             | 0.00             | 4,880.74         |
| <b>Total Expense</b>                          | 900.00         | 27,325.41         | 6,666.67         | 20,278.26         | 199,284.32       | 100.00         | 6,575.41         | 0.00             | 261,130.07       |
| <b>Net Income</b>                             | <b>-900.00</b> | <b>-27,325.41</b> | <b>-3,416.67</b> | <b>-20,278.26</b> | <b>39,621.69</b> | <b>-100.00</b> | <b>23,424.59</b> | <b>20,000.00</b> | <b>31,025.94</b> |

9:55AM

## Bowie Business Innovation Center (Bowie BIC)

11/09/23

## Profit &amp; Loss - Month by Month

Accrual Basis

July through October 2023

|                                        | Jul23          | Aug23          | Sep23          | Oct23          | TOTAL          |
|----------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Income</b>                          |                |                |                |                |                |
| 43400 • Direct Public Support          | 0              | 15,000         | 20,000         | 0              | 35,000         |
| 43500 • Direct Corporate Sponsorship   | 223,250        | 0              | 15,000         | 5,000          | 243,250        |
| 45000 • Investments                    | 0              | 113            | 115            | 178            | 406            |
| 45500 • Tenant Rental Income           | 2,150          | 1,300          | 2,400          | 1,850          | 7,700          |
| 45510 • Affiliate Client Fees          | 925            | 1,225          | 1,825          | 1,825          | 5,800          |
| <b>Total Income</b>                    | <b>226,325</b> | <b>17,638</b>  | <b>39,340</b>  | <b>8,853</b>   | <b>292,156</b> |
| <b>Gross Profit</b>                    | <b>226,325</b> | <b>17,638</b>  | <b>39,340</b>  | <b>8,853</b>   | <b>292,156</b> |
| <b>Expense</b>                         |                |                |                |                |                |
| 60500 • Gen. & Administrative Expenses | 30,857         | 48,661         | 37,969         | 38,224         | 155,711        |
| 60850 • Contract Services              | 7,107          | 9,400          | 6,667          | 13,333         | 36,507         |
| 62800 • Facilities and Equipment       | 6,700          | 10,120         | 5,256          | 6,706          | 28,783         |
| 62860 • Software licenses expense      | 2,013          | 2,000          | 530            | 2,535          | 7,078          |
| 62880 • Website                        | 0              | 208            | 5,259          | 5,250          | 10,717         |
| 65000 • Operations                     | 1,232          | 1,282          | 1,825          | 1,189          | 5,528          |
| 65100 • Marketing Expense              | 400            | 2,368          | 8,129          | 378            | 11,276         |
| 65130 • Membership Expense             | 0              | 400            | 0              | 0              | 400            |
| 66100 • Other Expenses                 | 126            | 13             | 112            | 0              | 251            |
| 68300 • Travel and Meetings            | 0              | 3,869          | 649            | 363            | 4,881          |
| <b>Total Expense</b>                   | <b>48,435</b>  | <b>78,320</b>  | <b>66,397</b>  | <b>67,979</b>  | <b>261,130</b> |
| <b>Net Income</b>                      | <b>177,890</b> | <b>-60,682</b> | <b>-27,056</b> | <b>-59,126</b> | <b>31,026</b>  |

9:37 AM

12/11/23

Accrual Basis

## Bowie Business Innovation Center (Bowie BIC)

## Balance Sheet

As of November 30, 2023

|                                         | <u>Nov 30, 23</u> |
|-----------------------------------------|-------------------|
| <b>ASSETS</b>                           |                   |
| Current Assets                          |                   |
| Checking/Savings                        |                   |
| 10000 • WesBanco Money Market           | 334,685           |
| 10001 • WesBanco Checking               | 27,956            |
| 10002 • WesBanco Business Builder       | 2,890,569         |
| Total Checking/Savings                  | 3,253,210         |
| Accounts Receivable                     |                   |
| 11000 • Accounts Receivable             | 900               |
| Total Accounts Receivable               | 900               |
| Total Current Assets                    | 3,254,110         |
| Fixed Assets                            |                   |
| 15000 • Furniture and Equipment         | 15,128            |
| 15010 • Accum Depreciation - Furn & Fix | -14,544           |
| Total Fixed Assets                      | 584               |
| Other Assets                            |                   |
| 18700 • Security Deposits Asset         | 1,325             |
| Total Other Assets                      | 1,325             |
| <b>TOTAL ASSETS</b>                     | <b>3,256,020</b>  |
| <b>LIABILITIES &amp; EQUITY</b>         |                   |
| Liabilities                             |                   |
| Current Liabilities                     |                   |
| Credit Cards                            |                   |
| 22000 • WesBanco Credit Card 9119 LS    | -6,828            |
| 22001 • WesBanco Credit Card 9135 CC    | 5,811             |
| 22002 • WesBanco Credit Card JL         | 2,686             |
| 22010 • WesBanco Credit Card - Fees     | 24                |
| Total Credit Cards                      | 1,693             |
| Other Current Liabilities               |                   |
| 21000 • BSU Accrued Rent Payable        | 7,431             |
| 26500 • Tenant Security Deposit         | 5,245             |
| Total Other Current Liabilities         | 12,676            |
| Total Current Liabilities               | 14,369            |
| Long Term Liabilities                   |                   |
| 26600 • Advance Affiliate Fee           | 1,785             |
| Total Long Term Liabilities             | 1,785             |
| Total Liabilities                       | 16,154            |
| Equity                                  |                   |
| 32000 • Unrestricted Net Assets         | 3,271,790         |
| Net Income                              | -31,924           |
| Total Equity                            | 3,239,866         |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>3,256,020</b>  |



# Bowie Business Innovation Center (Bowie BIC)

## Profit & Loss Budget vs. Actual

July through October 2023

Accrual Basis

|                                        | Jul - Oct23   | Budget         | \$ Over Budget  | % of Budget |
|----------------------------------------|---------------|----------------|-----------------|-------------|
| Income                                 |               |                |                 |             |
| 43400 • Direct Public Support          | 35,000        | 50,000         | -15,000         | 70%         |
| 43440 • BSU Grant Contributions        | 0             | 0              | 0               | 0%          |
| 43447 • In Kind Con - Corporate        | 0             | 0              | 0               | 0%          |
| 43500 • Direct Corporate Sponsorship   | 243,250       | 115,000        | 128,250         | 212%        |
| 44300 • Rent Relief                    | 0             | 0              | 0               | 0%          |
| 45000 • Investments                    | 406           | 167            | 239             | 244%        |
| 45200 • Other Client Fees              | 0             | 0              | 0               | 0%          |
| 45500 • Tenant Rental Income           | 7,700         | 9,650          | -1,950          | 80%         |
| 45510 • Affiliate Client Fees          | 5,800         | 6,100          | -300            | 95%         |
| 45515 • 8(a) Program Fees              | 0             | 0              | 0               | 0%          |
| 45520 • Client Parking Fee Income      | 0             | 0              | 0               | 0%          |
| 45530 • Event Sponsorships             | 0             | 7,333          | -7,333          | 0%          |
| 47200 • Other Program Income           | 0             | 5,040          | -5,040          | 0%          |
| 48000 • COE Revenue                    | 0             | 333,333        | -333,333        | 0%          |
| 49000 • COE Cost Recovery              | 0             | 0              | 0               | 0%          |
| Total Income                           | 292,156       | 526,623        | -234,467        | 55%         |
| Cost of Goods Sold                     |               |                |                 |             |
| 50000 • Cost of Goods Sold             | 0             | 0              | 0               | 0%          |
| Total COGS                             | 0             | 0              | 0               | 0%          |
| Gross Profit                           | 292,156       | 526,623        | -234,467        | 55%         |
| Expense                                |               |                |                 |             |
| 60500 • Gen. & Administrative Expenses | 155,711       | 100,319        | 55,391          | 155%        |
| 60850 • Contract Services              | 36,507        | 35,000         | 1,507           | 104%        |
| 62145 • Bad Debt Expense               | 0             | 0              | 0               | 0%          |
| 62155 • BSU EIC Activity Support       | 0             | 0              | 0               | 0%          |
| 62800 • Facilities and Equipment       | 28,783        | 19,868         | 8,915           | 145%        |
| 62860 • Software licenses expense      | 7,078         | 3,070          | 4,007           | 231%        |
| 62880 • Website                        | 1,071         | 3,333          | 7,384           | 322%        |
| 65000 • Operations                     | 5,528         | 6,326          | -797            | 87%         |
| 65100 • Marketing Expense              | 11,276        | 7,667          | 3,609           | 147%        |
| 65130 • Membership Expense             | 400           | 500            | -100            | 80%         |
| 65140 • BSU Lecture Series Expense     | 0             | 0              | 0               | 0%          |
| 66100 • Other Expenses                 | 251           | 167            | 84              | 150%        |
| 66900 • Reconciliation Discrepancies   | 0             | 0              | 0               | 0%          |
| 68300 • Travel and Meetings            | 4,881         | 2,267          | 2,614           | 215%        |
| 69000 • COE Expense                    | 0             | 216,913        | -216,913        | 0%          |
| Total Expense                          | 261,130       | 395,429        | -134,299        | 66%         |
| Net Income                             | <b>31,026</b> | <b>131,194</b> | <b>-100,168</b> | <b>24%</b>  |

9:25AM

12/11/23

Accrual Basis

## Bowie Business Innovation Center (Bowie BIC)

## Profit &amp; Loss

July through November 2023

|                                            | Amazon | COE       | Cohort6  | Cohort 7 | Head Quarters | IB   | InnovateBO... | Level Up  | TOTAL      |
|--------------------------------------------|--------|-----------|----------|----------|---------------|------|---------------|-----------|------------|
| <b>Income</b>                              |        |           |          |          |               |      |               |           |            |
| 43400 • Direct Public Support              |        |           |          |          |               |      |               |           |            |
| 43405 • Government Grants                  |        |           |          |          |               |      |               |           |            |
| 43415 • City of Bowie                      | 0.00   | 0.00      | 0.00     | 0.00     | 35,000.00     | 0.00 | 0.00          | 0.00      | 35,000.00  |
| <b>Total 43405 • Government Grants</b>     | 0.00   | 0.00      | 0.00     | 0.00     | 35,000.00     | 0.00 | 0.00          | 0.00      | 35,000.00  |
| <b>Total 43400 • Direct Public Support</b> | 0.00   | 0.00      | 0.00     | 0.00     | 35,000.00     | 0.00 | 0.00          | 0.00      | 35,000.00  |
| 43500 • Direct Corporate Sponsorship       | 0.00   | 0.00      | 3,250.00 | 0.00     | 190,000.00    | 0.00 | 30,000.00     | 20,000.00 | 243,250.00 |
| 45000 • Investments                        |        |           |          |          |               |      |               |           |            |
| 45030 • Interest-Savings                   | 0.00   | 0.00      | 0.00     | 0.00     | 575.84        | 0.00 | 0.00          | 0.00      | 575.84     |
| <b>Total 45000 • Investments</b>           | 0.00   | 0.00      | 0.00     | 0.00     | 575.84        | 0.00 | 0.00          | 0.00      | 575.84     |
| 45200 • Other Client Fees                  | 0.00   | 0.00      | 0.00     | 0.00     | 250.00        | 0.00 | 0.00          | 0.00      | 250.00     |
| 45500 • Tenant Rental Income               | 0.00   | 0.00      | 0.00     | 0.00     | 9,100.00      | 0.00 | 0.00          | 0.00      | 9,100.00   |
| 45510 • Affiliate Client Fees              | 0.00   | 0.00      | 0.00     | 0.00     | 6,400.00      | 0.00 | 0.00          | 0.00      | 6,400.00   |
| 45515 • B(a) Program Fees                  | 0.00   | 0.00      | -350.00  | 0.00     | 0.00          | 0.00 | 0.00          | 0.00      | -350.00    |
| <b>Total income</b>                        | 0.00   | 0.00      | 2,900.00 | 0.00     | 241,325.84    | 0.00 | 30,000.00     | 20,000.00 | 294,225.84 |
| <b>Gross Profit</b>                        | 0.00   | 0.00      | 2,900.00 | 0.00     | 241,325.84    | 0.00 | 30,000.00     | 20,000.00 | 294,225.84 |
| <b>Expense</b>                             |        |           |          |          |               |      |               |           |            |
| 60500 • Gen. & Administrative Expenses     |        |           |          |          |               |      |               |           |            |
| 60551 • Executive Director Salary          | 0.00   | 0.00      | 0.00     | 0.00     | 61,448.09     | 0.00 | 0.00          | 0.00      | 61,448.09  |
| 60552 • Operations Director Salary         | 0.00   | 0.00      | 0.00     | 0.00     | 35,599.99     | 0.00 | 0.00          | 0.00      | 35,599.99  |
| 60553 • Membership Program Mgr Salary      | 0.00   | 0.00      | 0.00     | 0.00     | 14,807.66     | 0.00 | 0.00          | 0.00      | 14,807.66  |
| 60554 • Administrative Assistant Salary    | 0.00   | 0.00      | 0.00     | 0.00     | 19,884.70     | 0.00 | 0.00          | 0.00      | 19,884.70  |
| 60555 • Program Manager - COE              | 0.00   | 25,576.94 | 0.00     | 0.00     | 0.00          | 0.00 | 0.00          | 0.00      | 25,576.94  |
| 60559 • Student Entrepreneurship/Intern    | 0.00   | 0.00      | 0.00     | 0.00     | 9,870.00      | 0.00 | 0.00          | 0.00      | 9,870.00   |
| 60660 • Employee Benefits                  |        |           |          |          |               |      |               |           |            |
| 60661 • Medical Insurance                  | 0.00   | 0.00      | 0.00     | 0.00     | 2,479.87      | 0.00 | 0.00          | 0.00      | 2,479.87   |
| 60662 • Dental Insurance                   | 0.00   | 0.00      | 0.00     | 0.00     | 587.57        | 0.00 | 0.00          | 0.00      | 587.57     |
| 60663 • Vision Insurance                   | 0.00   | 0.00      | 0.00     | 0.00     | 153.39        | 0.00 | 0.00          | 0.00      | 153.39     |
| 60664 • Retirement Expense                 | 0.00   | 0.00      | 0.00     | 0.00     | 1,787.60      | 0.00 | 0.00          | 0.00      | 1,787.60   |
| 60660 • Employee Benefits - Other          | 0.00   | 0.00      | 0.00     | 0.00     | 801.24        | 0.00 | 0.00          | 0.00      | 801.24     |
| <b>Total 60660 • Employee Benefits</b>     | 0.00   | 0.00      | 0.00     | 0.00     | 5,809.67      | 0.00 | 0.00          | 0.00      | 5,809.67   |
| 60700 • Payroll Expenses                   |        |           |          |          |               |      |               |           |            |
| 60725 • Payroll Fees                       | 0.00   | 0.00      | 0.00     | 0.00     | 5,076.94      | 0.00 | 0.00          | 0.00      | 5,076.94   |
| 60750 • FICA/Social Security               | 0.00   | 0.00      | 0.00     | 0.00     | 12,789.79     | 0.00 | 0.00          | 0.00      | 12,789.79  |
| 60800 • SUTA                               | 0.00   | 0.00      | 0.00     | 0.00     | 1,608.52      | 0.00 | 0.00          | 0.00      | 1,608.52   |
| 60825 • FUTA                               | 0.00   | 0.00      | 0.00     | 0.00     | 64.38         | 0.00 | 0.00          | 0.00      | 64.38      |
| 60700 • Payroll Expenses - Other           | 0.00   | 0.00      | 0.00     | 0.00     | 150.00        | 0.00 | 0.00          | 0.00      | 150.00     |
| <b>Total 60700 • Payroll Expenses</b>      | 0.00   | 0.00      | 0.00     | 0.00     | 19,689.63     | 0.00 | 0.00          | 0.00      | 19,689.63  |
| 60900 • Business Expenses                  |        |           |          |          |               |      |               |           |            |
| 60910 • Worker's Compensation Insurance    | 0.00   | 0.00      | 0.00     | 0.00     | 652.00        | 0.00 | 0.00          | 0.00      | 652.00     |
| 60920 • Business Registration Fees         | 0.00   | 0.00      | 0.00     | 0.00     | 100.00        | 0.00 | 0.00          | 0.00      | 100.00     |
| <b>Total 60900 • Business Expenses</b>     | 0.00   | 0.00      | 0.00     | 0.00     | 752.00        | 0.00 | 0.00          | 0.00      | 752.00     |
| 62141 • Professional Fees                  |        |           |          |          |               |      |               |           |            |
| 62143 • Legal Fees                         | 0.00   | 0.00      | 0.00     | 0.00     | 1,575.00      | 0.00 | 0.00          | 0.00      | 1,575.00   |

9:25AM

12/11/23

Accrual Basis

## Bowie Business Innovation Center (Bowie BIC)

## Profit &amp; Loss

July through November 2023

|                                                         | Amazon         | COE               | Cohort&          | Cohort7           | Head Quarters | IB             | InnovateBO...    | Level Up         | TOTAL             |
|---------------------------------------------------------|----------------|-------------------|------------------|-------------------|---------------|----------------|------------------|------------------|-------------------|
| <b>Total 62141 • Professional Fees</b>                  | 0.00           | 0.00              | 0.00             | 0.00              | 1,575.00      | 0.00           | 0.00             | 0.00             | 1,575.00          |
| <b>Total 60500 • Gen. &amp; Administrative Expenses</b> | 0.00           | 25,576.94         | 0.00             | 0.00              | 169,436.74    | 0.00           | 0.00             | 0.00             | 195,013.68        |
| <b>60850 • Contract Services</b>                        | 0.00           | 3,382.50          | 6,666.67         | 33,333.35         | 8,387.50      | 0.00           | 0.00             | 0.00             | 51,770.02         |
| <b>62800 • Facilities and Equipment</b>                 |                |                   |                  |                   |               |                |                  |                  |                   |
| 62810 • Oepr and Amort - Allowable                      | 0.00           | 0.00              | 0.00             | 0.00              | 486.30        | 0.00           | 0.00             | 0.00             | 486.30            |
| 62840 • Equip Rental and Maintenance                    | 0.00           | 0.00              | 0.00             | 0.00              | 3,569.60      | 0.00           | 0.00             | 0.00             | 3,569.60          |
| 62845 • Computer/Equipment Install Svcs                 | 0.00           | 3,817.60          | 0.00             | 0.00              | 3,500.73      | 0.00           | 0.00             | 0.00             | 7,318.33          |
| 62871 • Liability Insurance                             | 0.00           | 0.00              | 0.00             | 0.00              | 1,648.00      | 0.00           | 0.00             | 0.00             | 1,648.00          |
| 62890 • Rent                                            | 0.00           | 0.00              | 0.00             | 0.00              | 18,545.25     | 0.00           | 0.00             | 0.00             | 18,545.25         |
| 62900 • Parking                                         | 0.00           | 0.00              | 0.00             | 0.00              | 2,875.00      | 0.00           | 0.00             | 0.00             | 2,875.00          |
| <b>Total 62800 • Facilities and Equipment</b>           | 0.00           | 3,817.60          | 0.00             | 0.00              | 30,624.88     | 0.00           | 0.00             | 0.00             | 34,442.48         |
| <b>62860 • Software licenses expense</b>                | 0.00           | 2,983.06          | 0.00             | 0.00              | 4,343.53      | 0.00           | 0.00             | 0.00             | 7,326.59          |
| <b>62880 • Website</b>                                  | 0.00           | 0.00              | 0.00             | 0.00              | 10,716.98     | 0.00           | 0.00             | 0.00             | 10,716.98         |
| <b>65000 • Operations</b>                               |                |                   |                  |                   |               |                |                  |                  |                   |
| 65010 • Books, Subscriptions, Reference                 | 0.00           | 0.00              | 0.00             | 0.00              | 884.55        | 0.00           | 0.00             | 0.00             | 884.55            |
| 65020 • Postage, Mailing Service                        | 0.00           | 0.00              | 0.00             | 0.00              | 7.60          | 0.00           | 0.00             | 0.00             | 7.60              |
| 65040 • Supplies                                        | 0.00           | 0.00              | 0.00             | 0.00              | 2,514.36      | 0.00           | 52.85            | 0.00             | 2,567.21          |
| 65050 • Telephone, Telecom                              | 0.00           | 0.00              | 0.00             | 0.00              | 1,225.31      | 0.00           | 0.00             | 0.00             | 1,225.31          |
| 65060 • Internet Expense                                | 0.00           | 0.00              | 0.00             | 0.00              | 1,427.00      | 0.00           | 0.00             | 0.00             | 1,427.00          |
| <b>Total 65000 • Operations</b>                         | 0.00           | 0.00              | 0.00             | 0.00              | 6,058.82      | 0.00           | 52.85            | 0.00             | 6,111.67          |
| <b>65100 • Marketing Expense</b>                        |                |                   |                  |                   |               |                |                  |                  |                   |
| 65160 • Special Event Expense                           | 900.00         | 0.00              | 0.00             | 2,463.43          | 4,349.89      | 100.00         | 6,522.56         | 0.00             | 14,335.88         |
| 65170 • Entrepreneur Event Catering                     | 0.00           | 0.00              | 0.00             | 0.00              | 400.00        | 0.00           | 0.00             | 0.00             | 400.00            |
| <b>Total 65100 • Marketing Expense</b>                  | 900.00         | 0.00              | 0.00             | 2,463.43          | 4,749.89      | 100.00         | 6,522.56         | 0.00             | 14,735.88         |
| <b>65130 • Membership Expense</b>                       | 0.00           | 0.00              | 0.00             | 0.00              | 400.00        | 0.00           | 0.00             | 0.00             | 400.00            |
| <b>66100 • other Expenses</b>                           | 0.00           | 8.01              | 0.00             | 0.00              | 294.14        | 0.00           | 0.00             | 0.00             | 302.15            |
| <b>68300 • Travel and Meetings</b>                      |                |                   |                  |                   |               |                |                  |                  |                   |
| 68310 • Meeting/Conference Registration                 | 0.00           | 0.00              | 0.00             | 0.00              | 450.00        | 0.00           | 0.00             | 0.00             | 450.00            |
| 68312 • Lodging                                         | 0.00           | 0.00              | 0.00             | 0.00              | 3,611.77      | 0.00           | 0.00             | 0.00             | 3,611.77          |
| 68330 • Meals and Entertainment                         | 0.00           | 0.00              | 0.00             | 0.00              | 1,268.97      | 0.00           | 0.00             | 0.00             | 1,268.97          |
| <b>Total 68300 • Travel and Meetings</b>                | 0.00           | 0.00              | 0.00             | 0.00              | 5,330.74      | 0.00           | 0.00             | 0.00             | 5,330.74          |
| <b>Total Expense</b>                                    | 900.00         | 35,768.11         | 6,666.67         | 35,796.78         | 240,343.22    | 100.00         | 6,575.41         | 0.00             | 326,150.19        |
| <b>Net Income</b>                                       | <b>-900.00</b> | <b>-35,768.11</b> | <b>-3,766.67</b> | <b>-35,796.78</b> | <b>982.62</b> | <b>-100.00</b> | <b>23,424.59</b> | <b>20,000.00</b> | <b>-31,924.35</b> |

# Bowie Business Innovation Center (Bowie BIC)

## Profit & Loss Budget vs. Actual

Accrual Basis

July through November 2023

|                                        | Jul - Nov 23   | Budget         | \$ Over Budget  | % of Budget |
|----------------------------------------|----------------|----------------|-----------------|-------------|
| <b>Income</b>                          |                |                |                 |             |
| 43400 • Direct Public Support          | 35,000         | 50,000         | -15,000         | 70%         |
| 43440 • BSU Grant Contributions        | 0              | 0              | 0               | 0%          |
| 43447 • In Kind Con - Corporate        | 0              | 0              | 0               | 0%          |
| 43500 • Direct Corporate Sponsorship   | 243,250        | 135,000        | 108,250         | 180%        |
| 44300 • Rent Relief                    | 0              | 0              | 0               | 0%          |
| 45000 • Investments                    | 576            | 208            | 367             | 276%        |
| 45200 • Other Client Fees              | 250            | 0              | 250             | 100%        |
| 45500 • Tenant Rental Income           | 9,100          | 12,063         | -2,963          | 75%         |
| 45510 • Affiliate Client Fees          | 6,400          | 7,625          | -1,225          | 84%         |
| 45515 • 8(a) Program Fees              | -350           | 5,250          | -5,600          | -7%         |
| 45520 • Client Parking Fee Income      | 0              | 0              | 0               | 0%          |
| 45530 • Event Sponsorships             | 0              | 9,167          | -9,167          | 0%          |
| 47200 • Other Program Income           | 0              | 6,375          | -6,375          | 0%          |
| 48000 • COE Revenue                    | 0              | 416,667        | -416,667        | 0%          |
| 49000 • COE Cost Recovery              | 0              | 0              | 0               | 0%          |
| <b>Total Income</b>                    | <b>294,226</b> | <b>642,354</b> | <b>-348,128</b> | <b>46%</b>  |
| <b>Cost of Goods Sold</b>              | <b>0</b>       | <b>0</b>       | <b>0</b>        | <b>0%</b>   |
| <b>Gross Profit</b>                    | <b>294,226</b> | <b>642,354</b> | <b>-348,128</b> | <b>46%</b>  |
| <b>Expense</b>                         |                |                |                 |             |
| 60500 • Gen. & Administrative Expenses | 195,014        | 125,342        | 69,671          | 156%        |
| 60850 • Contract Services              | 51,770         | 43,750         | 8,020           | 118%        |
| 62145 • Bad Debt Expense               | 0              | 0              | 0               | 0%          |
| 62155 • BSU EIC Activity Support       | 0              | 0              | 0               | 0%          |
| 62800 • Facilities and Equipment       | 34,442         | 24,153         | 10,289          | 143%        |
| 62860 • Software licenses expense      | 7,327          | 3,838          | 3,489           | 191%        |
| 62880 • Website                        | 10,717         | 4,167          | 6,550           | 257%        |
| 65000 • Operations                     | 6,112          | 7,430          | -1,318          | 82%         |
| 65100 • Marketing Expense              | 14,736         | 9,583          | 5,152           | 154%        |
| 65130 • Membership Expense             | 400            | 625            | -225            | 64%         |
| 65140 • BSU Lecture Series Expense     | 0              | 0              | 0               | 0%          |
| 66100 • Other Expenses                 | 302            | 208            | 94              | 145%        |
| 66900 • Reconciliation Discrepancies   | 0              | 0              | 0               | 0%          |
| 68300 • Travel and Meetings            | 5,331          | 2,833          | 2,497           | 188%        |
| 69000 • COE Expense                    | 0              | 271,141        | -271,141        | 0%          |
| <b>Total Expense</b>                   | <b>326,150</b> | <b>493,071</b> | <b>-166,921</b> | <b>66%</b>  |
| <b>Net Income</b>                      | <b>-31,924</b> | <b>149,283</b> | <b>-181,208</b> | <b>-21%</b> |



9:25AM

Center (Bowie BIC) 12/11/23

# Bowie Business Innovation Profit & Loss -

**Month by Month** Accrual Basis  
November 2023

July through

|                                        | Jul23   | Aug 23  | Sep23   | Oct23   | Nov 23  |         |
|----------------------------------------|---------|---------|---------|---------|---------|---------|
|                                        | TOTAL   |         |         |         |         |         |
| <b>Income</b>                          |         |         |         |         |         |         |
| 43400 • Direct Public Support          | 0       | 15,000  | 20,000  | 0       | 0       | 35,000  |
| 43500 • Direct Corporate Sponsorship   | 223,250 | 0       | 15,000  | 5,000   | 0       | 243,250 |
| 45000 • Investments                    | 0       | 113     | 115     | 178     | 170     | 576     |
| 45200 • Other Client Fees              | 0       | 0       | 0       | 0       | 250     | 250     |
| 45500 • Tenant Rental Income           | 2,150   | 1,300   | 2,400   | 2,400   | 850     | 9,100   |
| 45510 • Affiliate Client Fees          | 925     | 1,225   | 1,825   | 1,825   | 600     | 6,400   |
| 45515 • 8(a) Program Fees              | 0       | 0       | 0       | 0       | -350    | -350    |
| <b>Total Income</b>                    | 226,325 | 17,638  | 39,340  | 9,403   | 1,520   | 294,226 |
| <b>Gross Profit</b>                    | 226,325 | 17,638  | 39,340  | 9,403   | 1,520   | 294,226 |
| <b>Expense</b>                         |         |         |         |         |         |         |
| 60500 • Gen. & Administrative Expenses | 30,857  | 48,661  | 37,969  | 38,224  | 39,303  | 195,014 |
| 60850 • Contract Services              | 7,107   | 9,400   | 6,667   | 13,333  | 15,263  | 51,770  |
| 62800 • Facilities and Equipment       | 6,700   | 10,120  | 5,256   | 6,706   | 5,660   | 34,442  |
| 62860 • Software licenses expense      | 2,013   | 2,000   | 530     | 2,535   | 249     | 7,327   |
| 62880 • Website                        | 0       | 208     | 5,259   | 5,250   | 0       | 10,717  |
| 65000 • Operations                     | 1,232   | 1,282   | 1,825   | 1,189   | 584     | 6,112   |
| 65100 • Marketing Expense              | 400     | 2,368   | 8,129   | 378     | 3,460   | 14,736  |
| 65130 • Membership Expense             | 0       | 400     | 0       | 0       | 0       | 400     |
| 66100 • Other Expenses                 | 126     | 13      | 112     | 0       | 51      | 302     |
| 68300 • Travel and Meetings            | 0       | 3,869   | 649     | 363     | 450     | 5,331   |
| <b>Total Expense</b>                   | 48,435  | 78,320  | 66,397  | 67,979  | 65,020  | 326,150 |
| <b>Net Income</b>                      | 177,890 | -60,682 | -27,056 | -58,576 | -63,500 | -31,924 |

## CITY OF BOWIE REPORT December 7, 2023

*What is the Bowie BIC currently doing to locate Bowie BIC clients/graduates within the City of Bowie?*

During my first year as the executive director of the Bowie Business Innovation Center (Bowie BIC), I worked with the team and a marketing/branding firm to revamp and restructure the organization. The centerpiece of Bowie BIC's rebranding is the unveiling of a contemporary and dynamic image. The new design represents our commitment to innovation, growth, and the diversity of businesses it supports. The modernized image reflects our evolution as a forward-thinking hub for entrepreneurs and serves as a visual symbol of the organization's dedication to fostering business excellence. Accompanying the image is a refined messaging strategy that articulates our mission, values, and commitment to supporting the success of local businesses. The updated messaging emphasizes our role as a catalyst for innovation, collaboration, and economic development within the community. Today, the Bowie BIC has five flagship programs we will implement and grow over the next five years.

InnovateBowie! is our flagship program dedicated to serving the City of Bowie and businesses located in Bowie. In the past, InnovateBowie! was a half-day event. Today, InnovateBowie! is a yearlong program designed to promote local small businesses and help local businesses grow. All our clients and 8(a) Accelerator participants have access to a certified Growth Coach. Clients and 8(a) Accelerator participants are encouraged to work with their growth coach to implement growth strategies that may include identifying retail office space. By featuring and growing InnovateBowie! we will attract innovative start-up businesses and help current local businesses grow, expand, and stay in the City of Bowie.

The potential for InnovateBowie! is unlimited. The name and new image allow the business community to see the City of Bowie as a robust and innovative district that has the resources to help them grow and thrive in the Washington Metropolitan Region and beyond! Our marketing efforts and campaign is designed to attract small businesses in Information Technology, government contracting, health services, and research and development.

This year, the Bowie BIC took a concerted effort to tap into the growth challenges local business need to thrive in an emerging and competitive marketplace. InnovateBowie! 2023 partnered with Amazon to kick-off our eCommerce initiative. Most businesses choose between offering their products solely online or with a limited offering online if they have a store front. InnovateBowie! 2023 is designed to help local businesses achieve growth by offering products in stores and online. We believe that helping local businesses achieve both will help local store front businesses stay in business and stay located within the City of Bowie.

In addition to expanding InnovateBowie!, the Bowie BIC revamped and rebranded the Bowie BIC Membership program. Aligned with the City's target industries, and research and development federal government contracting, the Bowie BIC Membership program offers members access to workshops, and training that prepare local businesses to pursue government contracts. The Bowie BIC Membership Manager will coordinate exclusive one-on-one meet and greet sessions with federal, state, and local procurement officials to help members build relationships and identify upcoming opportunities.

Another way the Bowie BIC is helping to introduce our clients to commercial space in the City of Bowie, is by adding a Franchise series to our "Open Doors" sessions. In February 2024, the Bowie BIC will offer *Franchise 101: Design a Business with the End in Mind* for clients and businesses interested in purchasing a franchise. This session will target government contractors working on their succession plan. Clients working with a growth advisor are encouraged to create a succession plan that includes diversifying their customer portfolio or investing in other businesses that support their current business. Buying a franchise is an opportunity to invest in a business that allows them to work on the business and not in the business.

During the Franchise 101 series, the Bowie BIC would like to partner with Commercial Real Estate firms in Bowie to speak to the participants about potential commercial lease space available in Bowie.

*What can the Bowie BIC do to increase the number of clients/graduates that locate within the City of Bowie?*

The Bowie BIC is positioned to help the city achieve the following strategic objective outlined in the City of Bowie's economic development strategic plan.

"Expand the City's business base through targeted business startup, expansion, and retention efforts".

Aligned with our flagship program, InnovateBowie!, The Bowie BIC can partner with the City of Bowie to launch a marketing campaign that positions the City of Bowie as a place where small businesses can launch, grow, and expand beyond borders! Aligned with InnovateBowie! we launched our "Shop Local for the Holidays" social media campaign. This campaign highlights local product-based or food service-based businesses where you can purchase items for the holiday season. Currently, "Shop Local for the Holidays" includes the Bowie BIC highlighting and featuring local businesses on all our social media channels and website. To increase the number of clients/graduates locating or relocating to the City of Bowie I propose two innovative programs. Please see below a brief description of each program.

"Shop Local for the Holidays" Accelerator

In FY25 InnovateBowie! in partnership with the Maryland Women's Business Center (MWBC) would like to extend our "Shop Local for the Holidays" initiative to include partnering with one of the commercial developers or property management firms managing retail office space at one of the town centers located in Bowie. Shop Local for the Holidays initiative includes a 8-

week business accelerator and opportunity for participants to share a storefront during the holidays to sell their goods.

“Shop Local for the Holidays” Accelerator is designed to take local businesses through an 8-week Accelerator program that helps participants create a solid growth strategy that prepares them to set up a retail store front at one of the many Town Centers located in Bowie. During the peak holiday season (Thanksgiving to New Years) each business would experience having their own storefront in Bowie. During the Holidays, each participant would rotate and share a vacant space and the City of Bowie, Bowie BIC, MWBC, could collectively promote this wonderful holiday initiative. “Shop Local” is a program offered by MWBC. It is a competitive process that has reaped great results! We would partner with MWBC to conduct their Shop Local Accelerator training and we would work directly with each participant to set up shop physically and implement their eCommerce strategy.

Another innovative program the Bowie BIC proposes is called vCommerce. vCommerce is a retention strategy for local bowie-based businesses. In partnership with the City of Bowie’s Economic Development Office, vCommerce will help local small businesses create a virtual storefront that gives customers a sample of what to expect in the store. This pilot program is designed to bridge the gap between physical and digital shopping. Our goal is to get potential buyers excited about the store and generate more traffic to their locations. A vCommerce experience revitalizes the City of Bowie’s shopping experience.

### **IRS 990**

Completed. A copy was sent on 11.15.23.

### **November 2023**

#### **CLIENT UPDATE**

As of November 30, 2023, there are 7 Bowie BIC client companies in our core business accelerator program—4 Resident companies and 3 Affiliate/Non-Resident/Graduate companies.

#### ***CLIENT SERVICES/EVENTS***

- Bowie BIC met with the MWBC to meet their new program manager and to discuss ways the Bowie BIC and the MWBC can collaborate to better support local businesses and businesses that come to the Center for support.
- The Executive Director attended the Greater Bowie Chamber of Commerce Meet and Greet.
- The Executive Director interviewed candidates for the InnovateBowie! and Capital Accelerator Program Manager contract position.
- The Executive Director met with client, Tlee Cooper, to discuss MBIA Grant



Opportunity.

- The Executive Director met with the Operations Director and accountant to review monthly finances.
- The Executive Director met with Shelly Gross-Wade, founder of Bay Crossing Consulting, to learn more about their services.
- The Executive Director met with the Operations Director, accountant, and Board Treasurer to review monthly financials.
- The Executive Director met with Patrick Philippi, Community Manager for Amazon, to discuss InnovateBowie! 2023 and possible funding for InnovateBowie!2024

### **COUNSELING AND TRAINING**

Bowie BIC counseling and training is now conducted in person, online or by phone.

| <b>Dates</b> | <b>November Training/Counseling/Events</b>                    | <b>Instructor/Program</b>                 | <b>Attendees</b> |
|--------------|---------------------------------------------------------------|-------------------------------------------|------------------|
| November 8   | TEDCO Open Door                                               | Malcom Tyson, TEDCO                       | 4                |
| November 10  | Gov/Con Pricing Open Door                                     | Annette Johnson, CMT Services             | 5                |
| November 15  | Speed Meet: Virtual Business Networking                       | Fransico Cartagena, MWBC                  | 3                |
| November 16  | Elements of Entrepreneurship: Business Development Strategies | Fransico Cartagena, MWBC                  | 11               |
| November 16  | Women in Business Virtual Networking                          | Fransico Cartagena, MWBC                  | 7                |
| November 16  | Sales Strategies Open Door                                    | Thomas Ellis, EWC Consultants             | 1                |
| November 21  | Mentor Protégé Workshop                                       | Angie Duncanson, COE                      | 25               |
| November 21  | Credit Open Door                                              | Allison Bennett, Business Wealth Builders | 2                |
| November 21  | Quick Books Open Door                                         | Donna Bryant, D Bryant Consulting         | 5                |
|              | MWBC Counseling                                               | Fransico Cartagena, MWBC                  | 11               |
|              | PTAC Counseling                                               | PTAC                                      | N/A              |
|              | SBDC Counseling                                               | Mark Wells/SBDC                           | 46               |
|              | <b>Total</b>                                                  |                                           | <b>120</b>       |

*\*Since July 1, 2023, the Bowie BIC has worked directly with 64 businesses located in the City of*

Bowie.

## **BOWIE BIC OPERATIONS UPDATE**

### ***Accounting & Financial Management:***

- We have submitted the requested documents to Clifton Larsen & Allen to complete IRS Form 990.
- The Annual Financial Report for SBA was submitted on September 30, 2023.
- The Bowie BIC received Proforma Proposals from Capital One and M&T Bank.
- CLA has appointed a new representative for the Bowie BIC Board of Directors, India Bascombe.

***HR Management:*** The Bowie BIC is looking to hire a part-time program manager, contractor position, to coordinate and grow the Capital Accelerator and InnovateBowie!

***Legal:*** The Bowie BIC engaged legal firm Sonenthal & Overall, PC. to provide insight and an opinion on modifying contractual language in Bowie State University's subcontract agreement. We were exploring replacing "subcontract" with "subrecipient". See below Scott Overall's opinion regarding our request changing BSU's title from "Contractor" to "Subrecipient" is certainly possible in principle. However, changing the type of sub agreement from a contract to a subaward is a fairly complex endeavor. The two types have fundamentally different natures and involve distinctly different obligations. While Peter did a great job in formulating provisions appropriate for a recipient contract such as the one for MAS, he was not asked to, and did not, prepare language for additional clauses needed for an assistance sub agreement, i.e., a subaward. I don't think much further research is necessary in order for me to do that (I'm now in my 47th year of "A&A" practice, including both acquisition and assistance instruments and sub instruments), but the writing of such clauses will take a bit of time."

***Marketing:*** The Bowie BIC has contracted with UKanny! Designs to provide branding and marketing strategy and website design support for the Bowie BIC and the 8(a) COE. The new brand was released to the public on November 15, 2023.

### ***Business Development:***

| Fiscal Year | Funding Source | Current Status | Funding Amount | Funding received | POC                          | Next Steps                                                                             |
|-------------|----------------|----------------|----------------|------------------|------------------------------|----------------------------------------------------------------------------------------|
| FY24        | City of Bowie  | Approved       | \$150,000.00   | Yes              | Al Lott, City Manager, Bowie | <i>We received the following payments:<br/>August: \$20,000<br/>November: \$20,000</i> |

|      |                                                   |          |              |     |                                           |                                                                                                                             |
|------|---------------------------------------------------|----------|--------------|-----|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| FY24 | Capital One                                       | Approved | \$175,000.00 | Yes | Dane Moist, Community Investment & Impact | Total amount received. Expansion of the 8(a) Accelerator to include 3 cohorts per year.                                     |
| FY24 | FSC First                                         | Approved | \$25,000.00  | No  | Yakita Wilkinson, Level Up Manager        | The increase in funding will be used to create our new Capital Accelerator.                                                 |
| FY24 | EZGov Ops                                         | TBD      |              |     | Jamie Bratten, CEO                        | Meeting with Jamie                                                                                                          |
| FY24 | PileroMazza                                       |          |              |     | Sheryl Miller, Client Engagement          |                                                                                                                             |
| FY24 | Prince George's County Council (non-departmental) |          | \$100,000    | No  |                                           | FY24 funding preliminary award amount \$30,000.00. Application due May 2, 2024                                              |
| FY24 | Amazon                                            |          | \$40,000.00  |     | Patrick Phillipi, External Affairs        | FY 23 \$30,000 funding was received in July 2023. FY 24 has yet to be determined. InnovateBowie! 2023 was on Sept. 7, 2023. |
| FY24 | M&T Bank                                          |          | \$5,000.00   |     | John Halley, VP-Business Banking          | Rolling applications                                                                                                        |
| FY24 | County Council Member District 4                  |          | \$10,000     |     | County Councilmember Ingrid Harrison      | Application submitted                                                                                                       |

| Prospects | Funding Source       | Current Status | Funding Amount | Funding received | POC               | Next Steps             |
|-----------|----------------------|----------------|----------------|------------------|-------------------|------------------------|
| FY24      | Clifton Larson Allen | Awarded        | \$15,000.00    | Yes              | Sarah Curfman     | Total amount received. |
| FY24      | Truist Bank          |                | TBD            |                  | Trusit Foundation | TBD                    |

|      |                           |  |            |  |                                              |               |
|------|---------------------------|--|------------|--|----------------------------------------------|---------------|
| FY24 | Citi Foundation           |  | TBD        |  | Reginal Exum, Citi Foundation                | Tabled        |
| FY24 | Bank of America           |  | TBD        |  | Foundation                                   | <i>Tabled</i> |
| FY23 | Wells Fargo Bank          |  | TBD        |  | Wells Fargo Foundation/Community Giving      | Tabled        |
| FY23 | State Farm                |  | TBD        |  | Dwayne Redd, Corporate Responsibility for MD | Tabled        |
| FY24 | Nolan McKenzie Consulting |  | \$2,500.00 |  | QC Jones, President                          |               |



| Fiscal Year | Funding Source                                    | Current Status | Funding Amount | Funding received | POC                                       | Next Steps                                                                                                                           |
|-------------|---------------------------------------------------|----------------|----------------|------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| FY25        | City of Bowie                                     |                |                |                  | Al Lott, City Manager, Bowie              | Budget Submission December 2023. Additional funding to support local use VR Technology to attract and retain businesses.             |
| FY25        | Capital One                                       |                |                |                  | Dane Moist, Community Investment & Impact | Working with Dane on next expansion or growth for the 8(a) Accelerator                                                               |
| FY25        | FSC First                                         |                |                |                  | Yakita Wilkinson, Level Up Manager        | Funding request to grow the Capital Accelerator                                                                                      |
| FY25        | PileroMazza                                       |                |                |                  | Sheryl Miller, Client Engagement          |                                                                                                                                      |
| FY25        | Prince George's County Council (non-departmental) |                | \$100,000      |                  |                                           |                                                                                                                                      |
| FY25        | Amazon                                            |                | \$75,000.00    |                  | Patrick Phillipi, External Affairs        | Continuation of funding for InnovateBowie! Support local bowie storefronts with enhancing their eCommerce using vCommerce technology |
| FY25        | M&T Bank                                          |                | \$5,000.00     |                  | John Halley, VP-Business Banking          | Rolling applications                                                                                                                 |
| FY25        | County Council Member District 4                  |                | TBD            |                  | County Councilmember Ingrid Harrison      |                                                                                                                                      |

## **PROGRAM UPDATES**

### *8(a) Government Contracting Center of Excellence*

#### *8(a) Center of Excellence*

- Revisit BSU Role & Responsibilities with 8(a) COE
- Finalize a MOU between BBIC & BSU to execute payment.
- SBA Report submitted 9/30/23.
- Soft Launch—November 15, 2023

### *8(a) Accelerator*

- Capital One Funding received for FY24--\$175,000.00.
- Three cohorts a year (fall, spring, summer)

- Expanded from 6 weeks to 7 weeks.
- Integrated Growth Wheel CRM into the program
- Expanding outside of the Washington Metropolitan Region to the Baltimore District
- Fall Cohort 8 dates.
  - Winter Session
  - Briefing – February 2, 2024
  - Sessions – February 16, 2023 – March 29, 2023
  - Holiday Connections – Thursday, December 7<sup>th</sup> at Overdue Recognition

#### 8(a) Accelerator Cohort 7 Profile

- The Bowie BIC launched its 7<sup>th</sup> cohort on Friday, October 13, 2023.
- 17 companies and 23 participants were accepted into the program.

|                                |                                                                                                   |
|--------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Combined Total Revenues</b> | \$13,451,043.57                                                                                   |
| <b>Average Annual Revenues</b> | \$791,237.86                                                                                      |
| <b>Largest Company</b>         | Samyak Solutions, Inc. - \$6,089,000.00                                                           |
| <b>Smallest Company</b>        | NeoTech Solutions, Inc - \$0.00 ( <i>no revenue in previous year due to personal challenges</i> ) |

- 12 companies are in the IT industry.
- 3 companies are in Professional Services
- 2 companies are in construction.

#### **Capital Accelerator** *sponsored by Level Up*

- Received new funding to support a new Accelerator focused on Access to Capital.
- New name, Capital Accelerator
- Funders—FSC First (\$25,000) and Clifton, Larsen, and Allen (\$15,000)
- Capital One Accelerator Summary
  - Twice a year kick off with a four week Scale Up program.
  - Following training and one-on-one advisory services (Open Doors) in the following topic areas:
  - QuickBooks, Accounting Setup, Pricing, Credit and Access to Capital

#### **Bowie BIC Membership Program**

- Monthly Growth Coaching Services
- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.
  - Bowie Business Spotlight
  - Free 3-month membership
  - Featured at our next networking event.
- Data Collection and Analysis

#### **BSU PARTNERSHIP**

- BSU subcontract agreement was resubmitted to BSU for signature.
- BSU wants to revisit the roles and responsibilities for the 8(a) COE program. This may impact the project plan, budget, and timeline.

- Bowie BIC presented on the 8(a) COE at BSU HBCU Annual Conference.
- BSU and the Bowie BIC worked together to discuss 8(a) COE program goals, objectives, and outcomes. The Bowie BIC submitted a proposal to conduct a workshop at BSU's HBCU Entrepreneurship Conference.



## **Bowie BIC's Operations Report: January 1 – March 31, 2024**

### **INCUBATOR UPDATE**

#### **January 2024**

- 11 Bowie BIC client companies in our core business accelerator program
  - 4 Resident companies (4 Bowie Business Addresses)
  - 7 Affiliate/Non-Resident/Graduate companies (2 Bowie Business Addresses)

#### **February 2024**

- 11 Bowie BIC client companies in our core business accelerator program
  - 4 Resident companies (4 Bowie Business Addresses)
  - 7 Affiliate/Non-Resident/Graduate companies (2 Bowie Business Addresses)

#### **March 2024**

- 11 Bowie BIC client companies in our core business accelerator program
  - 4 Resident companies (4 Bowie Business Addresses)
  - 4 Affiliate/Non-Resident/Graduate companies. (2 Bowie Addresses)

### **BOWIE BIC OPERATIONS UPDATE**

#### **January 2024**

*Accounting & Financial Management:* During the Bowie BIC Board retreat we discussed the challenges with maintaining our financials in-house. The Board agreed that the Bowie BIC should seek outside accounting support to clean up our current financials and provide monthly financials for the organization. After the board retreat the Executive Director reached out to Bowie State University's Chair for Business and Accounting and met with two independent consultants to discuss our financial needs. We did not receive a response from Bowie State University.

*Legal:* Nothing new to report this month.

*Marketing:* UnKanny! Design completed the branding project for the Bowie

BIC and 8(a) COE.

*HR Management:* The Bowie BIC hired Antionetta Kelley as the new grants manager for the 8(a) COE. Antionetta's hire date was January 30, 2024.

## **February 2024**

***Accounting & Financial Management:*** During the Bowie BIC Board retreat we discussed the challenges with maintaining our financials in-house. The Board agreed that the Bowie BIC should seek outside accounting support to clean up our current financials and provide monthly financials for the organization. After the board retreat the Executive Director reached out to Bowie State University's Chair for Business and Accounting and met with two independent consultants to discuss our financial needs. The Bowie BIC only received a proposal from D. Bryant Consulting.

***HR Management:*** All staff are required to complete Sexual Harassment Training offered through Alcott HR.

***Legal:*** The Bowie BIC current legal firm Sonenthal & Overall is no longer able to assist the Bowie BIC with GovCon matters in the State of Maryland. The Bowie BIC is working with Justis Connection to recommend some attorneys to interview.

***Marketing:*** The Bowie BIC team is working on developing a trifold brochure and a one-pager for each flagship program.

## **March 2024**

***Accounting & Financial Management:*** Beginning February 1, 2024, the Bowie BIC has outsourced its accounting responsibilities to D. Bryant Consulting. D. Bryant Consulting is now responsible for recording and categorizing expenses and preparing financial reports. The accountant will also analyze our financial data and recommend ways to help the Bowie BIC run proficiently.

The Bowie BIC worked with a procurement consultant to draft a solicitation to design and implement a learning management system for



the 8(a) COE. This is the 8(a) COE's first large procurement. The solicitation was crafted as a Sources Sought to learn more about the industry and its capabilities. The Bowie BIC will use this information to seek proposals from up to five vendors. The solicitation will be distributed on April 1, 2024.

**HR Management:** The Bowie BIC updated its HR policy to include an Opt-Out Medical Insurance Option for full-time employees. The information was sent to the Board for review and approval. If approved the Opt-out Medical Insurance Option will be made available for employees immediately.

**Legal:** In March 2024 the Bowie BIC signed a Letter of Engagement with Dixon Turnbull legal firm. The Bowie BIC use this legal firm to review and draft contracts and solicitations for the 8(a) COE. In March Dixon Turnbull reviewed and modified the Bowie BIC's NDA and solicitation to design and implement an LMS.

**Marketing:** The Bowie BIC's marketing team is led by Crystal Clark. Currently, the team is reviewing and making recommendations on how to improve the content on the website, creating one-pagers for each flagship program, and overseeing all creation and distribution of electronic flyers and social media posts. During the month of March, the Bowie BIC highlighted the executive director for Women's History Month.

**BUSINESS DEVELOPMENT (FY24: July 1, 2023 – June 30, 2024)**

| Funding Secured            | Amount Requested | Amount Awarded | Amount Received to Date |
|----------------------------|------------------|----------------|-------------------------|
| City of Bowie              | \$150,000        | \$150,000      | \$95,000                |
| Capital One                | \$175,000        | \$175,000      | \$175,000               |
| FSC First                  | \$25,000         | \$25,000       | \$0.00                  |
| County Council             | \$100,000        | \$90,000       | \$90,000                |
| Amazon                     | \$40,000         | \$30,000       | \$30,000                |
| County Council District IV | \$10,000         | \$10,000       | \$0.00                  |
| Clifton Larsen Allen       | \$15,000         | \$15,000       | \$15,000                |
| 8(a) COE                   | \$1,000,000      | \$1,000,000    | \$1,000,000             |
| TOTAL                      | \$1,515,000      | \$1,495,000    | \$1,405,000             |

**FY25: (July 1 2024 – June 30, 2025)**

| Funding Secured | Amount Requested | Amount Awarded | Amount Received to Date |
|-----------------|------------------|----------------|-------------------------|
| City of Bowie   | \$150,000        |                |                         |
| Capital One     | \$175,000        |                |                         |
| FSC First       | \$25,000         |                |                         |

|                                                          |                |             |             |
|----------------------------------------------------------|----------------|-------------|-------------|
| County Council                                           | \$100,000      | \$30,000    | \$0.00      |
| Amazon                                                   | \$40,000       |             |             |
| County Council District IV                               | \$10,000       |             |             |
| County Council District VI                               | \$10,000       |             |             |
| Prince George's County<br>Community Partnership<br>Grant | \$70,000       |             |             |
| 8(a) COE                                                 | \$1,000,000    | \$1,000,000 | \$1,000,000 |
| TOTAL                                                    | \$1,730,000.00 |             |             |

## PROGRAM UPDATES

January 2024

### ***Center of Excellence for 8(a) Government Contracting***

- Bowie BIC & BSU's joint project approach was approved.
- Bowie BIC is in the process of drafting a project charter and full project plan.
- Bowie BIC is responsible for identifying Tier 1 and Tier 2 8(a) firms capable of pursuing R&D projects.
- Bowie State is responsible for identifying Tier 1 and Tier 2 HBCUs (15) and identifying R&D federal procurement opportunities.
- Bowie BIC hired a grants manager.
- Mentor Protégé Workshop for Mentors on January 16, 2024

### ***8(a) Accelerator***

Winter Session

- Briefing – February 2, 2024
- Sessions – February 16, 2023 – March 29, 2023
- Working with SBA to partner with the Baltimore District to recruit cohort 8.

### ***Capital Accelerator***

Capital Accelerator

- Wednesday(s) January 24 – February 21, 2024
- 4-6 pm
- 36 participants | 10 participants resided in the City of Bowie

### ***Bowie BIC Membership Program***

- 4 new members (tenant) added in January 2024.
- Monthly Growth Coaching Services

- Quarterly procurement events
- Networking and Community Engagement
  - Focus on Bowie-based businesses.
  - Bowie Business Spotlight
  - Free 3-month membership
  - Featured at our next networking event.
- Data Collection and Analysis

## COUNSELING & TRAINING

January 2024

| Dates      | Training/Counseling/Events                                          | Instructor/Program                        | Attendees | Bowie Businesses |
|------------|---------------------------------------------------------------------|-------------------------------------------|-----------|------------------|
| January 8  | Elements of Entrepreneurship: Building a Strong Business Foundation | Francisco Cartagena, MWBC                 | 8         |                  |
| January 9  | Your 2024 Marketing Strategy: A Hands-on Workshop                   | Franciso Cartagena, MWBC                  | 36        |                  |
| January 10 | Speed Meet: Virtual Business Networking for Prince George's County  | Franciso Cartagena, MWBC                  | 6         |                  |
| January 15 | Starting Your Business in Bowie                                     | Franciso Cartagena, MWBC                  | 19        |                  |
| January 16 | SBA Surety Bonds Program                                            | Franciso Cartagena, MWBC                  | 8         |                  |
| January 16 | Mentor Protégé Workshop                                             | Angie Duncanson, COE                      | 25        | 0                |
| January 16 | Credit Repair and Business Credit Open Door                         | Allison Bennett, Business Wealth Builders | 8         | 2                |
| January 17 | Gov/Con Pricing Open Door                                           | Annette Johnson, CMT Services             | 7         | 2                |
| January 24 | Capital Accelerator                                                 | Raymond Green, Bowie BIC                  | 25        | 10               |
| January 25 | Sales Strategies Open Door                                          | Thomas Ellis, EWC Consulting              | 5         | 0                |
| January 31 | QuickBooks Open Door                                                | Donna Bryant, D Bryant Consulting         | 7         | 3                |
|            | MWBC Counseling                                                     | Francisco Cartagena, MWBC                 | 58        |                  |
|            | PTAC Counseling                                                     | PTAC                                      | N/A       |                  |

|  |                 |                 |            |            |
|--|-----------------|-----------------|------------|------------|
|  | SBDC Counseling | Mark Wells/SBDC | 167        |            |
|  | <b>Total</b>    |                 | <b>409</b> | <b>410</b> |

***\*17 Bowie BIC clients are in the City of Bowie.***

## February 2024

| Dates                     | Training/Counseling/Events                                                   | Instructor/Program                        | Attendees  | Bowie Businesses |
|---------------------------|------------------------------------------------------------------------------|-------------------------------------------|------------|------------------|
| February 1st              | Coffee & Conversations: Networking Event                                     | Antionette Smith, Bowie BIC               | 30         | 10               |
| February 2nd              | 8(a) Accelerator Program Briefing                                            | QC Jones, Nolan Mackenzie                 | 50         | 5                |
| February 6th              | Prime Contracting in Maryland SBR Program                                    | Francisco Cartagena, MWBC                 | 19         |                  |
| February 7th              | TEDCO Open Door                                                              | Malcom Tyson, TEDCO                       | 6          | 2                |
| February 8th              | Cybersecurity is a competitive advantage for small businesses                | Fransico Cartagena, MWBC                  | 4          |                  |
| February 13th             | Minority Business Enterprise (MBE) Program                                   | Fransico Cartagena, MWBC                  | 9          |                  |
| February 14th             | Legal Workshop on Joint Ventures & Partnerships                              | Angie Duncanson, COE                      | 21         | 3                |
| February 15th             | Unlocking your Business Growth: How to transform leads into lifelong clients | Fransico Cartagena, MWBC                  | 17         |                  |
| February 20th             | Credit Repair & Business Credit                                              | Allison Bennett, Business Wealth Builders | 6          |                  |
| February 20th             | Mentor Protégé workshop                                                      | Angie Duncanson, COE                      | 15         | 1                |
| February 21st             | Speed Meet: Virtual Business Networking                                      | Fransico Cartagena, MWBC                  | 12         |                  |
| February 22nd             | Sales Strategies Open Door                                                   | Thomas Ellis, EWC Consultants             | 1          | 0                |
| February 28th             | QuickBooks Open Door                                                         | Donna Bryant, D Bryant Consulting         | 9          | 0                |
| February 29th             | MWBC Counseling                                                              | Fransico Cartagena, MWBC                  | 45         |                  |
| February 29 <sup>th</sup> | PTAC Counseling                                                              | PTAC                                      | N/A        |                  |
| February 29 <sup>th</sup> | SBDC Counseling                                                              | Mark Wells/SBDC                           | ??         |                  |
| <b>Total</b>              |                                                                              |                                           | <b>244</b> |                  |

***\*21 Bowie BIC clients are in the City of Bowie.***

### March 2024

| Dates    | March Training/Counseling/Events           | Instructor/Program                        | Attendees | Bowie Businesses |
|----------|--------------------------------------------|-------------------------------------------|-----------|------------------|
| March 11 | Cocktail & Conversations: Networking Event | Antionette Smith, Bowie BIC               | 78        | 12               |
| March 19 | Mentor Protégé Workshop                    | Angie Duncanson, COE                      | 4         | 0                |
| March 19 | Credit Open Door                           | Allison Bennett, Business Wealth Builders | 1         | 0                |
| March 27 | QuickBooks Open Door                       | Donna Bryant, D Bryant Consulting         | 5         | 2                |
|          | MWBC Counseling                            | Fransico Cartagena, MWBC                  | N/A       |                  |
|          | PTAC Counseling                            | PTAC                                      | N/A       |                  |
|          | SBDC Counseling                            | Mark Wells/SBDC                           | N/A       |                  |
|          | <b>Total</b>                               |                                           | <b>88</b> |                  |

***\*14 Bowie BIC clients are in the City of Bowie***

### BSU PARTNERSHIP

#### January 2024

- Bowie BIC and BSU joint 8(a) COE project approach was finalized and approved.

#### February 2024

- Bowie BIC and BSU meet weekly to discuss project tasks and deadlines. Currently, Bowie BIC and BSU are working on finalizing a solicitation to procure a learning management system to host 8(a) COE training and technical assistance.
- Bowie BIC executive director and BSU's project lead and project manager attended the National 8(a) Conference in Atlanta, GA.

#### March 2024

Bowie BIC and BSU meet weekly to discuss project timeline. Bowie State has identified 15 HBCUs to participate in the 8(a) COE. Dr. Breaux has sent invite letters to each HBCU explaining the program and identifying the benefits. Bowie BIC and BSU are finalizing a solicitation to design and implement a learning management system and virtual collaborative workspace for 8(a)s and HBCUs.



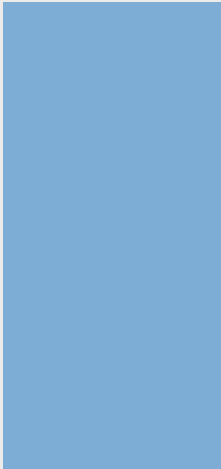


**bowie business  
innovation center**

*Exponential business expansion*

# 2024 ANNUAL REPORT

20XX



# AGENDA

- Bowie BIC Team
- Board of Directors
- Overview
- New Brand
- Programs
- Stats & Impact
- Center of Excellence for 8(a) Government Contracting (8(a) COE)



# MEET THE TEAM



**June Evans**  
Executive Director



**Crystal Clark**  
Operations Director



**Jordan Young**  
Administrative Assistant



**Antoinette Smith**  
Membership Manager



**Angie Duncanson,**  
8(a) COE Program Manager

# BOARD OF DIRECTORS



**Jesse Buggs, Chair  
City of Bowie**



**Mark Lawrence, Vice Chair  
Inncuvate**



**Wendy Jenkins, Secretary  
Bank of America**



**India Bascombe, Treasurer  
Tandem CPA**



# OVERVIEW

Our accelerators educate businesses on becoming bankable; *equip businesses to pursue government contracts*; and elevate business performance in all areas during rapid growth and expansion.





# NEW BRAND

# IDENTITY

## **Excellence**

Operating at maximum efficiency is fundamental to our work. We are model experts for our clients. We set benchmarks to measure our success, we monitor our progress regularly, and we pivot strategically based on the needs of our clients. We are results-oriented at all levels of operation.

## **Educate**

We have a network of experts who know finance, government contracting, and business operations—historical barriers to the success of minority-owned business owners. We bridge this knowledge gap by with education, creating programs in which our clients directly engage subject matter experts to grow quickly, become bankable, and operate efficiently.

## **Equip**

Through business-to-business mentorship and growth coaching, we equip business with the infrastructure they need to scale quickly. We have developed a hands-on, client-centered formula that yields desired outcomes.

## **Elevate**

We empower businesses to operate in a higher revenue bracket by elevating performance in every area--operations, marketing/sales, finance, and research and development.

## **Expand**

Our accelerators have a track record of success that is calculated and adaptable for replication in other locales. The keys to our successful expansion are invaluable relationships in the business community, cultivating innovative partnerships, talent acquisition and development, executive leadership, and a visionary board that practices good governance.



# PROGRAMS



**8(a) Accelerator**  
*[accelerating businesses  
that have received their 8(a)  
Certification]*  
EDUCATE • EQUIP • ELEVATE



**InnovateBOWIE!**  
*[specifically serving businesses in  
Bowie, Maryland]*  
EDUCATE • EQUIP • ELEVATE



**Capital Accelerator**  
*[funding accelerator funded by  
FSC First's Level Up]*  
EDUCATE • EQUIP • ELEVATE



**Bowie BIC Membership**  
*[tenant and affiliate benefits]*  
EDUCATE • EQUIP • ELEVATE



**Center of Excellence for  
8(a) Government Contracting**  
*[accelerating 8(a) certified businesses and  
HBCUs to pursue and win  
federal contracts]*  
EDUCATE • EQUIP • ELEVATE



## BOWIE BIC BY THE NUMBERS (FY24)

146

Accelerator  
Graduates

11

Bowie BIC  
Members

85M

Revenue  
Generated

901

Businesses  
Served

267

County  
Businesses  
Served

177

City of Bowie  
Businesses Served



# BOWIE BIC BY THE NUMBERS: CITY OF BOWIE

## Direct Services As of 6.1.24

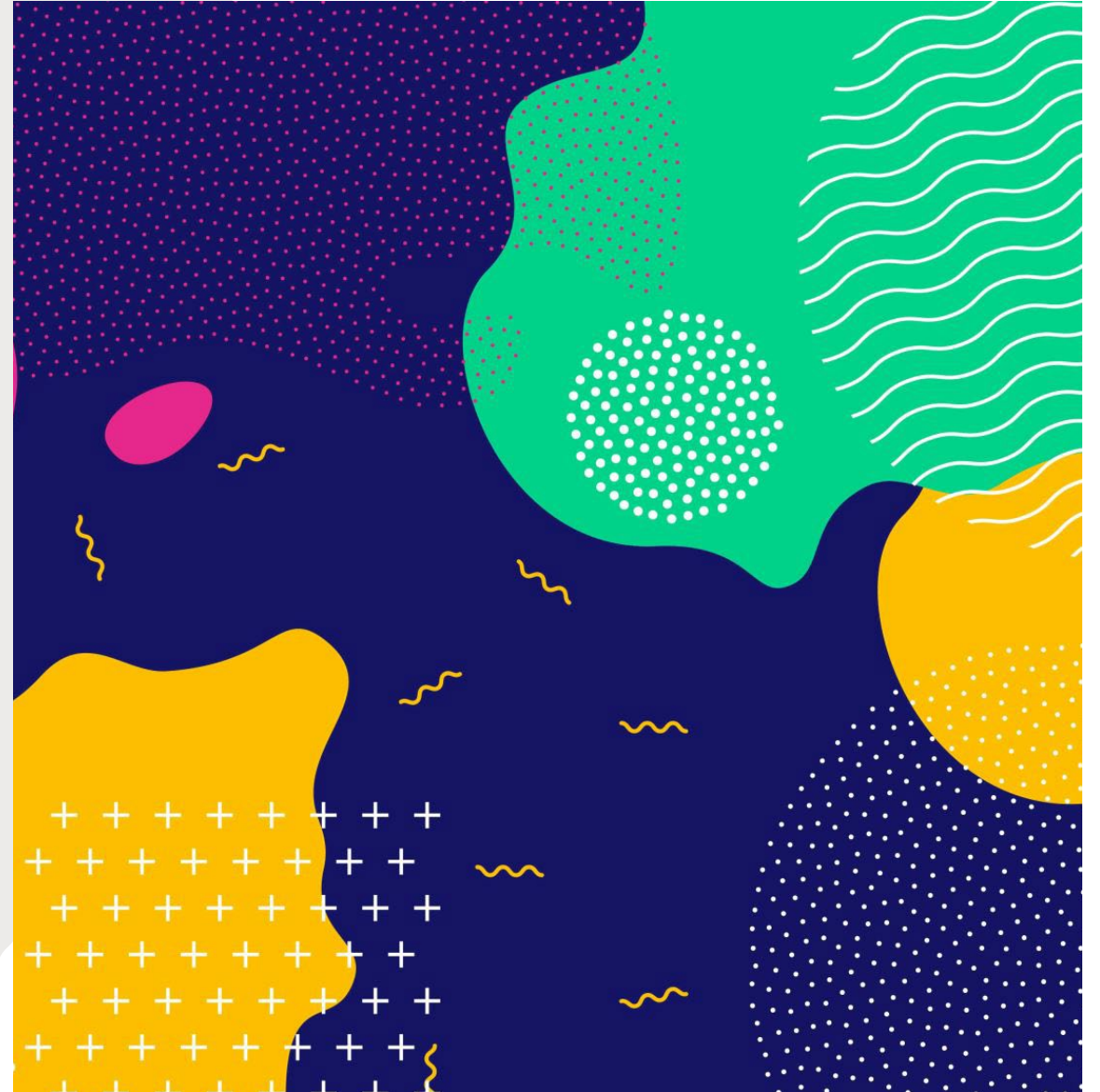
177

20%



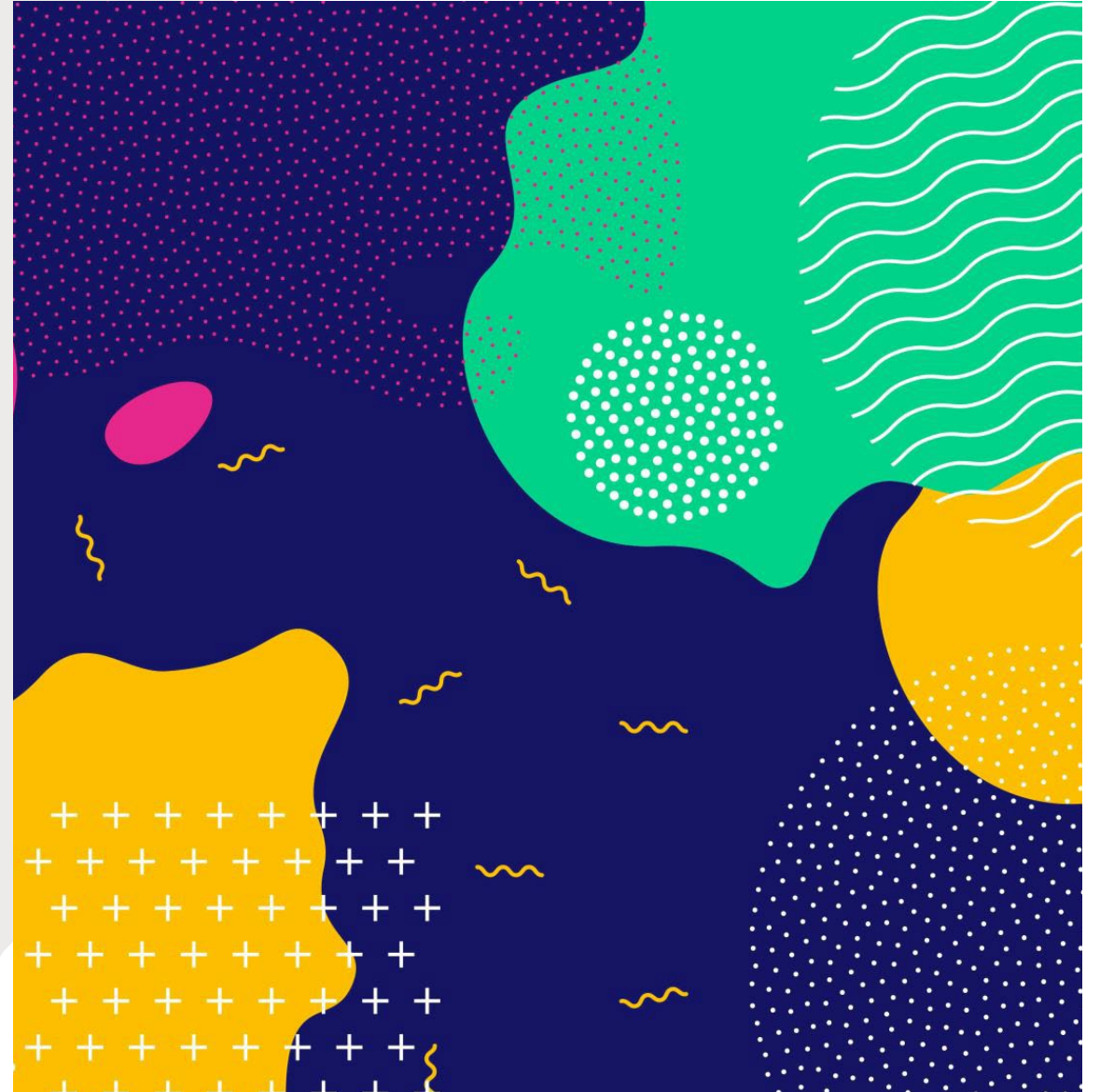
# 8(A) ACCELERATOR

2 Bowie Businesses  
2.2M Total Revenue  
16 Employees



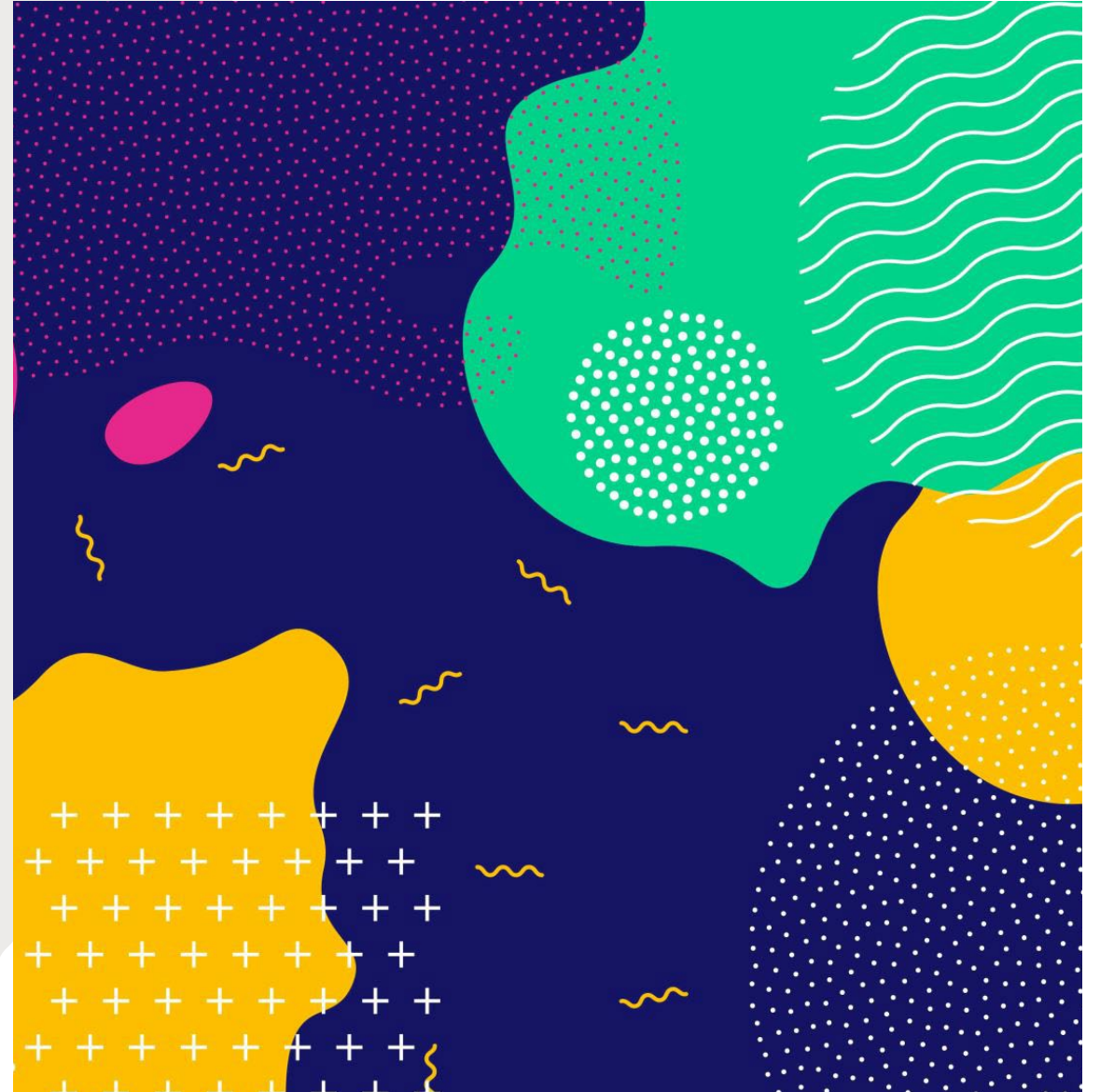
# CAPITAL ACCELERATOR

15 Bowie Businesses  
7.2M Total Revenue  
89 Employees



# BOWIE BIC MEMBERSHIP

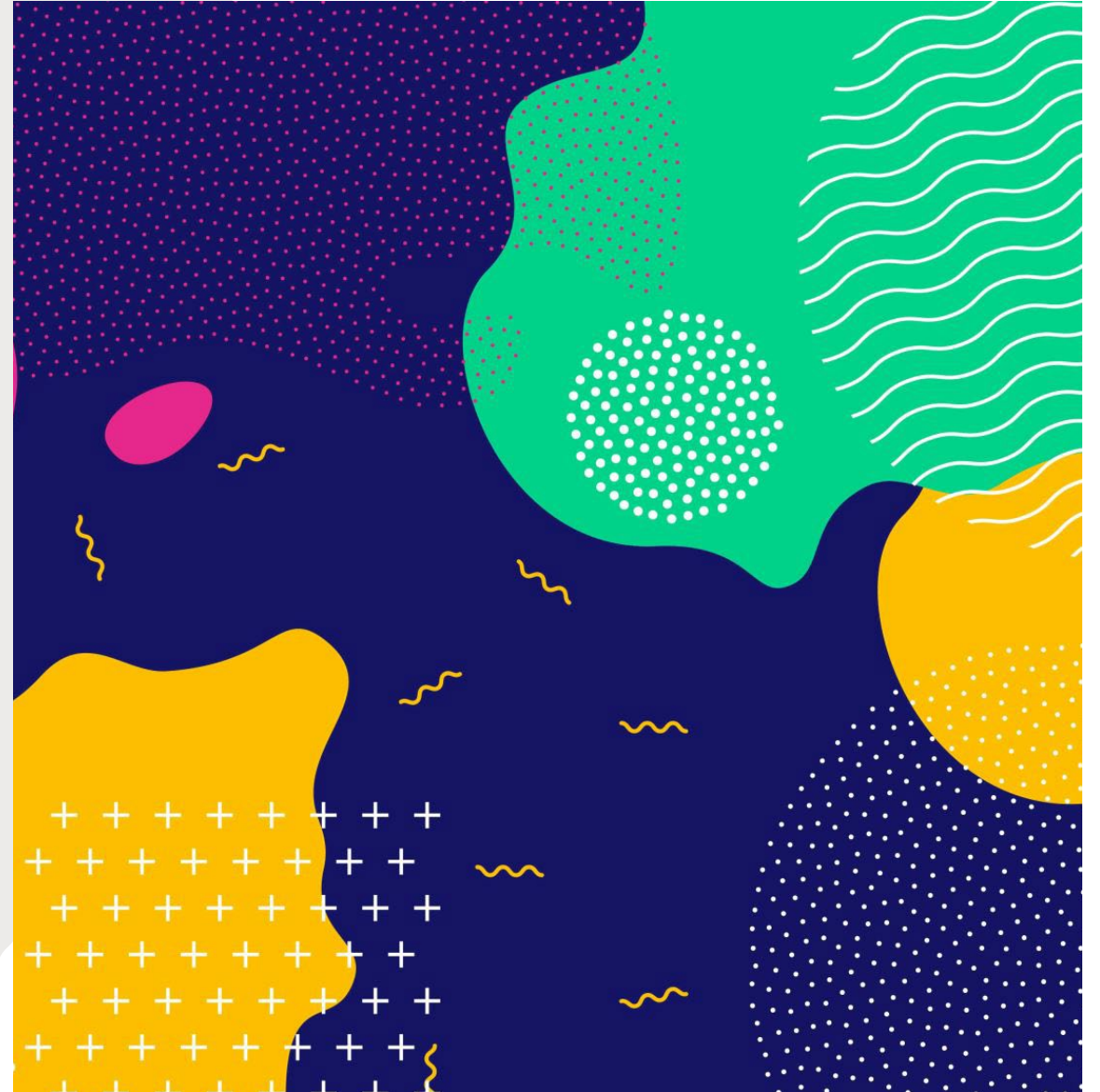
11 Bowie Businesses  
\$1.8M Revenue  
14 Employees





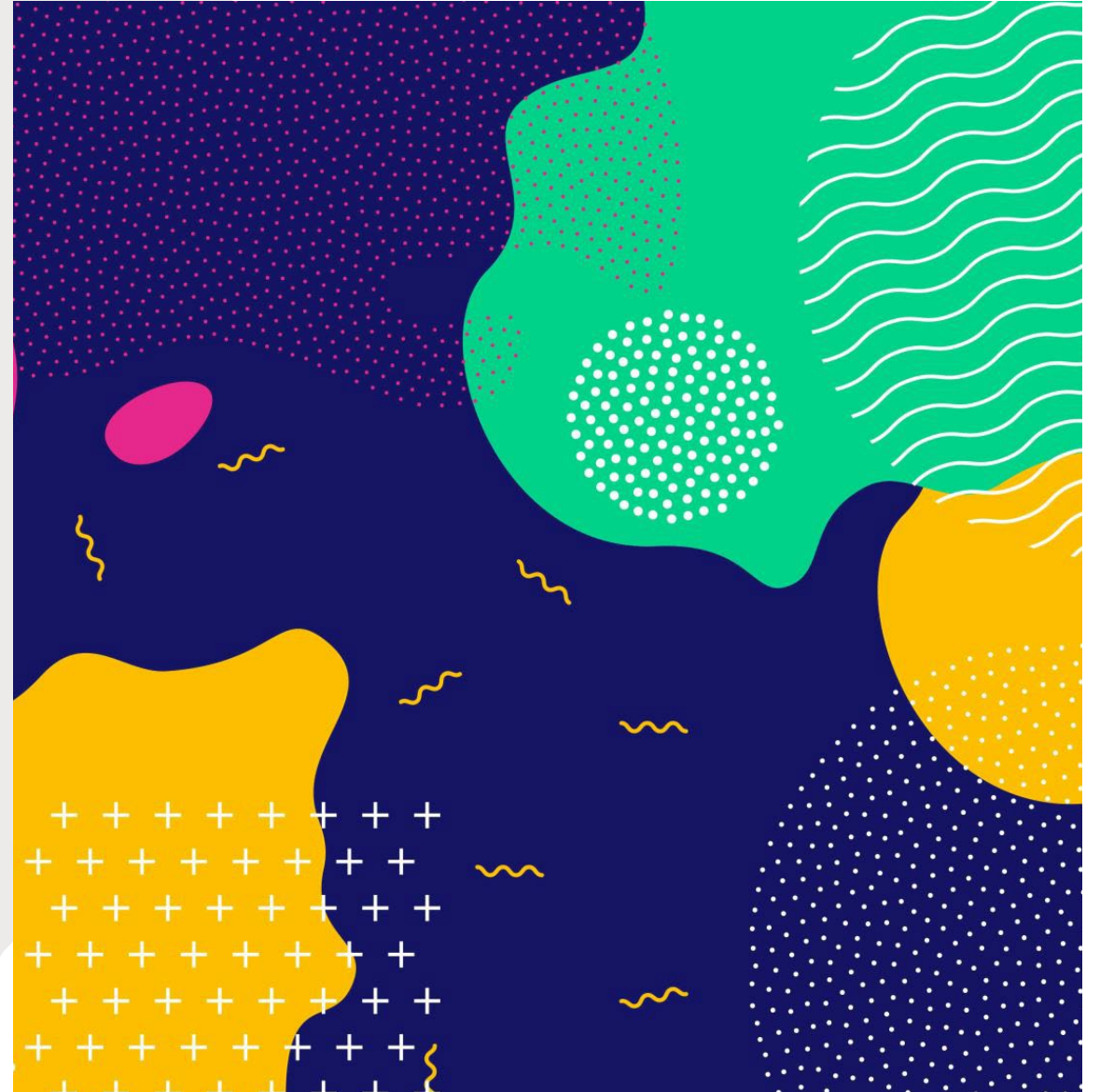
# INNOVATEBOWIE! 2023

26 Bowie Businesses



# OPEN DOORS

35 Bowie Businesses







## PARTNERSHIP

- The Bowie BIC business accelerator programs at BSU, including the 8(a) Accelerator--the first in America
- Bowie BIC is the only business accelerator in Maryland located on the campus of a historically black college or university (HBCU).
- Bowie BIC, in partnership with BSU, is launching a Center of Excellence for 8(a) Government Contracting.
- Bowie BIC & BSU partnership is expanding to create economic impact in Historically disadvantaged and underserved communities through America's HBCU network.



# Center of Excellence

*8(a) Government Contracting*

8(a) COE expands the Bowie BIC 8(a) Accelerator Program model through America's HBCU network. The 8(a) COE is a place where HBCUs and 8(a) firms can collaborate to pursue federal procurement opportunities that advance efforts in research and development, entrepreneurship, and workforce development.

The 8(a) COE is a partnership between BSU and Bowie BIC. The Center exposes and engages 8(a) companies and HBCUs to best practices, training, and business support that equips, elevates, and expands, a government contractor's infrastructure and capacity to win federal contracts. The 8(a) COE will assist both 8(a) firms and HBCUs with *procurement capture strategies, mentoring, access to commercial online market intelligence tools, and access to legal expertise in government contracting.*

17

2024

## PROGRAM OVERVIEW



# Center of Excellence

*8(a) Government Contracting*

August 2023

November 2023

January 2024

February 2024

May 2024

May 2024

July 2024

Hired Program Manager

Executed Bowie State's Subcontract Agreement

Program Approach Approved by Board

14 8(a) firms signed commitment letters

Solicitation for Learning Management System

8 HBCUs signed commitment letters

Training & Coaching

## Program Update: Year 2

# PARTNERS



# THANK YOU

**Bowie Business Innovation Center**  
Entrepreneurship Living Learning  
Community-Suite A131

Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715

Tel: 301-383-1550 /Fax: 301-383-1569

[www.bowiebic.com](http://www.bowiebic.com) |  
[june.evans@bowiebic.com](mailto:june.evans@bowiebic.com)



**bowie business  
innovation center**

*Exponential business expansion*





## Memorandum

**TO:** City Council

**FROM:** Alfred Lott, City Manager

**SUBJECT:** Bulk Trash Pick-up at Condominiums and Apartment Complexes

**DATE:** 05/30/2024

---

See attached document for the assessment of the economic impact that picking up bulk items at condominiums would have on the City of Bowie Fiscal Year 2025 Budget.

**ATTACHMENTS:** 1. 20240603 - Picking Up Bulk Trash from Condominiums Assessment

# Picking Bulk Trash from Condominiums Assessment

## Background

This is a white paper intended to assess the economic impact that picking bulk items in condominiums would have to the City of Bowie Fiscal Year 2025 Budget,

There are three condominium housing units located in the incorporated area of the city. They are:

- Covington Manor – 232 Units
- The Vistas – 140 Units
- Woodland Lake – 262 units

The total number of units added to the bulk trash collection is: 634

## Calculate Annual Bulk Trash for the Condominium Complexes

The assumptions to calculate the annual tonnage for the condominium complexes will be done with a minimum of 0.2 tons/year and a maximum of 0.5 tons/year. The tipping fees are depicted on the last column of Table 1.

| Assumed Tons/Year | Number of Units | Total Tons/Year | Tipping Fee per ton Annapolis JCT | Tipping Fee Total |
|-------------------|-----------------|-----------------|-----------------------------------|-------------------|
| 0.2               | 634             | 126.8           | \$ 86.24                          | \$ 10,935.23      |
| 0.3               | 634             | 190.2           | \$ 86.24                          | \$ 16,402.85      |
| 0.4               | 634             | 253.6           | \$ 86.24                          | \$ 21,870.46      |
| 0.5               | 634             | 317             | \$ 86.24                          | \$ 27,338.08      |

Table 1. Tipping Fees

## Operational Recommendations

### *Grapple Truck Use:*

Bulk trash, by definition, includes items that are too large or heavy to be handled by traditional garbage collection methods. Therefore, using grapple trucks is an efficient and practical solution. Grapple trucks are specifically designed to handle oversized waste, making them ideal for bulk trash collection. Adding one more grapple truck to the fleet (bringing the total to two) is a prudent recommendation. This increase will help manage the estimated bulk trash volume more effectively, ensuring timely and efficient collection. By having two grapple trucks, the city can ensure coverage and redundancy, reducing the risk of service disruption due to maintenance or breakdowns.

**Cost: \$360,000**

**Fuel Cost: \$84,180**

### *Staffing:*

The current solid waste staff is overloaded with work. This task will entail increasing the workforce by 4 full-time equivalent (FTE) positions dedicated to operating these trucks, this would ensure that there are sufficient personnel to handle the workload. Two drivers and two collectors will provide consistent coverage throughout the day.

**Total = \$237,600**

### *Scheduling:*

Scheduling bulk trash pickup daily from Monday through Friday allows for regular and predictable service. This approach can help prevent the accumulation of bulk trash, maintain cleaner neighborhoods, and provide residents with a reliable service. Daily pickup also ensures that the grapple trucks and personnel are used efficiently, spreading the workload evenly throughout the week.

### *Summary:*

| <b>Assumed<br/>Tons/Year</b> | <b>Tipping<br/>Fee Total</b> | <b>Grapple Truck</b> | <b>Fuel Cost</b> | <b>Salaries<br/>and Fringe</b> | <b>Total</b>     |
|------------------------------|------------------------------|----------------------|------------------|--------------------------------|------------------|
| 0.2                          | \$<br>10,935.23              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>692,715.23 |
| 0.3                          | \$<br>16,402.85              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>698,182.85 |
| 0.4                          | \$<br>21,870.46              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>703,650.46 |
| 0.5                          | \$<br>27,338.08              | \$<br>360,000.00     | \$<br>84,180.00  | \$<br>237,600.00               | \$<br>709,118.08 |

Table 2. Summary