

BALTIMORE CITY ETHICS BOARD
626 City Hall
Baltimore, Maryland 21202
Phone: 410-396-4730 Fax: 410-396-8483
<http://ethics.baltimorecity.gov>

**GOVERNMENTAL/CHARITABLE SOLICITATIONS –
APPLICATION FOR APPROVAL**

NAME OF BENEFITTED PROGRAM / CHARITY: Mayor's Office of Children and Family Success

PART A. SPONSORING AGENCY

Name Mayor's Office Of Children and Family Success
Address 100 N. Holiday Street, 3rd Floor Room 345 Baltimore, MD 21202
Contact Person / Coordinator Sharita Thomas, Deputy Director
Telephone (410)545-1938 Email Sharitac.thomas@baltimorecity.gov

PART B. PURPOSE OF PROPOSED SOLICITATION

I. Identify the specific governmental or charitable program, function, or activity for which solicitations will be made:

This solicitation is for the purpose of requesting donations in-kind and monetary for the Mayor's Office of Children and Family Success (MOCFS) Youth Engagement Fund.

II. Describe the specific purposes to which contributions and other receipts will be applied:

Contributions will be used to support on-going program needs to include but not be limited to: entertainment, food, marketing, advertising, event space, transportation, awards/incentives, and funding for special events.

III. Select the appropriate range for the aggregate value of the contributions sought:

- \$500,000 or more
- between \$150,000 and \$500,000
- between \$50,000 and \$150,000
- between \$5,000 and \$50,000
- less than \$5,000

PART C. CITY ENDORSEMENT

By: ____ Board of Estimates ____ Designee of B/E: _____

Date and Manner of Endorsement: _____

Attach Copy of Written Endorsement

PART D. WHEN AND HOW SOLICITATION TO BE CONDUCTED

I. Proposed starting date of solicitation efforts: July 15, 2019

II. Proposed ending date of solicitation efforts: June 30, 2020

III. Describe the categories of persons to be solicited and by whom and how those solicitations will be made:

Solicitations will be made through direct contact. Donations will vary between monetary and in-kind. There will be no direct exchange of funds, all payments will be made payable directly to Baltimore City Foundation on behalf of (MOCFS) The following entities will be solicited: corpora

IV. Identify all *public servants* who will be soliciting contributions:

Tisha Edwards, Executive Director - Mayor's Office of Children and Family Success

Sharita Thomas, Deputy Director - Mayor's Office of Children and Family Success

Kyron Banks, Policy & Partnerships Manager - Mayor's Office of Children and Family Success

Eddie Hawkins, Youth Engagement Specialist- Mayor's Office of Children and Family Success

V. Describe measures to be taken to ensure that the solicitation (i) will be directed at a broad range of donors and (ii) will not specially target *controlled donors*:

The members of the community-based coalition plan to solicit corporate and individual donors through a direct ask process.

VI. Describe measures to be taken to avoid any suggestion that contributors might receive special access or favored treatment from any agency or public servant of the City:
Mayor's Office of Children and Family Success will ensure that messaging is made clear in ALL solicitation communications.

PART E. PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS

Name Baltimore City Foundation
Address 7 East Redwood Street, 10th Floor
Telephone (410) 396-1395

PART F. SIGNATURE AND AFFIRMATION

I affirm under the penalties of perjury that the contents of this Application and of all accompanying attachments are true to the best of my knowledge, information, and belief.

Date: 7/9/2019

FOR: Mayor's Office of Children and Family Success
{Type/Print Name of Sponsoring Agency}

BY: T Edwards
{Signature}

Tisha Edwards, Executive Director
{Type/Print Name and Title}

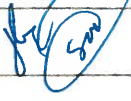

100 N. Holiday Street 3rd Floor
{Type/Print Office Address}

{Type/Print Office Telephone Number}

Tisha.edwards@baltimorecity.gov
{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES

Joan DeRosa
Clerk AUG 21 2019 Date

FROM	NAME & TITLE	Tisha Edwards, Executive Director 	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Mayor's Office of Children and Family Success 100 N. Holiday Street, 3 rd Floor		
	SUBJECT	Governmental/Charitable Solicitation Application		

TO Honorable President and Members of the Board of Estimates

DATE:

July 9, 2019

ACTION REQUESTED OF THE BOARD OF ESTIMATES:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Mayor's Office of Children and Family Success - Youth Engagement Fund for the 2019-2020 fiscal year. It is estimated that donations will be received in the form of in-kind and monetary donations. Donations will be solicited by Tisha Edwards, Executive Director; Sharita Thomas, Deputy Director; Kyron Banks, Associate Director Policy and Partnerships; and Eddie Hawkins Youth Engagement Specialist.

AMOUNT AND SOURCE OF FUNDS:

No General Funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The newly formed Mayor's Office of Children and Family Success (MOCFS) is working in partnership with a cross-section of youth advocates and youth development groups to establish a youth-led initiative focused on identifying opportunities that uplift Baltimore City youth with entertainment, enrichment, and life affirming programming. The members of the community-based coalition plan to solicit corporate and individual donors through a direct ask process. We are expecting donations to be in-kind and monetary, and entities will make payment directly to the Baltimore City Foundation.

The purpose of the Youth Engagement Fund is to create a resource that supports the programming and special events for Baltimore City youth. Programs will focus on recreational activities, social development, leadership, and capacity building.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

BALTIMORE CITY RESIDENTS FIRST (BCRF):

APPROVED BY THE BOARD OF ESTIMATES:

Jonathan Pratt

AUG 21 2019


Clerk

Date



Board of Estimates Summary Sheet
(No More Than Two Pages)

From (Agency Head):	Tisha Edwards		
From (Agency):	Mayor's Office of Children and Family Success		
From (Agency Contact):	Sharita Thomas		
From (Contact Phone #):	(443) 462-1612		
From (Contact Email):	Sharitac.thomas@baltimorecity.gov		
Date:	7/11/2019		
Action Requested:	Other		
If "Other", describe action:	Solicitation Requests Ethics Board		
Subject/Brief Summary: Briefly describe the project(s), program(s), improvements(s), or contract(s) funded through this transfer. (Note if the information is an update from an earlier version)	This request is for a solicitation of funds from individuals and donors for the Youth Engagement Fund.		
Cost/Value of Action (\$):	\$50,000		
Desired BOE Hearing Date:	7/17/2019		
Past Renewals and Amounts:	<ul style="list-style-type: none"> • ___/___/___ for \$X • ___/___/___ for \$X • ___/___/___ for \$X • ___/___/___ for \$X 	Explanation for renewal vs. new bid: N/A	
Potential Issues/Concerns: (List known concerns of City Council President, Comptroller, or others who might publicly object or raise questions about the action. If there are no issues or concerns, write "none." If the City is selling property and not receiving appraised value, provide justification.)	N/A		
Community Support: (If applicable, describe any formal or informal community position on the action.)	N/A		
MBE/WBE Goals and Compliance: (If this action is for a contract award, list the goal(s) for the contract. Then, specify if the awardee is in compliance. If this action is an expenditure authorization, list the goals for the overall contract and whether the contractor is currently in compliance.)	MBE goal: N/A In Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> No	WBE goal: N/A In Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> No	DBE goal: N/A In Compliance: <input type="checkbox"/> Yes <input type="checkbox"/> No
If no MBE/WBE Goals <u>OR</u> noncompliant, explain:	N/A		
Planning Department Funds Transfer Information (If applicable, include information needed for Planning Commission approval of funds transfer.)	N/A		
Briefings (Indicate what elected officials have been briefed and the date of briefing.)	N/A		
SDAT Verified Prime: Choose an item. (Attach) Sub: Choose an item. (Attach) N/A: <input type="checkbox"/> (Must be able to explain) Date: ___/___/___ Verified by: _____	Employ Baltimore (EB) is applicable: No <u>If not, why:</u> Choose an item. N/A EB Certification Statement completed and returned to Agency: Choose an item. Local Hiring (LH) is applicable: No <u>If not, why:</u> Choose an item. N/A		

FROM	NAME & TITLE	Tisha Edwards, Executive Director <i>Edwards</i>	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Mayor's Office of Children and Family Success 100 N. Holiday Street, 3 rd Floor		
	SUBJECT	Baltimore City Foundation Account Establishment/Solicitation Requests		

TO Pete Hammen, Deputy Chief of Staff for Human Services

DATE:

July 9, 2019

The Mayor's Office of Children and Family Success ("MOCFS") would like to establish a partnership with the Baltimore City Foundation, to serve as the fiscal agent for receiving donations, sponsorships, and grants on its behalf. The establishment of a Baltimore City Foundation account requires both BOE approval and the approval of an application for the solicitation of funds from the Ethics Board.

It is expected that MOCFS will establish three (3) distinct accounts:

- Youth Engagement Fund - MOCFS is currently working in partnership with a cross-section of youth advocates and youth development groups (community based coalition) to establish a youth-led initiative focused on identifying opportunities that uplift Baltimore City youth (ages 14-21) with entertainment, enrichment, and life affirming programming. The Youth Engagement Fund would serve as a resource that supports programming and special events for Baltimore city youth focused on recreational activities, social development, leadership and capacity building. Members of the community-based coalition plan to solicit corporate and individual donors through a direct ask process. *(See attached BOE letter)*
- MOCFS General Fund - This fund will be used to support the work of the office through grant writing and donor solicitation opportunities in support of the strategic focus areas including anti-poverty, African American male engagement, education, social mobility, and educational attainment. Through this fund, MOCFS will explore grant opportunities and donors to support the strategic vision of the office. *(BOE letter forthcoming)*
- Youth Commission – Currently, The Family League awards a grant for the operations of the Youth Commission in the amount of \$70,000 annually. Family League has requested MOCFS to consider redirecting the Youth Commission grant to Baltimore City Foundation for fiscal management. MOCFS would serve as the program manager of the Youth Commission, a role formerly held by MOHS. *(BOE letter forthcoming)*

The current request for submission to the BOE is specifically for the Youth Engagement Fund. Attached please find the BOE Memo and the Application for Solicitation of Funds.

CC: Kim Morton, Chief of Staff
Geri Byrd, Deputy Chief of Staff Administration & External Affairs