



**TO:** Board of Estimates, Office of Comptroller

**FROM:** AGC4301 - Mayoralty

**DATE:** 06/28/2024

**Submission #:** SB-24-11436

**SUBJECT:** Governmental/Charitable Solicitation - Baltimore City Veterans Day Parade & Ceremony

**ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve a Governmental/Charitable Solicitation Application.

**PERIOD OF CONTRACT/AGREEMENT:** 05/15/2024 to 11/30/2024

**AMOUNT AND SOURCE OF FUNDS:**

Transaction Amount: \$ 0.00

Project Fund	Amount
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**BACKGROUND/EXPLANATION:**

Baltimore City Veterans Day Parade & Ceremony will be held during the Veterans Day Weekend and the parade route starts at the Washington Monument and ends at War Memorial Plaza with a wreath laying ceremony to honor and remember all who served in our nation's military. Mayor Scott and other dignitaries will join veteran groups, school bands, Honor Guards, and other groups in this celebratory event. Funds will support costs for transportation for schools, elderly and disabled veterans, lunch & refreshments, promotion, floats, sound, signage and other related costs.

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.

**COUNCIL DISTRICT:** 11th District

<b>EMPLOY BALTIMORE:</b>	<b>LIVING WAGE:</b>	<b>LOCAL HIRING:</b>	<b>PREVAILING WAGE:</b>
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N/A	N/A	N/A	N/A
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**1% FOR PUBLIC ART:** N/A.

ENDORSEMENTS:

*M. Amato*  
Clerk, Board of Estimates

06-26-2024



**BALTIMORE CITY ETHICS BOARD**  
 635 City Hall, Baltimore, Maryland 21202  
 Phone: 410-396-7986  
 Email: [ethics@baltimorecity.gov](mailto:ethics@baltimorecity.gov)

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

**GOVERNMENTAL/CHARITABLE GIFT SOLICITATION WAIVER – APPLICATION FOR APPROVAL**

**Name of Benefitted Program/Charity:**

Baltimore City Veterans Day Parade

**PART A. SPONSORING AGENCY.**

**Agency Name:** Mayor's Office

**Contact Person/Coordinator:** Marva Williams

**Address:** City Hall Rm 250 100 Holliday St Baltimore 21201

**Phone:** 443-615-3363

**Email:** [marvad.williams@baltimorecity.gov](mailto:marvad.williams@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.**

Baltimore City Veterans Day Parade and Wreath Laying Ceremony

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

To cover the expenses associated with the event: floats, wreaths, decorations, transportation, printing, sound, food and promotion

**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. WHEN AND HOW SOLICITATION TO BE CONDUCTED.**

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**I. Proposed starting date of solicitation efforts:** May 15, 2024

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**II. Proposed ending date of solicitation efforts:** November 30, 2024

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

Business, community and non-profit organizations via emails, letters, phone calls, events and meetings.

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**IV. Identify all *public servants* and other individuals at the request of the *sponsoring agency* who will solicit contributions.**

Marva Williams

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**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*.**

Marva Williams will solicit businesses and non-profits to raise funds specifically for this event

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**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.**

The function and the operation of the office does not provide the opportunity to make decisions for favored treatment from public events or agencies. No favoritism or special treatment will be given to any donors or businesses solicited.

**PART D. FISCAL SPONSOR (PERSON RESPONSIBLE FOR CUSTODY, ACCOUNTING, AND DISTRIBUTION OF DONATIONS)**

**NOTE:** The *fiscal sponsor* may not be an individual employed by the *sponsoring agency*.

**Entity Name:** Baltimore Civic Fund

**Contact Person:** HyeSook Chung, President

**Address:** Baltimore Civic Fund, One North Charles St., Suite 1600, Baltimore, MD, 21201

**Phone:** 443-540-6113

**Email:** hyesook@baltimorecivicfund.org

**I. Disclose the person or persons within the distributing entity who will be responsible for fund distribution and accounting.**

The Baltimore Civic Fund's Chief Operations Officer is responsible for fund distribution and accounting, supported by the Civic Fund finance team and an outside CPA firm. The Civic Fund maintains a web-based accounting system which is accessible by the President, the COO, the finance team and the CPA firm. The Partnership Managers are able to view the information, but not make edits. The Civic Fund's Partnership Managers are responsible for reviewing and approving all disbursements and providing reports and other information about program account use.

**II. Describe how the funds will be held pending distributions, e.g., held in a trust or other dedicated account, in a general account, co-mingled with other funds, etc.**

The Baltimore Civic Fund monitors incoming deposits daily and assigns individual funding codes to each source upon receipt. All funding is held in a general operating account but differentiated by funding code. A master list of funding codes matched to program accounts is held and updated by the COO and the Director of Partnerships. Funding codes apply to all funding types: donations, grants, public funds, philanthropic funds.

**III. What measures will be taken by the distributing entity to ensure that the donations will actually be used for the intended purpose?**

The Baltimore Civic Fund keeps records of all supporting documentation related to a program's score of work and funding sources. All disbursements are initiated by a payment request form completed by City agency staff and signed by the agency's authorized signatory (Agency Director or designated staff). Partnership Managers review payment requests to ensure the request fits within the scope of work for the program as well as within any fiduciary restrictions. Requests are denied if they do not align with the program purpose or if relevant restrictions exist on the funding source.

**IV. What measures are in place to account for the donations? In the event that donations exceed the charitable need, please state how the additional funds will be allocated or dispersed.**

Donations are collected (1) by a web-based donation site and directly deposited into the general account; (2) by check received by mail and deposited into the general account; (3) by ACH in the general account. All supporting documentation is uploaded into the web-based accounting system and saved with the program files. Donors who use the web-based donation site receive an automated acknowledgement email. Donations by other means may be acknowledged by a gift letter from Civic Fund. Donations received a funding code for tracking purposes. Donations remain in the program's account

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**V. Please provide details about the measures that will be taken by the distributing entity to ensure to ensure that *controlled donors* will not receive preferential treatment.**

All disbursements require approval by the City Agency's authorized signatory, as well as the Civic Fund's Partnership Managers, financial team, COO and outside accounting firm. Sufficient supporting documentation and alignment with the program's scope of work and donation's restrictions are required. All disbursements are made in accordance with the IRS guidelines for non-profits.

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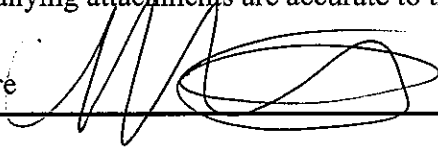
**PART E. SIGNATURE AND AFFIRMATION .**

**Part E should be completed by the *sponsoring agency* upon completion of the application.**

I, Marva Williams [Name], on behalf of Mayor's Office

[Sponsoring Agency], affirm under the penalties of perjury that the contents of this application and all accompanying attachments are accurate to the best of my knowledge, information, and belief.

Signature



Date

5-30-2024

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**PART F. CITY ENDORSEMENT [ONLY TO BE COMPLETED BY BOE OR DESIGNEE].**

**Part F should only be completed by the Board of Estimates or its designee(s).**

- Endorsed by the Board of Estimates
- Endorsed by the Designee of the Board of Estimates:

Clerk Signature

Date