



TO: Board of Estimates, Office of the Comptroller
FROM: Andy Frank, Real Estate Officer
SUBMITTING AGENCY: Department of Real Estate, City Hall – Room 304
DATE: November 29, 2022

SUBJECT: Government/Charitable Solicitation Application

CONTRACT/GRANT NUMBER: N/A

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Sharon Kempa to solicit donors for donations of goods to be distributed to Helping Up Mission and Project PLASE, two non-profits in the City of Baltimore. The period of the campaign will be effective upon Board approval through January 31, 2023.

PERIOD OF CONTRACT/AGREEMENT: N/A

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

On behalf of the programs and departments under the Office of the Comptroller, the Department of Real Estate will coordinate a donation drive to provide needed items for participants receiving assistance and support from two charities: *Helping Up Mission and Project PLASE*. The collection dates are to be determined. Since 1885, Helping Up Mission has offered services and support to men and women struggling with homelessness, poverty, abuse and addiction. Founded in 1978, Project PLASE (People Lacking Ample Shelter and Employment) provides temporary and affordable housing to persons in need, including veterans, ex-offenders, and those living with HIV/AIDS, mental illness, physical, developmental or other disabilities.

Each of the charities has items they 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: N/A

AFFECTED COUNCIL DISTRICT: N/A

Clerk, Board of Estimates

By Celeste Amato at 2:47:25 PM, 12/14/2022

EMPLOY BALTIMORE: N/A

LIVING WAGE: N/A

LOCAL HIRING: N/A

1% FOR PUBLIC ART: N/A

FINANCE HAS REVIEWED:

LAW DEPARTMENT HAS REVIEWED:

MWBOO HAS REVIEWED:

AUDITS HAS REVIEWED:

APPROVED BY THE BOARD OF ESTIMATES:

Clerk

Date

AF/af



BALTIMORE CITY ETHICS BOARD

635 City Hall
100 N. Holliday Street
Baltimore, Maryland 21202
(410) 396-7986
ethics@baltimorecity.gov

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

NAME OF BENEFITTED PROGRAM / CHARITY: Helping Up Mission & Project PLASE

PART A. SPONSORING AGENCY

Name Department of Real Estate
City Hall
Address 100 N. Holliday Street, Suite 304
Baltimore, MD 21202
Contact Person / Coordinator Sharon Kempa
Telephone 410-396-4767 Email sharon.kempa@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:

Helping Up Mission
Project PLASE

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

No funds will be collected during this drive. We will only solicit donations of toys, clothing, toiletries, etc to give to two charities.

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: December 15, 2022

II. Proposed ending date of solicitation efforts: Jan 31, 2023

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

Employees in agencies and programs under the Office of the Comptroller.

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

Sharon Kempa, Coordinator
Kyle Henry (site ambassador)
Towanda Jones (site ambassador)
Michael Williams (site ambassador)

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:

Sharon Kempa will work with site ambassadors to target donations of tangible items from employees of the Department of Audits, Department of Real Estate, Department of Telecommunications, the Municipal Post Office and the Executive Office of the Comptroller. Solicitation will be by flyers posted in agency offices as well as sent by internal newsletter of the Office of the Comptroller.

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:

Measures have been taken to ensure that there is no perception of granting of special treatment or favoritism given to donors. The campaign is agency-wide and special consideration was given to ensure that the campaign is not coordinated or lead by the Executive Office of the Comptroller nor any of the department heads of the reporting agencies. Each of the reporting agencies has a staff person serving on the coordinating committee.

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

Note: This individual may not be employed by the *Sponsoring Agency*.

Name Sharon Kempa
Address City Hall
100 Holliday Street, Room 304
Telephone 410-396-4767 Email sharon.kempa@baltimorecity.gov

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

No funds, cash, checks or gift cards will be collected during this campaign/special activity. However, Sharon Kempa, Campaign Coordinator, will keep records of supporting documents (such as inventory of tangible donations and estimated values).

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.

No funds, cash, checks or gift cards will be collected during this campaign/special activity. However, Sharon Kempa, Campaign Coordinator, will keep records of supporting documents (such as inventory of tangible donations and estimated values).

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

Department of Real Estate, through Sharon Kempa, will keep records of all supporting documentation given for the tangible items donated. The donations that will be solicited are items specifically identified by the receiving charities as items of need.

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.

No funds, cash, checks or gift cards will be collected during this campaign/special activity. However, Sharon Kempa, Campaign Coordinator, will keep records of supporting documents (such as inventory of tangible donations and estimated values).

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.

Measures have been taken to ensure that there is no perception of granting of special treatment or favoritism given to donors. The campaign is agency-wide and special consideration was given to ensure that the campaign is not coordinated or lead by the Executive Office of the Comptroller nor any of the department heads of the reporting agencies. Each of the reporting agencies has a staff person serving on the coordinating committee.

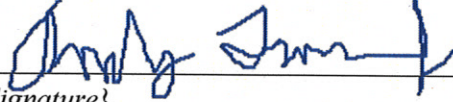
PART F. SIGNATURE AND AFFIRMATION

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: 11/28/2022

FOR: Department of Real Estate

{Type/Print Name of Sponsoring Agency}

BY: 
{Signature}

Andrew Frank

{Type/Print Name of Sponsoring Agency}

{Type/Print Office Address}

{Type/Print Office Telephone Number}

{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES


Clerk **Clerk, Board of Estimates** Date

By Celeste.Amato at 2:47:33 PM, 12/14/2022