


FROM	NAME & TITLE	Stefanie Mavronis, Interim Director <i>smm</i>	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Mayor's Office of Criminal Justice 100 Holliday Street, Room 640 Baltimore, MD 21202		
	SUBJECT	Governmental Charitable Solicitation Application		

TO The Honorable President and Members of the Board of Estimates DATE: September 14, 2023

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to endorse a governmental/charitable solicitation application for the submission to the Board of Ethics of Baltimore City for Wendy Lee, deputy director of intimate partner violence prevention, to accept donated goods and items in support of domestic violence shelter service providers and the survivors in which they serve. The period of the donation drive will be effective upon Board approval through October 31, 2023 or a period not to exceed 4 weeks.

AMOUNT AND SOURCE OF FUNDS:

No funds are involved in this transaction

BACKGROUND AND EXPLANATION:

October is nationally recognized as Domestic Violence Awareness Month (DVAM). Each October domestic violence organizations, allied professionals and community partners participate in local, state, and national events to raise awareness and provide support for families impacted by domestic violence. MONSE is requesting a waiver to collect non-monetary donations such as diapers and formula, toiletries, laundry and dishwashing detergent, new women's and children's underwear, socks, pillows, bedding and pantry food for DV shelters in Baltimore City.

MONSE is seeking to utilize the agency's peace mobile; a community focused and city-owned RV, outfitted into a mobile resource hub, designed to offer immediate resources to residents experiencing healing. The mobile would serve as a central drop off location for non-monetary donations used to support local domestic violence service providers offering resources and shelter services, in addition to providing onsite access to information and referrals. This donation drive would not involve controlled donors nor a donor list. Engagement with the peace mobile staff (members of MONSE) would be voluntary and void of direct solicitation methods.

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 government 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

BALTIMORE CITY RESIDENTA FIRST(BCRF): N/A

APPROVED BY THE BOARD OF ESTIMATES:

Clerk

Date



BALTIMORE CITY ETHICS BOARD
 635 City Hall, Baltimore, Maryland 21202
 Phone: 410-396-7986
 Email: ethics@baltimorecity.gov

Date Received: MER 9/22/2023

GOVERNMENTAL/CHARITABLE GIFT SOLICITATION WAIVER – APPLICATION FOR APPROVAL

Name of Benefitted Program/Charity:

MONSE's "stuff the bus" donation drive

PART A. SPONSORING AGENCY.

Agency Name: Mayor' Office of Neighborhood Safety and Engagement

Contact Person/Coordinator: Wendy Lee

Address: 100 Holliday Street, Ste 640 Baltimore, MD 21202

Phone: 443-462-7286

Email: wendy.lee@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.

Each October domestic violence organizations, allied professionals and community partners participate in local, state, and national events to raise awareness and provide support for families impacted by domestic violence. MONSE is requesting a waiver to utilize the MONSE peace mobile as a stationary location to provide resources and information regarding domestic violence and to collect non-monetary donations such as diapers and formula, toiletries, laundry and dishwashing detergent, new women's and children's underwear and socks, pillows and bedding and stockable food for DV shelters in Baltimore City.

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

There will not be any monetary donations solicited. Items collected will be made available to interested comprehensive domestic violence service providers servicing Baltimore City victims and survivors in need of supplies and provide publically accesible community pantries and shelter services.

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.

I. Proposed starting date of solicitation efforts: 10/1/2023

II. Proposed ending date of solicitation efforts: 10/31/2023

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

The peace mobile would be stationed at participating grocery store parking lots such as The Giant on 33rd Street and the Harris Teeter at Canton Crossing. Access and engagement with MONSE staff manning the mobile would be within the discretion of those passing by. Advertisement of the location of the mobile would be shared via MONSE social media channels; however, there would be no direct solicitation to individuals and businesses.

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

Members of the MONSE Intimate Partner Violence Prevention Team would staff the bus during the schedule for its public accessibility.

Wendy Lee, Sherrel Peterson, Merrick Moises, Ashley Rivera and Jacquelynne Erlendsson are members of this team.

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*.

This initiative will not include direct solicitations and will be open to those who have voluntarily expressed an interest.

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.

No favoritism or special treatment will be given to any donors.

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:

Contact Person:

Address:

Phone:

Email:

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

There will be no collection of funds. Goods received will be collected by MONSE and subsequently categorized aggregately by day, location and type of donation. Donations of goods will then be distributed by MONSE staff to domestic violence service providers with public facing pantries and shelter service provision.

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 collected goods will be stored in a locked location within the MONSE work area at City Hall.

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

The collected goods will be tracked and categorized by the MONSE IPV Prevention team and subsequently distributed to interested agencies by the project manager and project coordinator.

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.

There will be no collection of funds. In the event the goods collected are in excess of the need of the domestic violence shelters and service providers, they will be offered to local homeless shelter. Any excess items would then be donated to the Goodwill.

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.

This initiative will not involve controlled donors.

PART E. SIGNATURE AND AFFIRMATION .

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

I, Wendy Lee [Name], on behalf of MONSE

[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

9/13/2023

Date

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