



TO: Board of Estimates, Office of Comptroller  
 FROM: AGC4301 - Mayoralty  
 DATE: 04/20/2023  
 SUBJECT: Baltimore City Veterans Day Parade & Ceremony

**ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve a Application .

PERIOD OF CONTRACT/AGREEMENT: 05/01/2023 to 11/30/2023

**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 on Friday, November 10, 2023 starting at the Washington Monument and ending at War Memorial Plaza with a wreath laying ceremony to honor and celebrate the service of veterans and current 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

EMPLOY BALTIMORE:	LIVING WAGE:	LOCAL HIRING:
N/A	N/A	N/A

1% FOR PUBLIC ART: N/A.

**ENDORSEMENTS:**

*M. Amato*

4/19/2023



**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: Baltimore City Veterans Day Parade

**PART A. SPONSORING AGENCY**

Name Mayor's Office

Address City Hall Rm 250 100 Holliday St Baltimore 21201

Contact Person / Coordinator Marva Williams

Telephone 443-615-3363 Email 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: wreaths, floats, decorations,  
participants transportation, production, printing, 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. CITY ENDORSEMENT**

By:   X 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:   April 1, 2023
- II. Proposed ending date of solicitation efforts:   November 30, 2023

**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, meetings and events.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Marva Williams  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Name HyeSook Chung, President  
Address Baltimore Civic Fund, One North Charles St., Suite 1600, Baltimore, MD, 21201  
\_\_\_\_\_  
Telephone 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 scope 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; or (3) by ACH in the general account. All supporting documentation is uploaded into the web-based accounting system and saved with 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 receive a funding code for tracking purposes. Donations remain in the program's account to be

**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 nonprofits.

**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: 3/9/2023

FOR: Mayor's Office  
*{Type/Print Name of Sponsoring Agency}*

BY:   
*{Signature}*

Mayor's Office  
*{Type/Print Name of Sponsoring Agency}*

City Hall, Rm 250 100 Holliday St Baltimore 21201  
*{Type/Print Office Address}*

443-615-3363  
*{Type/Print Office Telephone Number}*

marvad.williams@baltimorecity.gov  
*{Type/Print Email Address}*

APPROVED BY THE BOARD OF ESTIMATES

  
Clerk

4/19/2023  
Date

