



## BALTIMORE CITY ETHICS BOARD

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

### GOVERNMENTAL/CHARITABLE SOLICITATIONS – APPLICATION FOR APPROVAL

#### DIRECTIONS AND GENERAL INFORMATION

NOTE: ***Bold-italicized terms*** are defined at the end of these Directions.

#### I. BACKGROUND

Article 8, § 6-26 {"Gifts: Solicitation prohibited"} generally prohibits any ***public servant*** from soliciting or facilitating the solicitation of a ***gift***, "whether on the ***public servant's*** own behalf or on behalf of another ***person***," from any ***person*** that the ***public servant*** "knows or has reason to know" is a ***controlled donor***. Article 8, § 6-27 {"Gifts: Acceptance prohibited"} further prohibits any ***public servant*** from accepting a ***gift***, even if unsolicited, from any ***person*** that the ***public servant*** "knows or has reason to know" is a ***controlled donor***.

These prohibitions have long been recognized to apply even if the "gift" is being solicited to support a governmental function or charitable endeavor. 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" and have been pre-approved by the Ethics Board.

More recently, the Ethics Board adopted Regulation 06.26 to standardize and clarify the requirements and procedures for invoking this exception. (The full text of the Regulation is appended to City Code Article 8, accessible online through the Ethics Board's website: <http://ethics.baltimorecity.gov>.)

#### II. GENERAL STANDARDS FOR APPROVAL

Ethics Regulation 96.26B sets out the following general standards for Ethics Board approval:

1. The solicitation must be for the exclusive benefit of a governmental or charitable function, program, or activity.
2. **The program, function, or activity to be benefitted and the proposed solicitation campaign must have been endorsed by the Board of Estimates or its designee(s).**
3. The solicitation must be directed at a broad range of potential donors and may not specially target ***controlled donors***.

4. The campaign must be designed and conducted so as to avoid any suggestion that contributors might receive special access or favored treatment from any City ***agency*** or any ***public servant***.
5. The solicitation must be approved in advance by the Ethics Board, on written request of the ***sponsoring agency***.
6. The solicitation must be conducted in accordance with the terms and conditions of the Ethics Board's approval.

## II. WHEN AND WHERE TO APPLY

An application for Ethics Board approval must be submitted to the Ethics Board at least 45 days before any ***controlled donor*** is solicited, directly or indirectly.

## III. ACTIVITY REPORTS AND RECORDS

The ***sponsoring agency*** must periodically report solicitation activities to the Ethics Board, as follows:

1. A Final, Cumulative Report must be filed within 30 days after all solicitations have been made and anticipated donations received.
2. Interim Reports must be filed on the following schedule, depending on the aggregate value of donations sought by the campaign:
  - (i) for campaigns seeking \$50,000 or more in donations, once every 3 months;
  - (ii) for campaigns seeking between \$5,000 and \$50,000, once every 6 months; and
  - (iii) for campaigns seeking less than \$5,000, only the Final Report is required.

The ***sponsoring agency*** must make and maintain detailed records to assure complete reporting of all of the information required to be disclosed in the Reports. (See Form 627.)

## IV. FORMS AND INFORMATION

Additional forms and instructions for the application and activity reports are available on the Board's Website, <http://ethics.baltimorecity.gov>.

Any questions about the scope or applicability of the City Ethics Code should be directed to the Board, at 635 City Hall (410-396-7986).

## DEFINITIONS OF TERMS

All defined terms are indicated by ***bold italics***.

### “Agency”/ “City agency”.

#### (a) *General.*

“Agency” or “City agency” means any department, board, commission, council, authority, committee, office, or other unit of City government.

#### (b) *Inclusions.*

“Agency” or “City agency” includes:

- (1) Baltimore City Parking Authority.
- (2) Baltimore Development Corporation.
- (3) Baltimore Police Department.
- (4) Board of Liquor License Commissioners for Baltimore City.
- (5) Civilian Review Board of Baltimore City.
- (6) Enoch Pratt Free Library of Baltimore City.
- (7) Housing Authority of Baltimore City.
- (8) Local Development Council, South Baltimore Video Lottery Terminal.
- (9) Pimlico Community Development Authority.
- (10) Any individual not embraced in a unit of City government who exercises authority comparable to that of the head of a unit of City government.

### “Controlled donor”.

“Controlled donor” means any ***person*** that:

- (1) does or seeks to do business of any kind, regardless of amount:
  - (i) with an ***agency***; or

- (ii) with another ***person*** in connection with or in furtherance of that other ***person’s*** contract with an ***agency***;

- (2) engages in an activity that is regulated or controlled by an ***agency***;
- (3) is a lobbyist with respect to matters within the jurisdiction of an ***agency***;
- (4) has a financial interest that might be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of an ***agency***; or
- (5) is an owner, partner, officer, director, trustee, employee, or agent of any person described in items (1) through (4).

### “Gift”.

“Gift” means the transfer of any thing or any service of economic value, regardless of the form, for less than adequate, identifiable, and lawful consideration. “Gift” does not include political contributions that are regulated under state law.

### “Person”.

“Person” means:

- (1) an individual;
- (2) a partnership, firm, association, corporation, or other entity of any kind;
- (3) a receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind; and
- (4) except as used in Subtitle 9 {“Enforcement”} of this article for the imposition of criminal penalties, a governmental entity or an instrumentality or unit of a governmental entity.

**“Public servant”.**

“Public servant” means any official or employee of the City of Baltimore or of any *agency* of the City.

**“Sponsoring agency”.**

“Sponsoring agency” means:

- (1) the City *agency* that, under Ethics Code § 6-26(b) and Board Regulation R 06.26, seeks to conduct a solicitation for an official governmental program or activity or for a charitable function or activity; or
- (2) if more than one City *agency* is involved, the *agency* designated to coordinate the solicitation.



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### GOVERNMENTAL/CHARITABLE SOLICITATIONS – APPLICATION FOR APPROVAL

NAME OF BENEFITTED PROGRAM / CHARITY: 2019 Sustainability Plan Implementation, 2024 Climate

#### PART A. SPONSORING AGENCY

Name Department of Planning, Office of Sustainability  
Address 1 North Charles St, #1600, Baltimore, MD 21202  
Contact Person / Coordinator Ava Richardson/Nichole Stewart  
Telephone 410-396-8360 Email ava.richardson@baltimorecity.gov/nichole

#### PART B. PURPOSE OF PROPOSED SOLICITATION:

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

Solicitations will be made to support the implementation of plans and initiatives led by the City's Department of Planning and Office of Sustainability. This includes the city's 2019 Sustainability Plan, the 2023 Disaster Preparedness Plan (DP3) 2024 Climate Action Plan update to Baltimore's Climate Action Plan (CAP), the Clean Corps Initiative

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

Donations, contributions and in-kind gifts will be used to support learning opportunities in the form of internships or fellowships, outreach, education, engagement, the Office's annual open house, engagement for the Climate Action Plan, Clean Corps events, CCCN and any other actions outlined in the 2019 Sustainability and Green Network Plans. We will also solicit event sponsorship opportunities from private businesses and/or philanthropic opportunities as those opportunities arise.

**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: Pending BOE approval

**Attach Copy of Written Endorsement**

## PART D. WHEN AND HOW SOLICITATION TO BE CONDUCTED

- I. Proposed starting date of solicitation efforts: Immediately upon approval
- II. Proposed ending date of solicitation efforts: September 30, 2026

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

Solicitations will include individuals, organizations, businesses and foundations who have an interest in advancing sustainability, community resiliency and climate mitigation & adaptation across Baltimore City. The Office will use newsletters, social media, signature lines on emails, websites (both the Office's website and that of city and non-city partners), website postings, monthly Commission on sustainability meetings and other routine engagement opportunities (such as weekly in-person events) and other direct and indirect methods.

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

Baltimore City's Department of Planning and Office of Sustainability staff and team members will be soliciting contributions using the methods listed above. These team members include Amy Gilder-Busatti, Valerie Rupp, Joanna Birch, Ava Richardson, Grace Hansen, Rachel Whiteheart, Ebone Smith, Erica Pinke and Natalie Cohen - all within the Office of Sustainability. Planning Department staff include Nichole Stewart, Chris Ryer, Treston Codrington, Maddy Franek, Danielle Bilot and Lamar West and Danielle Bilot in the Department of Planning.

**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*:**

Solicitations will target three primary audiences (1) private companies, (2) philanthropic organizations and foundations (3) individuals. Private companies, philanthropic organizations and foundations will be solicited to provide in-kind donations and/or monetary support for the 2019 Sustainability and Green Network Plans, the CAP and CCCN work through letters, conversations, phone calls and other communications. The Office will plan to host a Sustainability Funding Roundtable which will include

**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:**

Donors will be made aware that their donations' will be directed towards implementing the Sustainability and Green Network Plans, CAP, CCCN work or other related initiatives. The focus of all solicitation requests and promotion of the program will be on the potential benefits of sustainability to the City at large (rather than to the benefit of any agencies). The purpose of funds will be made clear, and donors will be informed that they will not gain favorable treatment or access with their donation. Additionally, contribution do not imply any favoritism or special treatment.

**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 Baltimore Civic Fund

Address 1 North Charles St, #1600, Baltimore, MD 21202

Telephone (443) 540-6113

Email info@baltimorecivicfund.org

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

The funds will be held in the "Department of Planning: Sustainability Plan (#245)", "Baltimore Cities Connecting Children to Nature (#281)" or Clean Corps (#306) accounts pending distribution.

**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 funds will be held in the "Department of Planning: Sustainability Plan (#245)", "Baltimore Cities Connecting Children to Nature (#281)" or Clean Corps (#306) accounts pending distribution.

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

BCF follows their established "Policies and Procedures Governing Solicitation, Receipt, and Use of Funds by Baltimore City Government". City government staff will provide requests to initiate the allocation of any funds, which will be verified by BCF.

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**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.**

As a fiscal sponsor, the Civic Fund provides financial management and administrative infrastructure for city agencies to help build and sustain priority programs. BCF follows Policies and Procedures Governing Solicitation, Receipt, and Use of Funds by Baltimore City Government." The Office of Sustainability will keep all funds in the BCF accounts until used for the intended purpose.

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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.**

BCF follows Policies and Procedures Governing Solicitation, Receipt, and Use of Funds by Baltimore City Government. Staff member in the Department of Planning, Office of Sustainability will also follow all city ethic policies and procedures. 'Cm'luqnekscwkp'y kn' ceeqo r cp{ 'vj g'hqmqy kpi 'f kuenlo gt'/'K r qtwcv' qwt'eqptkdwkp'y knlp'pq'y c{ 'tguwn'lp'ur gekn'ceegu' qt'hcxqtgf 'tgcvo gpv'ltqo "cp{ 'EkM "ci gpe{ "qt"qhlekcn)

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**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: 06/03/2025

FOR: Department of Planning & Office of Sustainability  
*{Type/Print Name of Sponsoring Agency}*

BY:   
*{Signature}*

Chris Ryer

*{Type/Print Name of Sponsoring Agency}*

417 E. Fayette St., 21202  
*{Type/Print Office Address}*

410-396-4327  
*{Type/Print Office Telephone Number}*

chris.ryer@baltimorecity.gov  
*{Type/Print Email Address}*

APPROVED BY THE BOARD OF ESTIMATES

Clerk

Date

## **ATTACHMENT A**

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

Supplemental Responses: The responses are submitted along with this solicitation application for specific questions cut off in the original PDF.

#### **Part B. PURPOSE OF PROPOSED SOLICITATION:**

- I. Solicitations will be made to support the implementation of plans and initiatives led by the City's Department of Planning and Office of Sustainability. This includes the city's 2019 Sustainability Plan, the 2023 Disaster Preparedness Plan (DP3) 2024 Climate Action Plan update to Baltimore's Climate Action Plan (CAP), the Clean Corps Initiative and the city Connecting Children to Nature (CCCN) and Green network Plan bodies of work. Both monetary and in-kind donations will be sought. The Sustainability Plan, CAP and DP3 outline strategies and actions to to protect Baltimore's environment, advance the city's economy and connect our neighbors while focusing on social equity. DP3 specifically details mitigation strategies to protect the city again climate and human-caused threats. The CAP details a road map to carbon neutrality by 2045. Priorities areas in the 2019 plan and the updated CAP include waste, expanding green space such as trees, parks and gardens, climate, community resilience, green schools, racial equity and community engagement. The CAP update will also include climate mitigation and adaptation approaches to drive down greenhouse gas emissions.
- II. Donations, contributions and in-kind gifts will be used to support learning opportunities in the form of internships or fellowships, outreach, education, engagement, the Office's annual open house, engagement for the Climate Action Plan, Clean Corps events, CCCN and any other actions outlined in the 2019 Sustainability and Green Network Plans. We will also solicit event sponsorship opportunities from private businesses and/or philanthropic opportunities as those opportunities arise.

#### **Part D. WHEN AND HOW SOLICITATION TO BE CONDUCTED**

- V. Solicitations will target three primary audiences (1) private companies, (2) philanthropic organizations and foundations (3) individuals. Private companies, philanthropic organizations and foundations will be solicited to provide in-kind donations and/or monetary support for the 2019 Sustainability and Green Network Plans, the CAP and CCCN work through letters, conversations, phone calls and

other communications. The Office will plan to host a Sustainability Funding Roundtable which will include solicitations to support sustainability work across the city. Individuals will be targeted through electronic interactions and communication with staff. However, if potential donors who are controlled with respect to the City agency listed above are targeted or singled out , we will seek approval from the Ethics Board for such targeted solicitations. We anticipate if a controlled donor is solicited, they will be solicited, in the same manner as other potential donors.

- VI. Donors will be made aware that their donations' will be directed towards implementing the Sustainability and Green Network Plans, CAP, CCCN work or other related initiatives. The focus of all solicitation requests and promotion of the program will be on the potential benefits of sustainability to the City at large (rather than to the benefit of any agencies). The purpose of funds will be made clear, and donors will be informed that they will not gain favorable treatment or access with their donation.