


FROM	NAME & TITLE	Andrey Bundley, Director	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Mayor's Office of African American Male Engagement		
	SUBJECT	Governmental/Charitable Solicitation Application		

TO Honorable President and Members of the Board of Estimates DATE: January 3, 2023

ACTION REQUESTED OF THE BOARD OF ESTIMATES:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Mayor's Office of African American Male Engagement — Connect 2 Success Squeegee Alternative Plan 2023-24 fiscal year. It is estimated that donations will be received in the form of in-kind and monetary donations. Donations will be solicited by Andrey Bundley, Director, Mayor's Office of African American Male Engagement and Tracey Estep, Sr. Manager of Operations and Programming. The period of this solicitation is January 1, 2023 and December 2023.

Questions: contact Tracey Estep 443-750-0422 / tracey.estep@baltimorecity.gov

AMOUNT AND SOURCE OF FUNDS:

No General Funds are involved in this transaction.



By Jaime Cramer at 10:15:04 AM, 1/26/2023

BACKGROUND/EXPLANATION:

Dating back as early as the mid 1980's, Baltimore has grappled with a persistent youth panhandling challenge, specifically youth that participate in free-lance windshield washing at high traffic intersections across the city. In 2019, the Mayor's Office of Children and Family Success (MOCFS) and the Mayor's Office of African American Male Engagement (MOAAME) developed a support model for disrupting environments that encourage squeegee activity, while providing wraparound supports to youth.

Mayor Scott's Administration is building on the initial strategy developed by MOCFS and MOAAME, re-engaging academic partners, business and community leaders to develop a strategic action plan for disconnected young men and boys rooted in public health and guided by best practices and research. To achieve these goals, the plan emphasizes intensive case management, consistent youth engagement, and access to immediate financial resources. The path to eradicating squeegeeing cannot include criminalizing poverty; alternatively, we must improve educational outcomes; better coordinate human service resources, and deploy intervention responses that are grounded in empathy for all.

A potential donor list will be comprised of individuals, corporate entities, churches, and foundations, that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as other potential donors.

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:

MBE/WBE goals do not apply as there are no subcontractors.

BALTIMORE CITY RESIDENTS FIRST (BCRF):

BCRF does not apply as the contract is for less than \$300,000.

APPROVED BY THE BOARD OF ESTIMATES:

MAmato

Clerk

3/1/2023

Date



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

Date Received: MER 9/6/2023

GOVERNMENTAL/CHARITABLE GIFT SOLICITATION WAIVER – APPLICATION FOR APPROVAL

Name of Benefitted Program/Charity:

Connect 2 Success/ Squeegee Collaborative programming

PART A. SPONSORING AGENCY.

Agency Name: Mayor;s Office of African American Male Engagement

Contact Person/Coordinator: Tracey Estep

Address: 4910 Park Heights Avenue
 Baltimore, MD 21215

Phone: 410-396-5117

Email: Tracey.Estep@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.

Request for MOAAME to solicit funds to addres the needs of Disconnectd- Aspiring Youth. The solicited funds will be used for barrier removal, Earn As You Grown (Learn), One Days Work/One Days Pay Stipends, and programmatic needs of Disconnected Youth.

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

The purpose of the contributions and receipts are to provide Disconnected-Aspiring Youth financial opportunites to remove barriers related to neccessities such as food, clothing, shelter, transportation, providing for their own child(ren), and securing essential documents.

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: 1/1/2023

II. Proposed ending date of solicitation efforts: 12/31/2023

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

Solicitation will be made through direct contact. Donations will vary between monetary and in-kind. There will be no direct exchange of funds. All payments will be made directly to the Baltimore Civic Fund on behalf of MOAAME. The following Entities may be solicited: corporations, foundations, churches, non-profits and individual donors.

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

Andrey Bundley- Director
Tracey Estep- Sr. Officer of Operations and Programming
James Green-Manager of Communications
Paul Baker- Operations Specialist

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*.

The members of The Squeegee Collaborative, community based coalitions including the Boys and Young Men of Color cabinet plan to solicit donors through a direct ask process and with writtend correspondence.

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 Mayor's Office of African American Male Engagement will ensure all messaging is made clear in All soliciation communications.

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

Address: 1 N Charles Street, 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 Finance Manager is responsible for fund distribution and accounting. The Baltimore Civic Fund's President Hyesook Chung is responsible for reviewing and approving all disbursements. The Program Manager and Director (Phil Smith and Rachel Donegan) can provide reports, and other information about the 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 holds funds in a co-mingles account wherein every program is segregated by a unique identifying program account code that is only accessible by the authorized contacts and uses. The project will hold funds in program account #226 Squeegee Alternative Plan and #246 Connect to Success.

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 given for donations including grants, and other conditional funding. Grants are assigned transaction codes in the financial system. All disbursements from the account are initiated by a payment request from the program, and signed by the program's authorized signatory (agency director or designated staff), all payments must align with the stated scope of the program account.

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 input in the financial system with supporting documentation uploaded with the deposit. Donations are coded as contributions, and grants are assigned grant codes. The Baltimore Civic Fund sends donors a gift acknowledgement letters. The funds remain in the program's account to be used in accordance to the scope of the program; unless otherwise directed by the donor.

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 need to be authorized by the Baltimore Civic Fund program's authorized signatory, Sufficient supporting documentation and required documents are made in accordance to the IRS guidelines for non-profits. For agencies who see the fundraiser, the Baltimore Civic Fund will request the account authorized signatory to certify that the Agency have gone through Ethics training, and will abide by the rules and regulations of the Board of Ethics as it relates to funds raised through the Civic Fund's account.

PART E. SIGNATURE AND AFFIRMATION .

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

I, Andrey Bundley [Name], on behalf of MOAAME

[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 Andrey Bundley Date 9/6/23
9.6.2023

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 _____