


FROM	NAME & TITLE	Shantay Jackson, Director	CITY of BALTIMORE MEMO 9-10	
	AGENCY NAME & ADDRESS	Mayor's Office of Neighborhood Safety and Engagement 100 N. Holliday Street, Room 640		
	SUBJECT	Governmental Charitable Solicitation		

TO The Honorable President and Members of the Board of Estimates

DATE: September 21, 2021

Dear President and Members:

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 to allow MONSE staff to solicit donations from local individuals, business leaders, and the general public that will go towards the MONSE Dante Barksdale Memorial Fund. The period of the campaign, pending Board approval, will be effective upon Board approval until September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

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 payable directly to the Baltimore Civic Fund on behalf of MONSE. The following entities will be solicited: Corporations and individuals.

A potential donor list will be comprised of individuals and corporate entities 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 the other potential donors.

Donations will support the families of community violence interrupters, such as those in MONSE's flagship violence prevention program, Safe Streets, in case of a traumatic event that happens to them while working. Safe Streets workers mediate disputes with the hope of de-escalating conflicts, and they prevent gun violence in Baltimore communities by working with those who are at the highest risk of being a shooter or the victim of shooting. Dante Barksdale and Kenyell Wilson were violence interrupters for Safe Streets who tragically lost their lives this year. Most recently, on July 1, 2021, Kenyell Wilson was minutes away from attending a Cherry Hill Safe Streets meeting when he was fatally shot, leaving behind a wife and their four children. Donations collected will help support the families of the victims, as well as support ongoing program needs including community engagement and outreach activities, training, and service supports for staff and individuals engaged for conflict mediation.

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

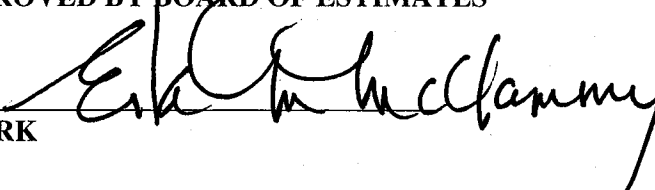
BALTIMORE CITY RESIDENTS FIRST (BCRF):

BCRF Applicable: yes no

APPROVED BY BOARD OF ESTIMATES

SEP 29 2021

CLERK



DATE



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: Mayor's Office of Neighborhood Safety and Engagement

PART A. SPONSORING AGENCY

Name Mayor's Office of Neighborhood Safety and Engagement (MONSE)

Address 100 N. Holliday Street, Baltimore, MD 21202

Contact Person / Coordinator Brianne Young, Finance Associate Director

Telephone 443-257-7280 Email brianne.young@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:

The solicitation is for the purpose of requesting donations in-kind and monetary to the MONSE Dante Barksdale Memorial Fund.

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

Contributions will be used to support ongoing program needs including but not limited to community engagement and outreach activities, training, and service supports for staff and individuals engaged for conflict mediation.

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:** September 1, 2021
- II. Proposed ending date of solicitation efforts:** September 1, 2022

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 payable directly to Baltimore Civic Fund on behalf of MONSE. The following entities will be solicited: corporations and individuals.

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

Shantay Jackson - Director, Mayor's Office of Neighborhood Safety and Engagement
Rashad Singletary - Associate Director Gun Violence Prevention, Mayor's Office of Neighborhood Safety and Engagement
Gardnel Carter - Violence Prevention Coordinator, Mayor's Office of Neighborhood Safety and Engagement
Nick Wilson - Policy, Planning, & Coordination Associate Director, Mayor's Office of Neighborhood Safety and Engagement
Brianne Young - Finance Associate Director, Mayor's Office of Neighborhood Safety and Engagement

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 individuals identified in section IV will solicit corporate and individual donors through a direct ask process.

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:

MONSE will ensure that messaging is made clear in all solicitation communications.

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 _____

Telephone (443) 540-6113

Email cassandra@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 staff account, Tammy Grinnan, is responsible for fund distribution and accounting. The Civic Fund's President, HyeSook Chung, is responsible for reviewing and approving all disbursements. Program Director, Cassandra Sullivan, can provide 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 holds funds in a co-mingled account wherein every program account is segregated by a unique identifying program account code that is only accessible by the authorized contacts and uses. This project will hold funds in Program #15200 MONSE Safe Streets.

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 our financial system. All disbursements from the accounts are initiated by a payment request form completed by the program, and signed by the program's authorized signatory (agency director or designated staff), all payments must align to 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 into our financial system with supporting documentation uploaded with the deposit. Donations are coded as contributions and grants are assigned grant codes. The Civic Fund sends donors gift acknowledgment 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 authorization by the Civic Fund program's authorized signatory, sufficient supporting documentation and are made in accordance of 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: August 18, 2021

FOR: Mayor's Office of Neighborhood Safety and I

{Type/Print Name of Sponsoring Agency}

BY: Jackson, Shantay
Digitally signed by Jackson, Shantay
Date: 2021.08.18 11:39:11 -04'00'

{Signature}

Mayor's Office of Neighborhood Safety and Eng

{Type/Print Name of Sponsoring Agency}

100 Holliday Street, Baltimore, MD 21202

{Type/Print Office Address}


410-396-5537

{Type/Print Office Telephone Number}

shantay.jackson@baltimorecity.gov

{Type/Print Email Address}

APPROVED BY THE BOARD OF ESTIMATES



Clerk

Date

SEP 29 2021