



**TO: Board of Estimates, Office of the Comptroller**  
**FROM: Reginald Moore, Director**  
**SUBMITTING AGENCY: Recreation and Parks**  
**DATE: November 22, 2022**

**SUBJECT: Governmental/Charitable Solicitation Application - Baltimore Ravens Boys & Girls Club at Hilton Recreation Center**  
**CONTRACT/GRANT NUMBER: N/A**

**ACTION REQUESTED OF B/E: The Department of Recreation and Parks respectfully requests the Board of Estimates to approve/endorse the Governmental/Charitable Solicitation Application for Baltimore Ravens Boys & Girls Club at Hilton Recreation Center. Board of Estimates approval/endorsement is required for fundraising efforts to remain in compliance with the Board of Ethics of Baltimore City.**

**PERIOD OF CONTRACT/AGREEMENT: 1/1/2023 – 12/31/2024**

**AMOUNT OF MONEY AND SOURCE:**

**BACKGROUND/EXPLANATION: In 2020 BCRP began a partnership with the Torrey Smith Foundation and the Baltimore Ravens. At that time, we executed a MOU for programming and a donation agreement for the Phase 1 building improvements to Hilton. The partnership is continuing to grow, and we are working towards the next phase which includes a \$20million renovation for the existing building. The Ravens have engaged the Boys & Girls Club as their programming partner, who will manage the day-to-day operations at Hilton, with BCRP continuing to provide other services like senior programming. Fundraising efforts will be used to support the renovation and long-term programming costs at Hilton Recreation Center.**

**MBE/WBE PARTICIPATION: N/A**

**AFFECTED COUNCIL DISTRICT: N/A**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**

**1% FOR PUBLIC ART: N/A**

**Clerk, Board of Estimates**

*By Celeste.Amato at 3:13:38 PM, 12/14/2022*

*The headers below are for use by reviewing departments ONLY. Please leave them as blank spaces for official endorsements and signatures.*

**FINANCE HAS REVIEWED:**

**LAW DEPARTMENT HAS REVIEWED:**

**MWBOO HAS REVIEWED:**

**AUDITS HAS REVIEWED:**

**APPROVED BY THE BOARD OF ESTIMATES:**



**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 Ravens Boys & Girls Club at Hilton Recreation

**PART A. SPONSORING AGENCY**

Name Baltimore City Recreation and Parks

Address 1201 S. Sharp Street, Suite 302

Contact Person / Coordinator Jacia Smith

Telephone 410-396-1001

Email jacia.tsmith@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 BCRP partnership with Level82 and Baltimore Ravens are working towards the next phase which includes a \$20 million renovation for the Hilton Recreation Center. The Ravens have engaged the Boys & Girls Club as their programming partner, and we are currently working on a lease for the building.

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

Contributions and other receipts will be applied to, and used to support of the renovation and long term programming costs incurred by Boys & Girls Clubs of Metro Baltimore at Hilton Recreation Center.

**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        N/A   Designee of B/E:   N/A    
Date and Manner of Endorsement:   12/14/22 BOE Meeting  

**Attach Copy of Written Endorsement**

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

- I. Proposed starting date of solicitation efforts:   Approximately January 1, 2023
- II. Proposed ending date of solicitation efforts:   Approximately December 31, 2024

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

  The partnership anticipates soliciting support from local and regional foundations, local corporations, and individuals. Donations will vary between monetary and in-kind contributions. We also anticipate hosting local events to raise awareness about the initiative and allow opportunities for individuals to donate.    
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\_\_\_\_\_

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

  Reginald Moore, Director; Jacia T. Smith, Chief of Staff    
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\_\_\_\_\_

**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*:**

To ensure solicitations are directed at a broad range of donors, the partnership will conduct research to identify prospects aligned with sports and youth development. Boys & Girls Clubs of Metro Baltimore has a track record of soliciting donors from a broad range of categories and has secured and facilitated more than \$50M in donations over the past 15 years.

**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 Partnership will make every effort to clearly explain and establish that contributions do not come with special access of favoritism and that donations given toward this project are for altruistic reasons only. This will be established both verbally and in writing.

**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 Andre Fountain

Address 1201 S. Sharp Street, Suite 302

Telephone 410-637-3838

Email afountain@bgcmetroaltimore.org

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

The Boys & Girls Clubs of Metropolitan Baltimore (BGCMB) outsources accounting efforts with CLA (CliftonLarsonAllen LLP) Connect. CLA Connect will be responsible for accounting associated with this capital project. In addition, BGCMB has a finance committee of its Board of Directors which provides routine monitoring, oversight, and governance of finance functions, including usage of funds raised from donors. BGCMB has a 21 person Board of Directors responsible for financial oversight of the CEO and

**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 for the project will be held in a general operating and special reserve account of BGCMB and will be restricted to the project based on the donors intent. BGCMB is required to submit routine financial reports to both the Board of Directors and through our external audit partner, SC&H, verifying the presence of funds restricted by project, including those raised in support of this project

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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?**

~~BGCMB will use gift agreements signed by both the donor and the organization, outlining the use of funds. In addition, BGCMB is audited annually by SC&H Group, Inc, and the BGCMB Board of Directors finance committee and resource development committee holds oversight of usage, tracking, and reporting on gifts made to the organization.~~

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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.**

~~Donations that exceed the charitable need will allow BGCMB to serve more youth ages 6-18 and support the long term operations of the Baltimore Ravens Boys & Girls Club at Hilton Recreation Center.~~

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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.**

~~BGCMB will make it clear verbally and through gift agreements that donors will not receive preferential treatment. All prospective donors shall be strongly urged to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. BGCMB will comply with the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving.~~

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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: 2/2/23

FOR: Baltimore City Recreation & Parks

*{Type/Print Name of Sponsoring Agency}*

BY: Jacia Smith

*{Signature}*

Jacia Smith

*{Type/Print Name of Sponsoring Agency}*

3001 East Drive

*{Type/Print Office Address}*

410-361-1001

*{Type/Print Office Telephone Number}*

jacia.tsmith@baltimorecity.gov

*{Type/Print Email Address}*

APPROVED BY THE BOARD OF ESTIMATES

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date