


**TO:** Board of Estimates, Office of the Comptroller  
**FROM:** Reginald Moore, Director   
**SUBMITTING AGENCY:** Recreation and Parks  
**DATE:** October 5, 2022

**SUBJECT:** Governmental/Charitable Solicitation Application - KABOOM! 25 in 5 Initiative to End Playspace Inequity

**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 KABOOM! 25 in 5 Initiative to End Playspace Inequity. Board of Estimates approval/endorsement is required for fundraising program to remain in compliance with the Board of Ethics of Baltimore City.

**PERIOD OF CONTRACT/AGREEMENT:** 9/1/2022 – 9/30/2027

**AMOUNT OF MONEY AND SOURCE:**

**BACKGROUND/EXPLANATION:** The City of Baltimore has been selected as the inaugural partner of KABOOM!'s 25 in 5 Initiative to End Playspace Inequity, a five-year initiative to address gaps in access to safe places to play across the country for the most vulnerable populations: children and youth. In collaboration with Baltimore City Schools and KABOOM!, BCRP will address gaps in access by renovating and installing new playspaces at prioritized parks sites, and ensuring the community is engaged in the process.

**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

*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:

A handwritten signature in black ink, appearing to read "M. Amato".

**Clerk, Board of Estimates**

A yellow rectangular stamp with a black border, containing the date "12/7/2022" in black text.

12/7/2022



**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: KABOOM! 25 in 5 Initiative to End Playspace Inequity

**PART A. SPONSORING AGENCY**

Name Baltimore City Recreation and Parks

Address 7 E, Redwood, 9th Floor  
Baltimore, MD 21202

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 City of Baltimore has been selected as the inaugural partner of KABOOM!'s 25 in 5 Initiative to End Playspace Inequity, a five-year initiative to address gaps in access to safe places to play across the country for the most vulnerable populations: children and youth. In collaboration with Baltimore City Schools and KABOOM!, BCRP will address gaps in access by renovating and installing new playspaces at prioritized parks sites, and ensuring the community is engaged in the process.



**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 the renovation and installation of playspace equipment, as well as the engagement of community members in the design and construction of their new spaces. This work will ensure places to play are built where there is the greatest need, improving outcomes for kids and communities. In addition, by enabling kids and communities a voice in the design of their space, we can build trust and collaboration with the community and maximize impact and longevity of the new playspace.

**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: N/A Board of Estimates      N/A Designee of B/E: N/A  
Date and Manner of Endorsement: N/A

**Attach Copy of Written Endorsement**

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

- I. Proposed starting date of solicitation efforts:** 9/1/2022
- II. Proposed ending date of solicitation efforts:** 9/30/2027

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

~~In partnership with KABOOM! and City Schools, BCRP anticipates soliciting support from local and regional foundations, local corporations, government agencies, 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.~~

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

Reginald Moore, Executive Director  
Jacia Smith, Chief of Staff  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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, we will conduct research to identify prospects aligned with the work of the 25 in 5 Initiative. Once prospects are identified, we will work with them to learn more about their giving priorities and introduce them to the work in Baltimore prior to soliciting them.~~

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

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**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, Baltimore Civic Fund

Address 7 E, Redwood, 9th Floor  
Baltimore, MD 21202

Telephone 443-278-9487 Email \_\_\_\_\_

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

Hyesook Chung

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**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 at the Baltimore Civic Fund in the BCRP/Kaboom account

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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?**

~~The Baltimore Civic Fund will take measures pursuant to their standard policy to ensure that the donations are used for the intended purpose.~~

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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.**

At the Civic Fund, donations are input into the financial system with supporting documentation uploaded with the deposit and the deposit associated with the proper account number. The funds remain in the program's account to be used in accordance with the scope of the program.

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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.**

All disbursements need authorization by the Civic Fund program's authorized signatory, sufficient supporting documentation and are made in accordance with the IRS guidelines for nonprofits. For agencies who seek to fundraise, the Civic Fund will request the account's authorized signatory 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 its Civic Fund ' s account

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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: 10/3/2022

FOR: Baltimore City Recreation and Parks  
*{Type/Print Name of Sponsoring Agency}*

BY: Reginald Moore  
*{Signature}*

Digitally signed by Reginald Moore  
DN: cn=Reginald Moore, gn=Reginald Moore, c=US, United States I=US  
United States email=rmoores@baltimorecity.gov  
Reason: I am the author of this document  
Location:  
Date: 2022.10.03 17:08-04:00

Reginald Moore  
*{Type/Print Name of Sponsoring Agency}*

3001 East Drive. Baltimore MD 21217  
*{Type/Print Office Address}*

410-396-7900  
*{Type/Print Office Telephone Number}*

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

APPROVED BY THE BOARD OF ESTIMATES

\_\_\_\_\_  
Clerk Date