



TO: Board of Estimates, Office of Comptroller

FROM: AGC4301-MIMA - Mayor's Office of Immigrant Affairs

DATE: 12/08/2025

Submission #: SB-25-14150

SUBJECT: Governmental/Charitable Solicitation Application - Baltimore
Immigrant Community Fund

ACTION REQUESTED OF BOARD OF ESTIMATES:

The Board is requested to approve a Governmental/Charitable Solicitation Application with the Baltimore Immigrant Community Fund.

PERIOD OF CONTRACT/AGREEMENT: 01/01/2026 to 12/31/2027

AMOUNT AND SOURCE OF FUNDS:

Transaction Amount: \$ 0.00

Project Fund	Amount
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BACKGROUND/EXPLANATION:

The Mayor's Office of Immigrant Affairs (MIMA) wishes to promote and encourage financial support to Baltimore Immigrant Community Fund (BICF) at the Civic Fund. BICF is a public-private partnership and funder collaborative committed to increasing Baltimore's capacity to better serve New Americans residing in Baltimore City. The funds seek to support community education, immigration legal services and wrap around resources for New Americans in Baltimore. If approved, MIMA will promote the fund with individuals and foundations in the Baltimore region and not targeted 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 that has been approved by the Ethics Board. Ethics Regulations 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.

SMBA&D Participation not required / Not applicable to charitable solicitation applications.

COUNCIL DISTRICT: Citywide

EMPLOY BALTIMORE:	LIVING WAGE:	LOCAL HIRING:	PREVAILING WAGE:
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N/A

N/A

N/A

N/A

1% FOR PUBLIC ART:

N/A.

ENDORSEMENTS:

A handwritten signature in black ink that reads "NCAmato". The letters are stylized and connected, with a horizontal line extending from the end of the word.

Clerk, Board of Estimates

12-03-2025



BALTIMORE CITY ETHICS BOARD

100 N. Holliday Street, Suite 635 / Baltimore, MD

21202 ethics@baltimorecity.gov / 410-396-7986

GOVERNMENTAL/CHARITABLE GIFT SOLICITATION WAIVER - APPLICATION FOR APPROVAL DIRECTIONS AND GENERAL INFORMATION

Note: *Bold-italicized terms* are defined at the end of these directions.

I. BACKGROUND

Section 6-26 {"Gifts: Solicitation prohibited"} of the Baltimore City Public Ethics Law, contained in Article 8 of the City Code, 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*". § 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*.

Exceptions to this general prohibition are provided in § 6-26 (b), which permits solicitation if the gift is (1) for the benefit of an official governmental program or activity or a City-endorsed charitable function or activity; and (2), it either:

- (i) is expressly allowed by a rule or regulation of the Ethics Board; or
- (ii) otherwise has been approved in advance by the Ethics Board, on the written request of the *public servant* and the respective *City agency*.

Conditions for the approval of such solicitations are outlined in Board Regulation 06.26. I to standardize and clarify the requirements and procedures for invoking this exception. (The full text of the Regulation is available on the Ethics Board's website:

<https://ethics.baltimorecity.gov/gift-solicitation-waivers.>)

II. GENERAL STANDARDS FOR APPROVAL

Ethics Board Regulation 06.26.1(B) provides 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*. [See, "NOTE", *infra.*]
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.

NOTE: In general, every solicitation should contain language stating that (1) contributing to the campaign will not result in special benefits or advantages to the donor and that (2) not contributing to the campaign will not result in a detriment or disadvantage to the party that is being solicited.

III. WHEN AND WHERE TO APPLY

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

IV. ACTIVITY REPORTS AND RECORDS

The *sponsoring agency* must periodically report solicitation activities to the Ethics Board, in a form consistent with generally accepted standards in the practice of accounting¹, 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
 - (ii) for campaigns seeking less than \$5,000, only the Final, Cumulative 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. Activity reports must be signed as accurate by the *sponsoring agency* and *fiscal sponsor*. (See Form 627.)

V. FORMS AND INFORMATION

Additional forms and instructions for the application and activity reports are available on the Board's website at <https://ethics.baltimorecity.gov/gift-solicitation-waivers>.

Any questions about the waiver application and/or reporting process should be directed to Ethics Board staff at ethics@baltimorecity.gov or 410-396-7986.

¹ You may review the Governmental Accounting Standards on the Governmental Accounting Standards Board's website, accessible here: <https://gars.gasb.org/>. For free access, choose "Basic View."

DEFINITION 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 Children and Youth Fund;
 - (2) Baltimore City Parking Authority;
 - (3) Baltimore Development Corporation;
 - (4) Baltimore Police Department; Enoch
 - (5) Pratt Free Library of Baltimore City;
 - (6) Housing Authority of Baltimore City;
 - (7) Local Development Council, South Baltimore Video Lottery Terminal;
 - (8) Pimlico Community Development Authority;
 - (9) South Baltimore Gateway Community Impact District Management Authority; and
 - (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*;
 - (ii) or 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).

“Fiscal Sponsor”

“Fiscal sponsor” means the person who is responsible for the custody, accounting, and distribution of donations. The fiscal sponsor may not be an individual employed by the sponsoring agency.

“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 receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind; and
- (3) partnership, firm, association, corporation, or other entity of any kind;
- (4) except as used in the City Code, Article 8, Subtitle 9, 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 the City Code, Article 8, § 6-26(b) and R 06.26.1, 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.



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

Date Received: _____

GOVERNMENTAL/CHARITABLE GIFT SOLICITATION WAIVER – APPLICATION FOR APPROVAL

Name of Benefitted Program/Charity:

Baltimore Immigrant Community Fund - 265

PART A. SPONSORING AGENCY.

Agency Name: Mayor's Office of Immigrant Affairs

Contact Person/Coordinator: Catalina Rodriguez Lima

Address: 100 N Holliday
 Baltimore, MD 21202

Phone: 410-818-6193

Email: catalina.rodriguez-lima@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.

BICF is a public-private partnership and funder collaborative committed to increasing Baltimore's capacity to better serve New Americans residing in our city. The funds seek to support non-profit organizations providing services and resources to immigrants and refugees.

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

Contributions to the BICF will be used to respond to the changing needs of New Americans by focusing on the following areas: Capacity Building and Leadership Development; Immigration Legal Services; Health and Human Services; Crisis Response or other emergency needs; Outreach, Education, and Know Your Rights.

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:** February 15th 2026

II. **Proposed ending date of solicitation:** December 31, 2027

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

Foundations and individual donors. There will be no direct exchange of funds, all awards will be made directly to Baltimore Civic Fund

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

Mayor Brandon Scott; John D. Merrill, Chief of Staff; Baltimore City Communications staff; HyeSook Chung, President, Baltimore Civic Fund
Catalina Rodriguez Lima, Katie Miller, Cole Wilkins, Masuma Loncksak , HyeSook Chung, Caitlin Cumerma, Joy Scalabrin, Luis Calderon, Angel Ra

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 be made broadly during speeches, announcements, and presentations. Those interested in supporting the BICF will be able to do so via the Baltimore Civic Fund. There will be no direct solicitations of individuals or businesses.

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.**

MIMA and its staff will ensure that messaging is made clear in all solicitation communication by including the following language "Donations will in no specific way benefit the donors in terms of city services and or any other favored treatment"

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, Inc.

Contact Person: Phil Smith

Address: Eight Market Place, Suite 300, Baltimore, MD 21202

Phone: 443-469-1415

Email: phil@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 Chief Operations Officer is responsible for fund distribution and accounting, supported by the Civic Fund finance team and an outside CPA firm. The Civic Fund maintains a web-based accounting system which is accessible by the President, the COO, the finance team, and the CPA firm. The Partnership Managers are able to view the information, but not make edits. The Civic Fund's Partnership Managers are responsible for reviewing and approving all disbursements and providing 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 monitors incoming deposits daily and assigns individual funding codes to each source upon receipt. All funding is held in a general operating account but differentiated by funding code. A master list of funding codes matched to program accounts is held and updated by the COO and the Director of Partnerships. Funding codes apply to all funding types: donations, grants, public funds, philanthropic funds.

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 related to a program's scope of work and funding sources. All disbursements are initiated by a payment request form completed by City agency staff and signed by the agency's authorized signatory (Agency Director or designated staff). Partnership Managers review payment requests to ensure the request fits within the scope of work for the program as well as within any fiduciary restrictions. Requests are denied if they do not align with the program purpose or if relevant restrictions exist on the funding source. Agencies have an opportunity to amend the request if applicable.

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 collected (1) by web-based donation site and deposited into the general account; (2) by mailed check and deposited into the general account; or (3) by ACH in the general account. All documentation is uploaded into the accounting system and saved with program files. Donors who use the web-based donation site receive automated acknowledgment email and those received by other means may be acknowledged by gift letter. Donations receive funding codes and remain in the program's account to be used in accordance with program scope and purpose of the donation unless otherwise directed by donor. Once charitable need is reached, the web-based donation site link will be turned off. If donations exceed charitable need, Civic Fund will make every effort to contact the donor to receive authorization for a change of purpose for the received funds.

V. Please provide details about the measures that will be taken by the distributing entity to ensure that *controlled donors* will not receive preferential treatment.


All disbursements require approval by the City agency's authorized signatory, as well as the Civic Fund's Partnership Managers, financial team, COO, and outside accounting firm. Sufficient supporting documentation and alignment with the program's scope of work and donation's restrictions are required. All disbursements are made in accordance with the IRS guidelines for nonprofits.

PART E. FISCAL SPONSOR SIGNATURE AND AFFIRMATION.

Part E should be completed by the *Fiscal Sponsor* upon completion of the application.

I, HyeSook Chung [Name], on behalf of Baltimore Civic Fund, Inc.

[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.


HyeSook Chung (Oct 31, 2025 11:41:34 EDT)

10/31/2025

Signature

Date

PART F. SIGNATURE AND AFFIRMATION.

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

I, Catalina Rodriguez Lima [Name], on behalf of Mayor's Office of Immigrant Affairs

[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.



10/31/2025

Signature

Date

PART G. CITY ENDORSEMENT [ONLY TO BE COMPLETED BY BOE OR DESIGNEE].

Part G 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:

[Redacted]

McAnato

[Redacted]

[Redacted]

Clerk Signature

Date
