# **BOEMemoGuidance**

# **How to Build a Board Memo**

General Formatting guidance:

* Please use the city seal only at the top of your memo – do not add agency letterhead or other special formatting
* Left justify your entire document – 12 point Arial please
* Remove any columns or tables
* The memo will become a public document and should be informative, clear and concise
* All capitalized, bold headers below should be included on every board memo – even if you will only be indicating “not applicable” (N/A) next to the header
* A “blank memo” w/o out all the guidance below - is posted on the Comptroller’s website for your convenience

**------------------------- the elements of every board memo -----------------------**

**TO:** Board of Estimates, Office of the Comptroller

## FROM: [INSERT NAME AND SIGNATURE OF SUBMITTING AGENCY HEAD] Your board memo should be electronically signed by your agency head for final submission. A gentle reminder from our Law Department: Only the agency director can sign legally binding documents on behalf of your agency and the City.

**SUBMITTING AGENCY:** [INSERT AGENCY NAME]

**DATE**: [INSERT DATE SUBMITTED]

**SUBJECT**: [INSERT DOCUMENT NAME]

**CONTRACT/GRANT NUMBER:** [INSERT CONTRACT/GRANT NUMBER OR ANY UNIQUE NUMERICAL IDENTIFIER – if there isn’t one then just write N/A)

**ACTION REQUESTED OF B/E:**

The Board is requested to [APPROVE or NOTE] [INSERT name of your document]

**PERIOD OF CONTRACT/AGREEMENT:** [INSERT START DATE and END DATE] or indicate if N/A

**AMOUNT AND SOURCE OF FUNDS:**

INSERT DOLLAR AMOUNT(S) and relevant CITY ACCOUNT NUMBER(S)

If money is coming from, or being spent by, a non-city source – NAME THAT SOURCE

## BACKGROUND/EXPLANATION:

This is where the submitting agency provides additional background that summarizes what Board Members are being asked to approve. A thorough background explanation ALWAYS INCLUDES the following:

* An opening statement that affirms the parties to the agreement: “This is contract/agreement/transaction is between the City and NAME THE OTHER PARTY(IES)
* What this transaction/expenditure/grant will do: “This contract will ensure that services are provided to individuals and families experiencing homelessness.”
* A brief statement outlining what the expenditure of these funds will accomplish: “The goal of this transaction is to support a minimum of 25 individuals and/or families with housing accommodations and related services”
* Answers to other questions that help the Board understand important elements of your transaction:
  + Are any special terms/conditions related to this funding source?
  + Are there previous contractual actions/expenditures related to this transaction?

>>FOR CONTRACTS/AGREMENTS PLEASE ALWAYS INCLUDE THE FOLLOWING APPLICABLE INFORMATION IN THIS SECTION:

* CONTRACT VALUE SUMMARY:
* INITIAL AWARD [DATE] and [$ VALUE]
* RENEWAL NO. [INSERT NO] AND [$ VALUE] *or state NA*
* EXTENSION NO. [INSERT NO] AND [$ VALUE] *or state NA*
* INCREASE NO. [INSERT NO] AND [$ VALUE] *or state NA*

## MBE/WBE PARTICIPATION:

*This section is required on your Board Memo and participation goals are applicable to transactions over $50k. If MBE/WBE goals are not applicable to your transaction, or have been waived, please state that here. If applicable please ensure your Memo includes all of the vital information related to MBE/WBE participation – see format below.*

>>IF MWBOO GOALS ARE APPLICABLE THEN >> INCLUDE THIS THE FOLLOWING INFORMATION:

MBE Goal: [%] and [$$]

Current Attainment: [%] and [$$]

Compliant During Monitoring Period [Y/N]

WBE Goal: [%] and [$$]

Current Attainment: [$$] and [%]

Compliant During Monitoring Period Y/N

MBE Goal Achieved: [Y/N] if yes THEN total paid to date to MBE [$$]

WBE Goal Achieved: [Y/N] if yes THEN total paid to date to WBE [$$]

Date of most recent MWBOO Compliance Review dated: [DATE]. Attach the compliance review to your submission.

>>IF CONTRACT IS RECEIVING FEDERAL FUNDS THEN >> INCLUDE THE FOLLOWING INFO:

DBE PARTICIPATION (Disadvantaged Business Enterprise):

DBE Goal: \_\_\_\_\_%

**COUNCIL DISTRICT:** [INSERT district number or INDICATE “citywide”]

**EMPLOY BALTIMORE:** [INSERT Applicable or N/A]

*(this is applicable to contracts over $50k and under $300K excluding emergency or professional services):*

**LIVING WAGE:** [INSERT Applicable or N/A]

*(this is applicable to service contracts valued at $100k or more):*

**LOCAL HIRING:** [INSERT Applicable or N/A]

*(this is applicable to contracts over $300k or city subsidized projects over $5MM):*

**1% FOR PUBLIC ART:** [INSERT Applicable/NA]

*(this is applicable to eligible capital expenditures for projects exceeding $100,000)*

>>IF APPLICABLE THEN PLEASE INCLUDE THE FOLLOWING INFORMATION>>

Total Project Cost: [INSERT $ AMOUNT]

Total Eligible Costs: [INSERT $ AMOUNT]

Amount to be transferred to a capital account allocated for Public Art:

[INSERT “ELIGIBLE PROJECT COST” X .01]

Approved by: Public Art Commission (PAC) (attach the PAC approval memo to your pdf submission)

(Please INCLUDE THE FOLLOWING HEADERS AND **LEAVE them BLANK** – THESE SPACES ARE FOR REVIEWING DEPARTMENTS **ONLY** – THEY WILL APPLY ENDORSEMENTS OF SIGNATURES HERE)

**FINANCE HAS REVIEWED:**

**LAW DEPARTMENT HAS REVIEWED:**

## MWBOO HAS REVIEWED:

## AUDITS HAS REVIEWED:

## APPROVED BY BOARD OF ESTIMATES:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLERK, BOARD OF ESTIMATES**