

Seth A. Rosenthal

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June 1, 2020

Mayor and City Council of Baltimore  
Attn: Dana Moore, Acting City Solicitor  
City Hall, Suite 101  
100 Holliday Street  
Baltimore, MD 21202

Police Department of Baltimore City  
Attn: Michael Harrison, Police Commissioner  
242 W 29<sup>th</sup> Street  
Baltimore, MD 21211-2908

Timothy Mygatt  
Stephen Ryals  
Maureen Johnston  
Simrandeep Chahal  
U.S. Department of Justice  
Civil Rights Division  
Special Litigation Section  
950 Pennsylvania Ave., NW  
Washington, DC 20530

RE: *Baltimore Police Monitoring Team – April 2020 Invoice*

This document, including attachments, is the invoice of the Baltimore Police Monitoring Team (“Team”) for services performed and expenses incurred in April 2020.

**Narrative Summary**

This invoice accounts for time worked from April 1 – April 30, 2020 by Team members Ken Thompson, Seth Rosenthal, Charles Ramsey, Theron Bowman, Randy Dupont, Brian Maxey, Hassan Aden, Matthew Barge, Jessica Drake (as both community engagement team member and executive assistant), Nola Joyce, Tracey Meares, Sean Smoot, Roberto Villasenor, Ray Kelly, Darnyle Wharton and nine neighborhood liaisons with Community Mediation Program, Inc. (Baltimore Community Mediation Center (BCMC)). This invoice also accounts for time worked by Gabriela Wasileski, Sarah Lawrence and Katie Zafft of the Crime and Justice Institute in January, February and March 2020.

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Please note that Darnyle Wharton is being compensated for 40 hours of work and the nine neighborhood liaisons are each being compensated for a full 15 hours of work, even though the public health measures ordered by Maryland's Governor in response to the coronavirus pandemic rendered them unable to work their full allotment of hours. The Monitoring Team believes it is important to continue to fully compensate Mr. Wharton and our dedicated liaisons during the pandemic, which is adversely affecting so many sectors of the economy. Mr. Wharton and the liaisons are doing what they can to engage community members virtually.

The sum of previously unbilled services and expenses reflected in this invoice is \$92,536.22. Of the time submitted in this invoice, 114.6 hours, or 18.1%, were *pro bono*, or unbilled and donated to the City of Baltimore. By recording 18.1% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of \$39,723.00.

Work performed in April 2020 included:

- Virtual community outreach and meetings between Monitoring Team members, including neighborhood liaisons, and community stakeholders, including community associations and advocacy organizations
- Addressing Consent Decree requirements for a community survey
- Virtual and telephonic meetings regarding Consent Decree requirements on stops/searches/arrests, interactions with individuals with behavioral health disabilities, technology and data collection and maintenance, interactions with youth, impartial policing, misconduct investigations and discipline, training, sexual assault investigations, First Amendment protected activities, supervision, staffing, recruitment, hiring, officer assistance and support, compliance reviews and outcome assessments
- Planning with the parties the work that will continue to be done during the Covid-19 pandemic, including the technical assistance MT SMEs can provide
- Reviewing and conferring with BPD on Training Academy needs and expectations, including the need to fulfill state training requirements when in-service training is suspended due to the pandemic; the training plan for 2020 as affected by the pandemic; e-learning and in-class training curricula on stops, searches and arrests, body-worn camera use, impartial policing, sexual assault investigations, field training officers, use of force, and interactions with individuals with behavioral health disabilities and in crisis; and training for Public Integrity Bureau investigators
- Work on revisions to BPD policies in the area of stops, searches and arrests for low-level offenses, misconduct investigations and discipline (including development of an intake/classification manual for the Public Integrity Bureau), youth interactions, promotions, performance evaluations, field training officers, and Mobile Field Force

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- Finalizing a report on comprehensive review of PIB internal affairs investigations in 2018
- Refining a plan for Monitoring Team outcome assessments for the remainder of the year and conferring with the parties about it
- Developing an instrument for forthcoming use of force compliance review
- Addressing issues relating to interactions with individuals with behavioral health disabilities, including meeting with CPIC, discussing an analysis of needs of the City’s behavioral health system, reviewing behavioral health awareness and crisis intervention training curricula, and identifying data needed to properly assess BPD and City responses to crisis events
- Consulting BPD on developing and implementing recruitment, hiring and retention plans
- Meetings and communications with Judge Bredar to inform him and receive his feedback about the progress of the project
- Preparing and updating content for the team’s website
- Engaging with residents on social media

**Invoice Summary**

*Invoice Totals*

	<b>Previously Billed (FY 2020)</b>	<b>April 2020 Billed</b>	<b>Fiscal YTD 2020 Billed</b>
<b>Services</b>	\$1,161,503.75	\$92,240.75	\$1,253,744.50
<b>Expenses</b>	\$51,834.16	\$295.47	\$52,129.63
<b>TOTAL Services and Expenses</b>	\$1,213,337.91	\$92,536.22	\$1,305,874.13

<b>FY2020 Budget<sup>1</sup></b>	\$1,591,162.20
<b>Funds Remaining in FY2020 Budget</b>	\$285,288.07
<b>Percentage of Funds Used in FY2020 Budget</b>	82.07%
<b>Fiscal 2020 YTD Value of pro bono Services</b>	\$471,596.25

<sup>1</sup> The FY2020 Budget includes \$116,162.20 carried over from FY2019 Budget.

*Breakdown of Billable Hours & Expenses*

<b>April</b>	<b>Total Hours</b>	<b>Billed Hours</b>	<b>Pro Bono Hours</b>	<b>Total Services Billed</b>	<b>Total Expenses Billed</b>
Thompson	52.6	29.2	23.4	\$13,870.00	\$0.00
Rosenthal	65.6	35.7	29.9	\$16,957.50	\$0.00
Aden	39	31	8	\$7,285.00	\$0.00
Barge	35.4	31.9	3.5	\$7,496.50	\$295.47
CJI: Wasileski - Jan/Feb	30	30	0	\$6,000.00	\$0.00
CJI: Lawrence - Mar	7.5	7.5	0	\$1,012.50	\$0.00
CJI: Zafft - Mar	29	29	0	\$3,915.00	\$0.00
Drake	7.2	5.7	1.5	\$1,339.50	\$0.00
Drake (Exec. Ass't)	38.4	38.4	0	\$1,440.00	\$0.00
Joyce	21.3	19.8	1.5	\$4,653.00	\$0.00
Meares	6.4	4.4	2	\$1,034.00	\$0.00
Ramsey	16	14	2	\$3,290.00	\$0.00
Smoot	28.2	21.7	6.5	\$5,099.50	\$0.00
Villasenor	18.9	13.5	5.4	\$3,172.50	\$0.00
Ray Kelly	9.65	9.65	0	\$2,267.75	\$0.00
Darnyle Wharton	40	40	0	\$3,000.00	\$0.00
Neighborhood Liaisons	135	135	0	\$2,700.00	\$0.00
Dupont	14.5	8.4	6.1	\$1,974.00	\$0.00
Bowman	39.1	15.5	23.6	\$3,642.50	\$0.00
Maxey	10.1	8.9	1.2	\$2,091.50	\$0.00
<b>Total</b>	<b>633.75</b>	<b>529.25</b>	<b>114.6</b>	<b>\$92,240.75</b>	<b>\$295.47</b>

**Individual Invoices and Supporting Documentation**

The remainder of this invoice includes the individual invoices of all Team members who submitted invoices for April 2020 (CJI for January, February and March), as well as receipts for travel, transportation, accommodations, and expenses incurred for website development, establishment of Team e-mail addresses, and food for a community stakeholders meeting.

The City and the Team have agreed that Team members who elect to be compensated for meals and personal expenses incurred while traveling to Baltimore for work on the project will do so at the standard federal per diem rate of \$71, with fractions of days billed at 75% of the standard federal per diem rate, or \$53.25. Some team members have waived or reduced their per diem charges, or elected to receive them only for some but not all days while traveling to and working in Baltimore. This constitutes additional, ongoing savings to the City.

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We submit this invoice for approval by the Department of Justice and the City of Baltimore. As previously discussed, we ask both parties to review the invoice and get back to us with any comments or suggested changes within five days. Once we obtain approval of the invoice, we will submit it to Judge James Bredar for his review and approval.

Please feel free to contact me if you have any questions.

Sincerely,



Seth Rosenthal  
*Deputy Monitor*

<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>INVOICE SUBMITTED BY:</b> Thompson		
	<b>DATE SUBMITTED:</b> 5/26/2020		
	<b>YEAR:</b> 2020		

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1	Review latest draft of Notice To Modify Monitoring Plan with multiple relevant communications re: same; review list of active internal investigations, including BPD response to request for status of open officer involved shooting investigations; Review COVID 19 communications from BPD and communicate with Court re: same	1	\$ 475.00	\$ 475.00	Work on logistics for next week's monthly meeting; review latest Situational Report; review additional news reports re: Monday's POIS	1
April	2	Review several drafts and related correspondence pertaining to the Notice Regarding 3rd Year Monitoring Plan; review BPD and DOJ Submissions	1.6	\$ 475.00	\$ 760.00	Review COVID updates from S. Sullivan; review Situation Report; several communications with MT members re: next weeks meeting with the Court	1
April	3	Review several communications regarding efforts to provide members with requisite training hours to enable them to return to full duty; review Mobile Field Force e-learning materials; review weekly PIB Intake Report; review additional proposed modifications to the Monitoring Plan Notice; communicate with Court re: BPD corona virus updates	1.4	\$ 475.00	\$ 665.00	Review Situational and updates from Solicitor Moore re: corona virus issues within BPD; work on logistics for next week's monthly meeting	1
April	4			\$ 475.00	\$ -		
April	5			\$ 475.00	\$ -		
April	6	Review several communications regarding Mobile Field Force eLearning; review comments from parties and Monitoring Team re: use of force and SSA training for members to return to full duty; review Monitoring Team's Submission	1.1	\$ 475.00	\$ 522.50	Review Corona virus updates re: BPD; review several communications from parties and Monitoring Team re: logistics for tomorrow's meeting; Review internal staffing memo prepared by H. Aden; review several communications between parties and Monitoring Team re: tomorrow's training call	1
April	7	Participate in monthly meeting with the court and parties	2.2	\$ 475.00	\$ 1,045.00	Review protocol re: returning members back to full duty; review training memo re external and internal subject matter experts; review PERF Daily COVID-19 briefing	1
April	8			\$ 475.00	\$ -	Review several updates from BPD re: CONVID 19 issues; review internal issues regarding Work projects for NLs; review communications between parties regarding E and T tasks	1.2
April	9	Review Policy 1018 Lesser Offenses and Arrest Alternatives; review ACLU lawsuit in aerial surveillance matter along with related communications	1.5	\$ 475.00	\$ 712.50	Review multiple communications re: Corona Virus issues; review memo from H Aden re: outline structure for tomorrow's Team Meeting	1.9
April	10	Review Weekly Intake Report; participate in All Team Status Update Meeting	0.6	\$ 475.00	\$ 285.00		

Name:

Weekly Log

September 17th - 28th ' 18

April	11			\$	475.00	\$	-		
April	12			\$	475.00	\$	-		
April	13	Review updated I/A cases	0.4	\$	475.00	\$	190.00	Review COVID-19 Updates; review several communications re: potential policy modifications to align with training; review T. Bowman's communications re: policy call topics; review select aspects of the Community Policing Plan	1.5
April	14	Review and distribute updated information re: Covid-19; review additional communications between Parties re: aligning policies and training	1.8	\$	475.00	\$	855.00		
April	15	Review materials re: Dispatch Training	0.5	\$	475.00	\$	237.50	Review BPD Opposition To Motion For Preliminary Injunction; review and distribute updates re: COVID-19 issues	2.2
April	16	Review communication from M. Johnston re: DOJ inquiry into BPD protocols re: Governor's Orders; review weekly PIB Report	0.3	\$	475.00	\$	142.50	Review and distribute COVID-19 updates; review select portions of 3rd year Monitoring Plan and Scheduling Order in preparation for upcoming Community Forum and next months Court meeting	1.2
April	17	Review CPIC Committee updates; review response to DOJ's request for data regarding BPD response to Governor's Orders; review 3rd Year Monitoring Plan Training matrix; review policy updates regarding promotions	1.1	\$	475.00	\$	522.50	Review multiple communications re COVID 19 updates	0.5
April	18			\$	475.00	\$	-		
April	19			\$	475.00	\$	-		
April	20	Review Final Submission of the 911 and Dispatch Behavioral Health presentation; review CPIC Data Subcommittee notes; review DOJ's Draft Protocol for Expert Consultants	1.7	\$	475.00	\$	807.50	Review Corona Virus Updates; review communications from S. Rosenthal re: administrative issues involving BCMC	0.6
April	21	Participate in weekly community engagement meeting; review relevant portions of Sexual assault policy and evaluate in light of C. Coe's comments re: training; Review portions of Community Policing Plan in preparation for tomorrow's meeting with the Baltimore Community Foundation	1.8	\$	475.00	\$	855.00	Several communications with S. Rosenthal re: media survey issues; review COVID-19 updates; work on logistics for bi-weekly meetings with parties; begin working on logistics for next month's meeting with the Court	1.2
April	22	Re-review portions of Draft Sexual Assault Annual Report; begin preparing for next week's Virtual Public Forum	1.4	\$	475.00	\$	665.00	Review Corona Virus Updates; review communication re: facilities upgrades; review relevant publications discussing BPD Consent Decree	1.7
April	23	Review DOJ comments re: Pocket Guide (.1); review BPD IT Strategic Plan and Semi annual Resource Plan Updates	2.3	\$	475.00	\$	1,092.50	Review COVID updates; communication with S. Rosenthal re: upcoming IUR Survey and general discussion re: format for next Wednesday's Public Forum	1
April	24	Work on presentation for Wednesday's Public Forum and communicate same to Team; participate in Friday's Chief to Chief meeting	1.3	\$	475.00	\$	617.50	Review COVID-19 updates and distribute to relevant team members; review logistics in connection with Virtual Public Forum Total	1
April	25	Work on presentation for Wednesday's Public Forum and communicate same to Team; participate in Friday's Chief to Chief meeting	1.2	\$	475.00	\$	570.00		
April	26			\$	475.00	\$	-		
April	27	Review Training Call notes; review draft Performance Evaluation materials, including policies and the manual; review Officer Involved Shooting Report	1.8	\$	475.00	\$	855.00	REVIEW COVID updates; evaluate and respond to media inquiry; begin working on logistics for May Monthly Meeting with the Court; continue working on logistics and presentations for Wednesday's Virtual Public Forum	1
April	28	Review current draft Protocol for Expert Consultants training pilot; review DOJ edited version of the 911 Call Specialist/Police Dispatch Behavioral Health Training; review D. C. Sullivan's guidance to officers re: Governor's Stay at Home Order	0.5	\$	475.00	\$	237.50	Conference with S Rosenthal re: media response and prepare memo to reporter re: same; review COVID updates; review select materials in preparation for tomorrow night's Virtual Public Forum	1
April	29	Review latest draft of Protocol for Consent Decree Compliant Expert Training and E and T Developed Training Pilots; prepare for and participate in Virtual Public Forum	2.2	\$	475.00	\$	1,045.00	Review media issue and confer with Leadership Team re: same; review updates re COVID 19 issue; communication with Court re: updates1	1.2
April	30	Review material re: Aerial Surveillance roll out; communicate with the Court re: May's monthly meeting and provide guidance to the parties re: same; Review Officer Location Services policy; review Body Worn Camera Training Certification filing and related correspondence re: same; re-view latest comments from DOJ re: draft Expert Consultant Protocol; re-review Resource Plan Update	1.5	\$	475.00	\$	712.50	Draft response to media inquiry re: Consent Decree end date; work on logistics for next month's monthly meeting; review multiple communications and documents re: COVID Updates; review Monitoring Team administrative issues; telephone conference with J Drake re: follow-up to last night's virtual public forum	1.2
April	31			\$	475.00	\$	-		
			29.2	\$	475.00	\$	13,870.00		23.4









Name:

Weekly Log

September 17th - 28th '18

April	7	Monthly meeting with court (staffing, recruitment, retention, promotions, performance evaluations); emails with parties re strip search policy revisions	2.4	\$	475.00	\$	1,140.00	Weekly training call; emails with community engagement team re website and social media content; monthly meeting with court (staffing, recruitment, retention, promotions, performance evaluations); emails re set up for monthly meeting with court; emails re return to full duty training on UOF and SSA	2.1
April	8			\$	475.00	\$	-	Review and emails with Aden re team assignments; emails with Wharton, et al re NL FB page; emails with BPD re training priority tasks and training SME expectations; emails with DOJ and Barge re draft PIB investigations compliance review	0.8
April	9			\$	475.00	\$	-	Telephone conference/emails with Dupont re 1099s and follow up re same; emails with community engagement team re website and social media post; confer with Thompson re WYPR interview; email with S. Sullivan re compliance dashboard; emails with PIB re UOF investigation being monitored; scan new ACLU suit vs BPD re AIR pilot program; review court order reappointing monitoring team and email with leadership re same	1.6
April	10	Call with Barge, Aden and Maxey re PIB investigations compliance review report	0.4	\$	475.00	\$	190.00	Emails with court re possible budget cuts and review press re same	0.2
April	11	Emails re revisions to SSA/FIP II curriculum and corresponding policies	0.2	\$	475.00	\$	95.00	Emails with parties re community survey; emails with parties and MT re SSA/FIP II curriculum and SSA policies; emails with Kelly re BCMC arrangement; emails with Wharton re liaison Facebook page	0.8
April	12			\$	475.00	\$	-	Telephone conferences with parties and Barge re community survey; emails with parties and telephone conference with Barge re UOF assessment; community engagement team call; emails with SSA/FIP II curriculum and SSA policies; emails with IUR et al. re community survey report	2
April	13	Review PIB file re December 2019 UOF incident and email BPD for additional material; email with Bowman re policy update	0.6	\$	475.00	\$	285.00	Review briefing in AIR pilot program case	0.8
April	14			\$	475.00	\$	-	Emails re community survey report; emails with Wharton re social media posts	0.4
April	15			\$	475.00	\$	-	Emails re community survey report	0.2
April	16	Telephone conference with parties re establishing compliance measurement framework	1.5	\$	475.00	\$	712.50		
April	17	Preliminary review of suggested revisions to SSA policies	0.3	\$	475.00	\$	142.50		
April	18			\$	475.00	\$	-		
April	19			\$	475.00	\$	-		
April	20	Review and comment on suggested BPD revisions to SSA policies and email with Meares, Barge and Bowman re same; emails with DOJ re same; review draft compliance tracker prepared by DC Murphy and email with Barge re same; review DOJ draft of suggested First Amendment e-learning	3.3	\$	475.00	\$	1,567.50	Emails with S. Jackson and MT leadership re MT-BCMC contract; review DOJ comments on UOF assessment tool; review DOJ comments on draft expectations for use of non-BPD SMEs for training	0.8
April	21	Emails with Meares and Barge re proposed revisions to SSA policies, review DOJ comments on same, add MT comments to DOJ comments, and emails with DOJ re same; confer with Barge re compliance assessments and scoring and follow up email with DC Murphy and S. Sullivan re same	2.6	\$	475.00	\$	1,235.00	Telephone conference with S. Jackson re MT-BCMC contract; telephone conference/emails with Wharton re neighborhood liaisons; weekly community engagement team meeting; emails with press re community survey report; emails re UOF assessment; confer/emails with MT members and parties re satisfying annual state training requirements by employing e-learning due to pandemic	2.9
April	22	Review updated draft pocket guide for BPD officers; review DOJ comments on proposed SSA policy revisions and emails with MT and DOJ re same	0.9	\$	475.00	\$	427.50	Emails re fulfillment of state training requirements; emails re community survey report; telephone conference with Kelly re BCMC contract	0.7
April	23	Telephone conference with DOJ, Meares and Barge re proposed revisions to SSA policies, incorporate combined DOJ/MT comments, and follow up emails re same	2.2	\$	475.00	\$	1,045.00	Emails/telephone conference with S. Jackson and R. Kelly re BCMC-MT contract; emails with S. Sullivan re PIB case under review; confer with Thompson re various issues; emails with Dupont re CPIC Work Plan	1.2

Name:

Weekly Log

September 17th - 28th '18

April	24	Work edits to draft revisions to SSA policies, emails with Barge, Bowman and Meares re same, emails/telephone conference with DOJ re same, and telephone conference/emails with all parties re same; emails with DC Murphy re compliance assessment framework and review draft materials	4.5	\$	475.00	\$	2,137.50	Confer with S. Sullivan re SSA policy revisions	
April	25			\$	475.00	\$	-		0.2
March	26			\$	475.00	\$	-		
April	27	Revise and comment on revisions to SSA policy, emails with MT and DOJ re same, and conference call with parties re same; review BPD technology plan update and email with BPD re filing with court	3.9	\$	475.00	\$	1,852.50	Zoom meeting with neighborhood liaisons; review and add to agenda for upcoming Zoom community forum and email with team re same	
April	28			\$	475.00	\$	-	Community engagement call; telephone conference/emails with S. Sullivan re BPD enforcement of stay at home order; attention to recent press; emails/telephone conference with Thompson re responses to press inquiries; emails re arrest data reports	1.3
April	29			\$	475.00	\$	-	Prepare for and participate in Zoom community forum; emails with MT and DOJ re proposed SSA policy revisions; emails with Barge re satisfying MPCTC requirements during pandemic; MT leadership Zoom meeting	1.4
April	30	Conference call with parties re arrest data analysis; work edits to and emails with MT and DOJ re proposed SSA policy revisions	1.7	\$	475.00	\$	807.50	Draft response to press inquiry and confer with Thompson re same; emails with Barge re UOF assessment; emails with DOJ and BPD re BWC training certification and review BPD filing re same; work edits to and emails with MT and DOJ re proposed SSA policy revisions; emails with BCMC re contracts; emails with BPD re CTRC communications	2.2
April	31			\$	475.00	\$	-		2.2
			35.7	\$	475.00	\$	16,957.50		29.9

Name:

Weekly Log

September 17th - 28th '18

**EXPENSES**

Date	Category	MEALS + INCIDENTALS		NON MEALS		Total
		Travel Day	Total Meal + Incidentals (per daily Guidelines cap of \$71 per day)	Non-Meal Description	Non-Meal Expense	
						\$ -
						\$ -
						\$ -
						\$ -
<b>TOTAL:</b>						\$ -

Subtotal Time:	\$ 16,957.50
Subtotal Expenses:	\$ -
<b>TOTAL:</b>	<b>\$ 16,957.50</b>
Unbilled Hours	29.90

Your initials here signify that the charges on this invoice are accurate: INITIALS  
SAR

# 21CP Solutions Monthly Invoice

## INSTRUCTIONS

1. Using the drop-down lists; complete the blue box below to populate the invoice with hourly and per diem rates. **NOTE:** Hours accumulated through site visits for the Yale project ONLY are billed at a different rate. Checking the "Yale Site Visit" box for a particular date will adjust to that rate and eight (8) hours should be recorded for the day.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. Do not forget: **A)** initial at the bottom to approve this invoice **B)** save under the following format: [last name],[first name]\_[project name]\_[month]\_[year].xlsx. **Example:** Doe, John\_Baltimore\_June\_2020.xlsx **C)** send to csmith@sai-dc.com & jdrake@sai-dc.com along with all relevant expense receipts and justifications.
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Aden	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Thursday, April 30, 2020	



332 MICHIGAN AVE.  
SUITE 1032-T615  
CHICAGO, ILL 60604

### Sample Description

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
April	1	Review of motion re: timelines and COVID-19 impact. Email and correspondence with BPD re: pending reports, structure and adjusted deadlines.		2	\$ 235.00	\$ 470.00		
April	2	Call with the parties re: PIB training and CD compliance issues and concerns about compliance. Call with CRT re: promotions.		2.5	\$ 235.00	\$ 587.50		
April	3	Call with the monitor re: various CD related matters. Call with S. Rosenthal and M. Barge re: outcome assessments and other CD related matters. Review of several CD related documents and filings. Email and correspondence. Call with DC M. Sullivan re: BPD Operations.		2.5	\$ 235.00	\$ 587.50		
April	4	Project management, assignments for MT and organization of labor dueing COVID 19. Email and correspondence with MT leadership.		0	\$ 235.00	\$ -	UNBILLED TIME	2
April	7	Call with parties re: Training and prioritization of topics. Follow up call with M. Barge. Project management and internal emails and correspondence re: priorities and work distribution.		3.5	\$ 235.00	\$ 822.50		
April	8	Call withm. Barge re: outcome assessments and OPR assessment. Email and correspondence.			\$ 235.00	\$ -	UNBILLED TIME	1

## 21CP Solutions Monthly Invoice

April	9	Email and correspondence with MT. Agenda development for All-Team MT call. Review of filings, motions and Court orders. Call with K. O'Toole re: project management, assignments and focus areas in upcoming few months under COVID -19 restrictions. Call with CRT re: Youth Policies/Interactions.		3	\$ 235.00	\$ 705.00		
April	10	All-team meeting (Zoom) to discuss various CD related topics to include workflow, deliverables and overall environment working through the COVID-19 restrictions. Email and correspondence with MT members and parties. Call with MT Outcome assessments workgroup.		2.5	\$ 235.00	\$ 587.50		
April	13	Call re: Youth Policies with DOJ and K. Bethel. Call with the monitor re: various topics related to the project management of the CD. Email and correspondence. Call with S. Smoot. Follow up calls with several MT members re: outcome assessments, Youth Interactions and others.		0	\$ 235.00	\$ -	UNBILLED TIME	2
April	14	Email and correspondence with with BPD re: various CD related matters and deliverables.		0	\$ 235.00	\$ -	UNBILLED TIME	1
April	16	Review of MT invoice and receipts for March 2020. Call with MT workgroup on project management/Fiscal. Email and correspondence re: various CD related matters.		1.5	\$ 235.00	\$ 352.50		
April	17	Call with MT leadership team on project management, deliverables, outcome assessments and funding remaining in the monitoring year.		1	\$ 235.00	\$ 235.00		
April	20	Email and correspondence with MT workgroups. Call with M. Barge re: outcome assessments and training matters. Review of several documents pertaining to ongoing MT work, policy reviews, COVID 19 etc..		2.5	\$ 235.00	\$ 587.50		
April	22	Call with S. Smoot re: Promotions, Retention policies and ongoing reviews. Email and correspondence with MT workgroups and leadership. Project management.		0	\$ 235.00	\$ -	UNBILLED TIME	2
April	23	Email and correspondence. Call with M. Barge re: Outcome assessments and recent Community Survey.		1	\$ 235.00	\$ 235.00		
April	24	Call with DC M. Sullivan re: weekly operations updates. Review of PIB Case Intake summary. Call with MT leadership group.		2.5	\$ 235.00	\$ 587.50		
April	27	Email and correspondence re: several CD related matters with the MT leadership group.		0.5	\$ 235.00	\$ 117.50		
April	29	Email and correspondence re: various CD related matters. Conference call with MT leadership. Preparation for Community Meeting (on Zoom) tonight. Zoom community meeting re: several topics including PIB. <b>**This block includes April 30</b> as I cannot add another line. Participated in the BPD Compstat meeting with sveral of the BPD districts and commands.		6	\$ 235.00	\$ 1,410.00		
<b>TOTAL HOURS:</b>				<b>31</b>	<b>TOTAL:</b>	<b>\$ 7,285.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>8</b>





# 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]\_[project]\_[month]\_[year].xlsx **Example:** Doe\_Baltimore\_June\_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Barge	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Saturday, May 2, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
April	1	Conference call w/ C. Cole re: outcome assessments. Various email communicationos w/ MT re: community survey.		0.4	\$ 235.00	\$ 94.00		
April	2	Conference call w/ BPD, DOJ, MT re: PIB investigator training. Conference call w/ DOJ, MT re: arrest data issues. Draft outcome assessment memorandum plan; conference calls w/ S. Rosenthal, H. Aden, B. Maxey re: same; revise and edit same;		4	\$ 235.00	\$ 940.00	various email communications w/ MT re: same.	0.2
April	3	Conference call w/ S. Rosenthal, H. Aden re: outcome assessments, training. Revise memorandum re: outcome assessments; email communications w/ BPD, DOJ, MT re: same. Conference call w/ DOJ, MT re: strip search policy.		1.5	\$ 235.00	\$ 352.50	Various email communications w/ MT re: training, outcome assessments, COVID-19 logistics.	0.5
April	4			0	\$ 235.00	\$ -	Review MT workflow chart; communicate w/ H. Aden, S. Smoot re: same.	0.1

## 21CP Solutions Monthly Invoice

April	6	Conference call w/S. Sullivan re: training.		0.6	\$ 235.00	\$ 141.00	Various email communications w/ BPD, DOJ, MT re: First Amendment training, FTO training, strip search policy, training generally, monitoring deadlines.	0.2
April	7	Conference call w/ BPD, DOJ, MT re: training. Conference call w/ H. Aden re: various monitoring issues. Various email communications re: e-learning.		0.9	\$ 235.00	\$ 211.50		
April	8	Various email communications w/ BPD, DOJ, MT re: outcome assessments, training.		0.2	\$ 235.00	\$ 47.00	Various email communications w/ BPD, DOJ, MT re: outcome assessments, training.	0.2
April	9	Various email communications w/ BPD, DOJ, MT re: training, outcome assessments, data access logistics. Conference call w/ CJI re: outcome assessments. Conference calls w/ H. Aden, C. Cole re: outcome assessments.		1.4	\$ 235.00	\$ 329.00		
April	10	Conference call w/ MT re: various monitoring issues. Conference call w/ H. Aden re: technology. Conference call w/ S. Rosenthal, H. Aden, B. Maxey re: outcome assessments; conference call w/ R. Dupont re: same. Various email communications w/ BPD, DOJ, MT re: outcome assessments, training.		1.8	\$ 235.00	\$ 423.00		
April	13	Various email communications w/ BPD, DOJ, MT re: training generally, SSA training, community survey, various policy issues. Conference call w/ DOJ re: outside SME experts/training. Conference call w/ H. Aden re: PIB training. Revise and edit UOF assessment instrument; conference call w/ B. Maxey re: same; email communication w/ BPD, DOJ, MT re: same.		3	\$ 235.00	\$ 705.00		
April	14	Conference call w/ BPD, DOJ, MT re: training. Conference calls w/ S. Rosenthal re: community survey; conference call w/ BPD, DOJ, MT re: same.		0.5	\$ 235.00	\$ 117.50	Various email communications w/ BPD, DOJ, MT re: training, community survey.	0.4
April	15	Various email communications w/ BPD, DOJ, MT re: UOF assessment, compliance dashboard, FTO training.		0.2	\$ 235.00	\$ 47.00		
April	16	Conference call w/ BPD, DOJ, MT re: compliance dashboard/outcome assessments. Various email communications w/ BPD, DOJ, MT re: UOF assessment, First Amendment training.		1.6	\$ 235.00	\$ 376.00		
April	17	Conference call w/ H. Aden, S. Smoot re: monitoring plan, logistics.		0.4	\$ 235.00	\$ 94.00	Various email communications w/ BPD, DOJ, MT re: training, outcome assessments.	0.2
April	20	Conference call w/ DOJ re: SME training protocols; conference call w/ H. Aden re: same, PIB training. Revise and edit UOF assessment instrument.		1	\$ 235.00	\$ 235.00	Various email communications w/ BPD, DOJ, MT re: UOF assessment, SSA policy, training.	0.3
April	21	Conference call w/ BPD, DOJ, MT re: training. Various email communications w/ BPD, DOJ, MT re: outcome assessments, training, community survey, SSA policies. Conference call w/ S. Rosenthal, C. Ramsey, R. Villasenor re: training, compliance tracker. Review revised SSA		2.3	\$ 235.00	\$ 540.50		
April	22			0	\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: SSA training, SSA policies, outcome assessments.	0.3
April	23	Conference call w/ DOJ, MT re: OPR/PIB outcome assessment; conference call w/ B. Maxey re: same. Conference call w/ BPD, DOJ, MT re: IT, EIS. Conference call w/ H. Aden re: outcome assessments. Conference call w/ CJI re: outcome assessments. Conference call w/ DOJ, MT re: SSA policies. Various email communications re: SSA policies.		4.4	\$ 235.00	\$ 1,034.00		

## 21CP Solutions Monthly Invoice

April	24	Conference call w/ BPD, DOJ, MT re: SSA policies.		1.5	\$ 235.00	\$ 352.50	Various email communications w/ BPD, DOJ, MT re: SSA policies, outcome assessments.	0.3
April	26			0	\$ 235.00	\$ -	Various email communications w/ MT re: SSA policies.	0.1
April	27	Various email communications w/ MT re: SSA policies, training. Conference call w/ R. Dupont, N. Joyce re: crisis intervention, sexual assault training. Conference call w/ DOJ, MT re: online/remote training.		1.4	\$ 235.00	\$ 329.00		
April	28	Conference call w/ BPD, DOJ, MT re: training. Conference call w/ B. Maxey re: OPR assessment.		1.5	\$ 235.00	\$ 352.50	Various email communications w/ BPD, DOJ, MT re: outcome assessments, training. Conference call w/ BPD, DOJ, MT re: outcome assessments, data access.	0.1
April	29			0	\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: outcome assessments, SSA policies. Conference call w/ MT re:	0.6
April	30	Various email communications w/ BPD, DOJ, MT re: SSA, outcome assessments, discipline policies/matrix, misconduct investigation assessment. Conference call w/ BPD, DOJ, MT re: RWOC data. Begin formatting of electronic assessment instrument for use of force assessment.		3.3	\$ 235.00	\$ 775.50	community meeting.	
<b>TOTAL HOURS:</b>				<b>31.9</b>	<b>TOTAL:</b>	<b>\$ 7,496.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>3.5</b>

## 21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
4/9/20	IT Expenses	Squarespace	Monthly GSuite charges (email address administration)			IT Expenses	\$ 195.98	\$ 195.98
4/12/20	IT Expenses	Squarespace	Monthly Squarespace charges (Monitoring Team website)			Transportation	\$ 26.00	\$ 26.00
4/17/20	IT Expenses	SurveyGizmo	Monthly fee for electronic outcome assessment platform (1/2 of total charge)			IT Expenses	\$ 73.49	\$ 73.49
							<b>TOTAL:</b>	<b>\$ 295.47</b>
<b>Subtotal Billed Time:</b>		<b>\$ 7,496.50</b>						
<b>Subtotal Expenses:</b>		<b>\$ 295.47</b>						
<b>TOTAL:</b>		<b>\$ 7,791.97</b>						
<b>Unbilled Hours</b>		3.5						
Your initials here signify that the charges on this invoice are accurate:					<b>INITIALS</b> MB			



# Invoice

Thursday, April 9, 2020

**ISSUED TO:**

Matthew Barge

**ISSUED BY:**

Squarespace, Inc.  
225 Varick Street, 12th Floor  
New York, NY 10014

## Charges

Subscription: G Suite (Monthly) (bpdmonitor.com) - [REDACTED]

/2020 - /2020

**\$180.00**

Card ending in:	<b>1001</b>	All prices in US Dollar.
Subtotal:	<b>\$180.00</b>	
Discount:	--	
Sales Tax:	<b>\$15.98</b>	
Due:	<b>\$0.00</b>	
Paid:	<b>\$195.98</b>	

All prices in US Dollar.



# Invoice

Sunday, April 12, 2020

**ISSUED TO:**

Matthew Barge

**ISSUED BY:**

Squarespace, Inc.  
225 Varick Street, 12th Floor  
New York, NY 10014

## Charges

Subscription: Business (Monthly) - [REDACTED]

/2020 - /2020

**\$26.00**

Card ending in:	<b>1001</b>	All prices in US Dollar.
Subtotal:	<b>\$26.00</b>	
Discount:	--	
Due:	<b>\$0.00</b>	
Paid:	<b>\$26.00</b>	

All prices in US Dollar.

SurveyGizmo LLC (f/k/a Widgix LLC)  
 4888 Pearl East Circle, Suite 100W  
 Boulder CO 80301  
 USA  
 US EIN: 20-5463887  
 UK VAT: GB-309 7393 78  
 MOSS ID: EU826478382

**Invoice Number:** INV00259157  
**Invoice Date:** 04/17/2020  
**Due Date:** 04/17/2020  
**Payment Terms:** Due Upon Receipt  
**PO Number:**  
**Currency:** USD  
**Customer Tax ID:**

**Customer Billing Details:**

**Customer Name:** [REDACTED]  
**Billing Contact:** Matthew Barge  
**Email:** [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

**Account Number:** [REDACTED]  
**Sold to Contact:** Matthew Barge  
**Email:** [REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

**Items:**

Description	Service Period	Qty	Rate	Amount
<b>Consumer Edition (CE) - Monthly Adventurer License</b> CE: Adventurer License	04/18/2020- 05/17/2020	1	\$135.00	135.00

Additional Information:	<b>Subtotal:</b>	<b>\$135.00</b>
	<b>Tax:</b>	<b>\$11.99</b>
	<b>Total:</b>	<b>\$146.99</b>
	<b>Adjustments:</b>	<b>\$0.00</b>
	<b>Payments:</b>	<b>\$146.99</b>
	<b>Invoice Balance:</b>	<b>\$0.00</b>

Only 50% charged to Baltimore Project = \$73.49

**How To Pay:**

<b>Credit Card Payment: <a href="#">CLICK TO PAY</a></b>	
<b>US Customers Wire/ACH Payment</b>	<b>International Customers Wire Payment</b>
Independent Bank 7777 Henneman Way McKinner TX 75070  <b>Beneficiary's Name:</b> SurveyGizmo LLC <b>Account No.:</b> 4000808227 <b>ABA/Routing No.:</b> 111916326	Beneficiary Bank: Wells Fargo 420 Montgomery Street San Francisco CA 94104  <b>Beneficiary Name:</b> SurveyGizmo LLC <b>Account No.:</b> 5333549383 <b>ABA/Routing No.:</b> 121000248  <b>Non-USD Swift No.:</b> WFBIUS6WFFX  <b>USD Swift No.:</b> WFBIUS6S
<b>US or Canadian Customers Pay by Check</b>  SurveyGizmo P.O. Box 913138 Denver CO 80291-3138	

Billing Questions: [billing@surveygizmo.com](mailto:billing@surveygizmo.com)

SurveyGizmo LLC does not accept terms and conditions with Customer other than the services agreement between SurveyGizmo LLC and Customer (the Services Agreement). By paying this invoice, Customer accepts that the Services Agreement shall control all SurveyGizmo's services with Customer, and that Customer agrees to waive any purchase order terms and conditions.



Grantor:  
Baltimore PD Monitoring

[Jessica.drake@bpmonitor.com](mailto:Jessica.drake@bpmonitor.com)

Grantee:  
Crime and Justice Institute, a Division of  
Community Resources for Justice, Inc.  
355 Boylston Street  
Boston, MA 02116  
DUNS: 076575059



Invoice #: BPD MON #6  
March 30, 2020

Staff	Hourly Rate	March Hours	Invoice Cost	CUMULATIVE COST	Description
Christine Cole, Executive Director	\$ 235.00	0.00	\$ -	\$ 3,792.50	emails and meetings relative to outcome measures
Sarah Lawrence, Senior Policy Specialist	\$ 135.00	7.50	\$ 1,012.50	\$ 3,442.50	emails, meetings, and data work relative outcome measures
Katie Zafft, Data and Policy Specialist	\$ 135.00	29.00	\$ 3,915.00	\$ 14,985.00	emails, meetings, and data work relative outcome measures
<b>Sub-Total Billable Hours</b>		<b>36.50</b>	<b>\$ 4,927.50</b>	<b>\$ 22,220.00</b>	
<b>Consultant Fees, Gabriela Wasileski, PhD:</b>	<b>\$200</b>			<b>\$ 18,000.00</b>	
January Invoice # 2		15	\$ 3,000.00		
February Invoice #3		15	\$ 3,000.00		
<b>Travel</b>					
Airfare			\$ -	\$ 937.31	
Ground Transportation			\$ -	\$ 118.65	
M&L Hotel			\$ -	\$ 154.77	
Mileage			\$ -	\$ -	
M&L Per Diem			\$ -	\$ -	
<b>Total Travel</b>			<b>\$ -</b>	<b>\$ 1,210.73</b>	
<b>Total Payment Due</b>			<b>\$ 10,927.50</b>	<b>\$ 41,430.73</b>	

Approval:  
*Martha Gilford*  
Contracts and Finance Manager

Remit Payment to:  
Cindy Kassanos, Director of Fiscal Operations  
Community Resources for Justice, Inc.  
Crime and Justice Institute  
500 Harrison Avenue  
Boston, MA 02118  
[ckassanos@crj.org](mailto:ckassanos@crj.org)  
617.423.2020 ext 2200

## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
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7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Lawrence <b>CJI</b>
<b>INVOICE FOR MONTH OF:</b>	March
<b>DATE SUBMITTED:</b>	Wednesday, April 1, 2020

Complete these four cells to populate rate columns.



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Description**

*Regular meetings with BPD to discuss data sources for outcome assessments. Preparation and drafting outcome assessment methodologies.*

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
March	4	Review of draft outcome assessment methodologies		3	\$ 135.00	\$ 405.00		
March	9	Outcome assessment team meeting		1	\$ 135.00	\$ 135.00		
March	18	Meeting with BPD regarding data sourcing		1	\$ 135.00	\$ 135.00		
March	21	Review of draft outcome assessment methodologies		1.5	\$ 135.00	\$ 202.50		
March	30	Outcome assessment team meeting		1	\$ 135.00	\$ 135.00		
<b>TOTAL HOURS:</b>				<b>7.5</b>	<b>TOTAL:</b>	<b>\$ 1,012.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>



# 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

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<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Zafft <b>CJI</b>	
<b>INVOICE FOR MONTH OF:</b>	March	
<b>DATE SUBMITTED:</b>		



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Description**

*Regular meetings with BPD to discuss data sources for outcome assessments. Preparation and drafting outcome assessment methodologies.*

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
March	4	Meeting with BPD regarding data sources, progress. Tracking updates		3	\$ 135.00	\$ 405.00		
March	9	Outcome assessment team meeting, review methodology drafts		3	\$ 135.00	\$ 405.00		
March	10	Meeting regarding data sourcing for Emergency Petitions, drafting methodology		2	\$ 135.00	\$ 270.00		
March	13	Meeting with BPD regarding data sources, progress. Tracking updates		2	\$ 135.00	\$ 270.00		
March	17	Methodology proposal editing, review. Outcome assessment check in with MT lead		2	\$ 135.00	\$ 270.00		
March	18	Meeting with BPD regarding data sources, progress. Tracking updates		3	\$ 135.00	\$ 405.00		
March	19	Methodology proposal editing, review.		3	\$ 135.00	\$ 405.00		
March	20	Monitoring Team call regarding timeline adjustments		3	\$ 135.00	\$ 405.00		

## 21CP Solutions Monthly Invoice

March	21	Outcome assessment team meeting		1	\$ 135.00	\$ 135.00		
March	25	Meeting with BPD regarding data sources, progress. Tracking updates		3	\$ 135.00	\$ 405.00		
March	26	Meeting with Monitoring Team regarding outcome assessment proposals, drafting.		3	\$ 135.00	\$ 405.00		
March	30	Outcome assessment team meeting; project management		1	\$ 135.00	\$ 135.00		
<b>TOTAL HOURS:</b>				<b>29</b>	<b>TOTAL:</b>	<b>\$ 3,915.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>



# 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

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7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Wasileski <b>CJI</b>
<b>INVOICE FOR MONTH OF:</b>	January
<b>DATE SUBMITTED:</b>	Wednesday, February 5, 2020

Complete these four cells to populate rate columns.



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
January	7	Summary of OPR data, additional coding and analysis		5	\$ 200.00	\$ 1,000.00		
January	20	Meeting regarding the summary and aggregated data analysis (Brian Maxey)		2	\$ 200.00	\$ 400.00		
January	21	Monitoring team meeting, community engagement quarterly forum,		8	\$ 200.00	\$ 1,600.00		
<b>TOTAL HOURS:</b>				<b>15</b>	<b>TOTAL:</b>	<b>\$ 3,000.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>





## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]\_[project]\_[month]\_[year].xlsx. **Example:** Doe\_Baltimore\_June\_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Wasileski <span style="color: red;">CII</span>	
<b>INVOICE FOR MONTH OF:</b>	February	
<b>DATE SUBMITTED:</b>	Friday, March 6, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
February	10	Bi-weekly Outcome Assessment Check in		1	\$ 200.00	\$ 200.00		
February	19	BPD and CJJ Outcome Assessment Data Check in; OPR and CBS report review editing (methodology, tables, etc.)		4	\$ 200.00	\$ 800.00		
February	21	OPR and CBS report work: additional analysis, crosstabulation,		5	\$ 200.00	\$ 1,000.00		
February	24	OPR and CBS report edits and analysis		3	\$ 200.00	\$ 600.00		
February	28	Methodology proposals: 4th Amendment arrests, complaints; OPR and CRB report		2	\$ 200.00	\$ 400.00		
<b>TOTAL HOURS:</b>				<b>15</b>	<b>TOTAL:</b>	<b>\$ 3,000.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>



## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name]\_[project]\_[month]\_[year].xlsx. Example: Doe\_Baltimore\_June\_2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Drake (Exec. Ass't)	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Tuesday, May 5, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
April	1	Emails and administrative support of SME's. Website update and social media monitoring.		1.2	\$ 37.50	\$ 45.00		
April	2	Email and administrative support re: scheduling. Assess Member roles for budget planning.		2	\$ 37.50	\$ 75.00		
April	3	Email blast for All Team meeting coordination. Emails and admin. Support of SME's. Canceled weekly COVID call. Call with H. Aden to discuss next steps.		2.1	\$ 37.50	\$ 78.75		
April	4	Team Lead Assignments and communication with SME's regarding hours. Website updates for Comm Policing Plan		1.9	\$ 37.50	\$ 71.25		
April	6	Admin coordination All team meeting. Review of week's Monitoring plan for dissemination. Standing Call- re: Recruitment and Hiring, briefing S. Smoot		2.9	\$ 37.50	\$ 108.75		
April	7	Sent updated regarding final quarter budget to whole team. Attended Training SME call and took notes for SME's.		2.5	\$ 37.50	\$ 93.75		
April	8	Sent SME end of year letters and did follow-up support accordingly.		2	\$ 37.50	\$ 75.00		
April	9	Website update, info @ email sharing and response, communication with SME re: All team meeting.		2.5	\$ 37.50	\$ 93.75		

## 21CP Solutions Monthly Invoice

April	10	Coordinate All Team Call and communications		1.1	\$ 37.50	\$ 41.25	
April	13	Emails and administrative tasks, support SME's and BPD emails.		1.3	\$ 37.50	\$ 48.75	
April	14	Support coordination of SSA outstanding items call with SME's		0.8	\$ 37.50	\$ 30.00	
April	16	Emails and follow ups re: SME needs, billing and website updates. Coordination on COVID-19 call		1.2	\$ 37.50	\$ 45.00	
April	17	Website update with new Community survey, X 3		1.7	\$ 37.50	\$ 63.75	
April	18	Website update with new community survey X 2		1.2	\$ 37.50	\$ 45.00	
April	19	Website updates continued re: community survey		0.7	\$ 37.50	\$ 26.25	
April	21	Supported in scheduling of Bi-Weekly Leadership Parties Call		1	\$ 37.50	\$ 37.50	
April	22	Emails, re: Sun article and more website updates per community survey		0.6	\$ 37.50	\$ 22.50	
April	23	Administrative tasks, email, calendar updates and bill review.		0.9	\$ 37.50	\$ 33.75	
April	24	Coordinated NL Zoom meeting for training on Zoom. Emails, website update and administrative tasks		1.4	\$ 37.50	\$ 52.50	
April	27	Administrative support for NL call on Zoom. Review of engagement plan. Update of website for monthly billing. Replies to info@ emails.		3.3	\$ 37.50	\$ 123.75	
April	28	Website update and calendar support for SME's.		1.7	\$ 37.50	\$ 63.75	
April	29	Administrative emails. Call with team to discuss press. Administer Zoom Call for CE Team		3	\$ 37.50	\$ 112.50	
April	30	Call with K. Thompson. Website update and administrative support for SME's. Emails with H. Aden re: COVID call.		1.4	\$ 37.50	\$ 52.50	
<b>TOTAL HOURS:</b>				<b>38.4</b>	<b>TOTAL:</b>	<b>\$ 1,440.00</b>	<b>TOTAL UNBILLED HOURS:</b>
							<b>0</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
<b>Additional Notes:</b>							<b>TOTAL:</b>	<b>\$ -</b>

<b>Subtotal Time:</b>	<b>\$ 1,440.00</b>
<b>Subtotal Expenses:</b>	<b>\$ -</b>
<b>TOTAL:</b>	<b>\$ 1,440.00</b>
<b>Unbilled Hours</b>	0.00

Your initials here signify that the charges on this invoice are accurate:

**INITIALS**  
JRD

## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name]\_[project]\_[month]\_[year].xlsx. Example: Doe\_Baltimore\_June\_2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Drake	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Tuesday, May 5, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
April	2	BPD/MY CE Engagement Call. Emails and follow-up with D. Wharton re: Twitter		0.7	\$ 235.00	\$ 164.50		
April	7	Weekly Standing call- follow up emails regarding NL's and social media.		1	\$ 235.00	\$ 235.00		
April	10	All Team Call		1	\$ 235.00	\$ 235.00		
April	14	CE Team Standing Call. Follow ups regarding Zoom call and publication.		1	\$ 235.00	\$ 235.00		
April	21	CE Standing Call. Review of Press and Community Survey publication		1	\$ 235.00	\$ 235.00	Follow up and administrative work	0.5
April	28	Weekly CE Standing Call. Follow up regarding Wednesday event notes and administrative tasks		1	\$ 235.00	\$ 235.00	Administrative tasks, Zoom CE engagement review and email	1
<b>TOTAL HOURS:</b>				<b>5.7</b>	<b>TOTAL:</b>	<b>\$ 1,339.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>1.5</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
<b>Additional Notes:</b>							<b>TOTAL:</b>	<b>\$ -</b>

<b>Subtotal Time:</b>	<b>\$ 1,339.50</b>
<b>Subtotal Expenses:</b>	<b>\$ -</b>
<b>TOTAL:</b>	<b>\$ 1,339.50</b>
<b>Unbilled Hours</b>	1.50

Your initials here signify that the charges on this invoice are accurate:

**INITIALS**  
JRD





## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
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5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name]\_[project]\_[month]\_[year].xlsx. Example: Doe\_Baltimore\_June\_2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Mearns	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Monday, May 4, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
April	1				\$ 235.00	\$ -	E-mails and review on SSA Policy throughout April - pro bono 2 hours	2
April	3	Conf. call re: SSA Policy		0.3	\$ 235.00	\$ 70.50		
April	7	SME Expectation		0.8	\$ 235.00	\$ 188.00		
April	10	BPD conference call		0.8	\$ 235.00	\$ 188.00		
April	21	SSA Policy Review		1	\$ 235.00	\$ 235.00		
April	23	SSA Policy and curriculum		1	\$ 235.00	\$ 235.00		
April	24	SSA conference call		0.5	\$ 235.00	\$ 117.50		
<b>TOTAL HOURS:</b>				<b>4.4</b>	<b>TOTAL:</b>	<b>\$ 1,034.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>2</b>



# 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

## INSTRUCTIONS

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Ramsey	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Friday, May 1, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

### Sample Description

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

April	6	Review MFF e-learning powerpoint, Staffing Recruiting & Retention call	2	\$ 235.00	\$ 470.00	Various emails and communications	0.5
April	7	weekly CE conference call, call with Commissioner Harrison	1.5	\$ 235.00	\$ 352.50	Various emails and communications	0.5
April	12	Review 1st Draft BPD Pocket Guide	1	\$ 235.00	\$ 235.00		
April	14	weekly CE conference call, call with Commissioner Harrison	1	\$ 235.00	\$ 235.00		
April	20	Staffing Retention and Recruitment call, Call with Commissioner Harrison	1.5	\$ 235.00	\$ 352.50		
April	21	weekly CE conference, Conference Call re: Training	1	\$ 235.00	\$ 235.00	Various emails and communications	0.5
April	22	Conference Call Re: promotions and Awards	1	\$ 235.00	\$ 235.00		
April	23	Review BPD Pocket Guide	1	\$ 235.00	\$ 235.00		
April	24	Conference Call SSA	1	\$ 235.00	\$ 235.00		
April	28	weekly CE conference call, call with Commissioner Harrison	1.5	\$ 235.00	\$ 352.50	Various emails and communications	0.5
April	29	Zoom Quarterly Community Zoom Mtg	1	\$ 235.00	\$ 235.00		
April	30	Team Lead Conf Call	0.5	\$ 235.00	\$ 117.50		
<b>TOTAL HOURS:</b>			<b>14</b>		<b>\$ 3,290.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>2.0</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

				MEALS + INCIDENTALS		NON-MEALS		
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
						0		
						0		
						0		\$ -
						0		\$ -
						0		\$ -
<b>Additional Notes:</b>							<b>TOTAL:</b>	<b>\$ -</b>

<b>Subtotal Time:</b>	<b>\$</b>	<b>3,290.00</b>
<b>Subtotal Expenses:</b>	<b>\$</b>	-
<b>TOTAL:</b>	<b>\$</b>	<b>3,290.00</b>
<b>Unbilled Hours</b>		2.00

Your initials here signify that the charges on this invoice are accurate:

**INITIALS**  
CHR

## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name]\_[project]\_[month]\_[year].xlsx. Example: Doe\_Baltimore\_June\_2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Smoot	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Saturday, May 2, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
April	2	Conf Call DOJ & HA re promotion policy & MT role, admin, f/u calls w HA and DOJ		2.5	\$ 235.00	\$ 587.50		
April	3	Work on draft of Submission for Court		2.3	\$ 235.00	\$ 540.50		
April	5	Rev BOD and DOJ court submissions, writing/editing MT submission for 4/7 court meeting		2	\$ 235.00	\$ 470.00		
April	7	Meeting w/ Court re progress - staffing R&R		3.5	\$ 235.00	\$ 822.50		
April	10	Conf call promotions and polciy guidance		2.6	\$ 235.00	\$ 611.00		
April	17	Budget planning call inc prep		1.3	\$ 235.00	\$ 305.50	Misc emails, calls, research and data review	2
April	20	Conf call re R&R, OSW and promotions, f/u w DOJ re promotional langauge		1.5	\$ 235.00	\$ 352.50		
April	22	Collaboration call re promotions and commendations policies, f/u call w DOJ		2	\$ 235.00	\$ 470.00		

## 21CP Solutions Monthly Invoice

April	23	Weekly Conf call Team Leads, con call w R&F focus group members		2	\$ 235.00	\$ 470.00		
April	29	MT leadership conf call, attend (virtually) community meeting		2	\$ 235.00	\$ 470.00	Misc emails, calls, research and data review	2
April	30				\$ 235.00	\$ -	Misc emails, calls, research and data review	2.5
<b>TOTAL HOURS:</b>				<b>21.7</b>	<b>TOTAL:</b>	<b>\$ 5,099.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>6.5</b>



## 21CP Solutions Monthly Invoice

**Baltimore Consent Decree Monitor**  
**750 E. Pratt, Suite 900**  
**Baltimore, MD 21202**

**INSTRUCTIONS**

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
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3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be **aware** of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name]\_[project]\_[month]\_[year].xlsx. Example: Doe\_Baltimore\_June\_2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Villasenor	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Friday, May 1, 2020	



332 MICHIGAN AVE.  
 SUITE 1032-T615  
 CHICAGO, ILL 60604

**Sample Description**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
April	1				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	2				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	3				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	4				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	5				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	6	Prepare for and participate in Biweekly call on Recruitment and Retention and Officer Safety and Wellness.		1	\$ 235.00	\$ 235.00		
April	7	Various emails and feedback on eLearning courses and assignment guidelines, and participate in Training call and discussion of SME criteria		2	\$ 235.00	\$ 470.00		
April	8	Review and provide comments on eLearning for IFAK Training		1	\$ 235.00	\$ 235.00		
April	9				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	10				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	11				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	12				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	13				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	14	Weekly Training call		0.5	\$ 235.00	\$ 117.50		
April	15				\$ 235.00	\$ -	Various emails throughout the day	0.3



## 21CP Solutions Monthly Invoice

April	16				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	17	Read and respond to various emails and provide feedback on reporting handcuff twist as a Level 1 Use of Force		1	\$ 235.00	\$ 235.00		
April	18				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	19				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	20	Prepare for and participate in Biweekly call on Recruitment and Retention and Officer Safety and Wellness.		0.5	\$ 235.00	\$ 117.50		
April	21	Prepare for and participate in Weekly Training call. Participate in follow-up internal MT call ref. training topics and reach out to arrange a discussion with BPD concerning the topic		1.5	\$ 235.00	\$ 352.50		
April	22	Have s discussion with BPT (Bartness) concerning online training and classroom requirements. Draft an email to the rest of the MT Training group concerning the outline of the call		1	\$ 235.00	\$ 235.00		
April	23				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	24				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	25				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	26				\$ 235.00	\$ -	Various emails throughout the day	0.3
April	27	Prepare for and participate in Bi-weekly Policy call that focussed on outstanding SSA issues from Friday's call. Several emails and follow-up required.		1.5	\$ 235.00	\$ 352.50		
April	28	Weekly Training call		1	\$ 235.00	\$ 235.00		
April	29	Email response to MT group on outstanding SSA issues		1	\$ 235.00	\$ 235.00		
April	30	Took part in WebEx Compstat Meeting		1.5	\$ 235.00	\$ 352.50		
<b>TOTAL HOURS:</b>				<b>13.5</b>	<b>TOTAL:</b>	<b>\$ 3,172.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>5.4</b>



<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>INVOICE SUBMITTED BY:</b> Bowman		
	<b>DATE SUBMITTED:</b> 5/14/2020		
	<b>YEAR:</b> 2020		

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 235.00	\$ -		
April	2			\$ 235.00	\$ -		
April	3	Telephone call or video conference (DOJ and MT ref strip search policy)	0.3	\$ 235.00	\$ 70.50	4/3 Reviewed and responded to 46 messages (1st Thursday Cases,	4.3
April	4			\$ 235.00	\$ -		
April	5			\$ 235.00	\$ -		
April	6			\$ 235.00	\$ -		
April	7			\$ 235.00	\$ -		
April	8			\$ 235.00	\$ -		
April	9			\$ 235.00	\$ -		
April	10	Reviewed and responded to 2 messages (SSA Outstanding items).	0.2	\$ 235.00	\$ 47.00	Reviewed and responded to 66 messages (COVID-19 Update, Mobile Field Force eLearning, Day 2 Lesson 1 Crime Scenes and Witnesses LP, Attention Items for training call 4/7, Return to full duty members, SME Expectations Training Call, Policy 1005 eLearning, Prioritization of E&T Tasks, PIB weekly intake report, media reports)	5.9
April	11			\$ 235.00	\$ -		
April	12			\$ 235.00	\$ -		
April	13	4/13 Reviewed and responded to 25 messages (SSA outstanding items, policy call). Telephone call or v	2.2	\$ 235.00	\$ 517.00	Reviewed and responded to 3 messages (1st Thursday Cases , training call, COVID-19 Update).	0.3
April	14			\$ 235.00	\$ -		
April	15			\$ 235.00	\$ -		
April	16			\$ 235.00	\$ -		
April	17	Reviewed and responded to 7 messages (SSA Outstanding items).	0.5	\$ 235.00	\$ 117.50	Reviewed and responded to 19 messages (COVID-19 Update, Draft Sexual Assault Annual Report 2019, PIB weekly intake report, Weekly Call During COVID-19 Crisis, Promotions & Commendations, Monitoring Team Organization Chart and Workgroups)	2.5
April	18			\$ 235.00	\$ -		
April	19			\$ 235.00	\$ -		

Name:

Weekly Log

September 17th - 28th ' 18

April	20			\$	235.00	\$	-	
April	21			\$	235.00	\$	-	
April	22			\$	235.00	\$	-	
April	23			\$	235.00	\$	-	
April	24	Reviewed and responded to 45 messages (SSA Outstanding Items Call, SSA Policy Revisions, DOJ Comments on BPD's Suggested Policy Changes, SSA Policies and Curriculum, 11am Standing Policy Call Agenda). Telephone call or video conference (MT/DOJ/BPD ref SSA remaining items) (2.10)	8.5	\$	235.00	\$	1,997.50	Reviewed and responded to 40 messages (COVID-19 Update, SME Expectations Training Call, Final Submission: 911 Call Specialist / Police Dispatch Behavioral Health Training, media reports, Sexual Assault Investigations Training for Patrol, Youth Curfew Policy & Interim Guidance, Facilities Update, Draft Sexual Assault Annual Report 2019, Updated Pocket Guide, Youth Curfew Policy & Interim Guidance, PIB weekly intake report)
April	25			\$	235.00	\$	-	4.5
April	26			\$	235.00	\$	-	
April	27	Telephone call or video conference (biweekly policy call). Reviewed and responded to 10 messages (OIS update, 11am Standing Policy Call Agenda, 24 Hour Report - POIS (1.0).	1.8	\$	235.00	\$	423.00	Reviewed and responded to 19 messages (media reports, Training Call, COVID-19 Update, Welcome BPD's First Equity Officer)
April	28			\$	235.00	\$	-	2
April	29			\$	235.00	\$	-	
April	30	Reviewed and responded to 23 messages (11am Standing Policy Call Agenda, CD Policy Determination: OLS & Communication Devices).	2	\$	235.00	\$	470.00	Reviewed and responded to 46 messages (WOC BPD Analysis Methodology, media reports, Final Submission: 911 Call Specialist / Police Dispatch Behavioral Health Training, New Academy Address, COVID-19 Update, Welcome BPD's First Equity Officer, May's Monthly Meeting, Update on AIR Pilot Program, Review of Discipline Policies, Scope of BPD discipline policy review)
April	31			\$	235.00	\$	-	4.1
			15.5	\$	235.00	\$	3,642.50	23.6





<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
INVOICE FOR MONTH OF:	<u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Dupont		
DATE SUBMITTED:	4/6/2020		
YEAR:	2020		

**Sample Description:**  
Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 235.00	\$ -		
April	2			\$ 235.00	\$ -	CPIC Training Meeting - Dispatch Training Curriculum	1
April	3	BPD Compliance Division discussion of Training Pilot Outcomes	0.2	\$ 235.00	\$ 47.00		
April	4			\$ 235.00	\$ -		
April	5			\$ 235.00	\$ -		
April	6			\$ 235.00	\$ -		
April	7	Conference call with BPD Compliance and Training Divisions, DOJ, CPIC Leadership, CPIC Data Committee Meeting	1.9	\$ 235.00	\$ 446.50		
April	8	Discussion with local government advocate on CPIC Gap Analysis Progress	0.6	\$ 235.00	\$ 141.00		
April	9			\$ 235.00	\$ -		
April	10	Discussion of Consent Decree Outcomes Variables with Monitoring Team (M. Barge) and Monitoring Team Meeting (all members)	0.7	\$ 235.00	\$ 164.50		
April	11			\$ 235.00	\$ -		
April	12			\$ 235.00	\$ -		
April	13			\$ 235.00	\$ -		
April	14	Discussion with state and national advocacy groups on impact of BPD Specialized Behavioral Intervention Programs	0.8	\$ 235.00	\$ 188.00		
April	15			\$ 235.00	\$ -		
April	16	CPIC Training Meeting on BPD Dispatch Curriculum	1.3	\$ 235.00	\$ 305.50	Follow up on CPIC Training Meeting requested information	0.3
April	17			\$ 235.00	\$ -		
April	18			\$ 235.00	\$ -		
April	19			\$ 235.00	\$ -		
April	20			\$ 235.00	\$ -	Development of draft Court Memorandum on CPIC Workplan	1.5
April	21			\$ 235.00	\$ -	Development of draft Court Memorandum on CPIC Workplan	1.5
April	22			\$ 235.00	\$ -	CPIC Monthly Meeting	1.5
April	23			\$ 235.00	\$ -		
April	24	BPD Compliance Division discussion of Workplan feedback	0.3	\$ 235.00	\$ 70.50		
April	25			\$ 235.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

April	26			\$	235.00	\$	-		
April	27	Discussion of BPD Behavioral Health In-service	0.6	\$	235.00	\$	141.00		
April	28	CPIC Training Meeting on BPD Crisis Intervention Team 40 Hour Curriculum	1.2	\$	235.00	\$	282.00		
April	29			\$	235.00	\$	-		
April	30	CPIC Training Meeting on BPD Crisis Intervention Team 40 Hour Curriculum	0.8	\$	235.00	\$	188.00	Discussion of Consent Decree Tasks	0.3
April	31			\$	235.00	\$	-		
			8.4	\$	235.00	\$	1,974.00		6.1







**Baltimore Consent Decree Monitor**  
750 E. Pratt, Ste 900  
Baltimore, MD 21202

**INSTRUCTIONS**

1. Complete the blue box to the left first. This will cause month and rate information to populate the
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled."
4. You may **NOT** bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-re
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab.
6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it.
7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

INVOICE FOR MONTH OF:	<u>April</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Maxey	
DATE SUBMITTED:	5/5/2020	
YEAR:	2020	

**Sample Description:**

*Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.*

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	2	PIB call re: training; outcome assessment discussions with MT	1.5	\$ 235.00	\$ 352.50		
April	10	All team meeting; discussion of OPR data	1	\$ 235.00	\$ 235.00		
April	17	Type I/UOF discussions w/BPD/MT	0.7	\$ 235.00	\$ 164.50		
April	23	MT/DOJ call re: OPR assessment; IT and EIS Data Meeting	2.2	\$ 235.00	\$ 517.00		
April	27			\$ 235.00	\$ -	Stats discussion with G. Wasileski; review of statistics	1.2
April	28	Revise OPR report, update statistics, call w/MB	1.7	\$ 235.00	\$ 399.50		
April	30	Review UOF methodology/DOJ feedback	1.8	\$ 235.00	\$ 423.00		
			8.9	<b>TOTAL:</b>	<b>\$ 2,091.50</b>		1.2



<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202				<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.			
	<b>INVOICE FOR MONTH OF:</b>	<u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
	<b>INVOICE SUBMITTED BY:</b>	CMPI (BCMC)- Ray Kelly					
	<b>DATE SUBMITTED:</b>	4/30/2020					
	<b>YEAR:</b>	2020					

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 235.00	\$ -		
April	2	BPD/MT Engagement team meeting	1.4	\$ 235.00	\$ 329.00		
April	3			\$ 235.00	\$ -		
April	4			\$ 235.00	\$ -		
April	5			\$ 235.00	\$ -		
April	6			\$ 235.00	\$ -		
April	7	MT weekly check in call	0.4	\$ 235.00	\$ 94.00		
April	8	Coordinated with JIC to print and include flyers for the MT community Tele-Conferences	0.7	\$ 235.00	\$ 164.50		
April	9			\$ 235.00	\$ -		
April	10	Monitor All Team Zoom call	0.7	\$ 235.00	\$ 164.50		
April	11			\$ 235.00	\$ -		
April	12			\$ 235.00	\$ -		
April	13	Stuffed flyers into the food packages that were to be delivered in the resource effort facilitated by Arrabers and Food Resue Baltimore and UMBC	1.3	\$ 235.00	\$ 305.50		
April	14	MT weekly check in call	0.5	\$ 235.00	\$ 117.50		
April	15			\$ 235.00	\$ -		
April	16			\$ 235.00	\$ -		
April	17		1.2	\$ 235.00	\$ 282.00		
April	18			\$ 235.00	\$ -		
April	19			\$ 235.00	\$ -		
April	20			\$ 235.00	\$ -		
April	21			\$235.00	\$ -		
April	22			\$ 235.00	\$ -		
April	23			\$ 235.00	\$ -		
April	24			\$ 235.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

April	25	Served on a panel for the Youth of the Choice Program Baltimore where the topic of discussion was Youth and Police interactions and youth Knowing their rights under Covid-19 restrictions	1.5	\$	235.00	\$	352.50	
April	26			\$	235.00	\$	-	
April	27	Served on a panel sponsored by SNCC and BLOC, outlining the history of police reform efforts since	1.2	\$	235.00	\$	282.00	
April	28	MT weekly check in call	0.75	\$	235.00	\$	176.25	
April	29	Quarterly Community Public report Forum		\$	235.00	\$	-	
April	30			\$	235.00	\$	-	
April	31			\$	235.00	\$	-	
			9.65	\$	235.00	\$	<b>2,267.75</b>	0







<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	INVOICE FOR MONTH OF: <u>April</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	INVOICE SUBMITTED BY: CMPI (BCMC)- Darnyle Wharton		
	DATE SUBMITTED: 5/6/2020		
	YEAR: 2020		

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1	Checked and answered email.	1	\$ 75.00	\$ 75.00		
April	2	Checked and answered emails. Posted to social media accounts. Collected invoices from NLs.	1	\$ 75.00	\$ 75.00		
April	3	Meeting with Community Liason	1	\$ 75.00	\$ 75.00		
April	4			\$ 75.00	\$ -		
April	5			\$ 75.00	\$ -		
April	6			\$ 75.00	\$ -		
April	7	Attended CE Team conference call.	0.5	\$ 75.00	\$ 37.50		
April	8	Meeting with Community Liason	1	\$ 75.00	\$ 75.00		
April	9			\$ 75.00	\$ -		
April	10			\$ 75.00	\$ -		
April	11			\$ 75.00	\$ -		
April	12			\$ 75.00	\$ -		

Name:

Weekly Log

September 17th - 28th ' 18

April	13	Posted to social media accounts.	0.5	\$	75.00	\$	37.50
April	14	Attended CE Team conference call.	0.5	\$	75.00	\$	37.50
April	15			\$	75.00	\$	-
April	16	Posted to social media accounts. Facilitated Zoom NL meeting.	1	\$	75.00	\$	75.00
April	17	Meeting with Community Liaison	1	\$	75.00	\$	75.00
April	18			\$	75.00	\$	-
April	19			\$	75.00	\$	-
April	20	Facilitated Zoom meeting with NLs that couldn't attend the meeting on the 16th	0.5	\$	75.00	\$	37.50
April	21	Attended CE Team conference call.	1	\$	75.00	\$	75.00
April	22	Posted to social media accounts.	0.5	\$	75.00	\$	37.50
April	23	Meeting with community Liaison	1	\$	75.00	\$	75.00
April	24			\$	75.00	\$	-
April	25			\$	75.00	\$	-
April	26			\$	75.00	\$	-
April	27	Posted to social media accounts. Facilitated Zoom NL meeting	1	\$	75.00	\$	75.00
April	28	Attended Interfaith Zoom call and talked about Quarterly forum meeting and NL District Zoom engagement hours	1.5	\$	75.00	\$	112.50
April	29	Posted to social media accounts. Attended Quarterly Virtual forum	1.5	\$	75.00	\$	112.50
April	30	Meeting with Community Liaison	1	\$	75.00	\$	75.00
April	31			\$	75.00	\$	-
			15.5	\$	75.00	\$	1,162.50
							0





<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>INVOICE SUBMITTED BY:</b> Allen		
	<b>DATE SUBMITTED:</b> 5/4/2020		
	<b>YEAR:</b> 2020		

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 20.00	\$ -		
April	2			\$ 20.00	\$ -		
April	3			\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7			\$ 20.00	\$ -		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		
April	13			\$ 20.00	\$ -		
April	14			\$ 20.00	\$ -		
April	15			\$ 20.00	\$ -		
April	16	Zoom Meeting with Darnyle and NL's	1	\$ 20.00	\$ 20.00		
April	17			\$ 20.00	\$ -		
April	18			\$ 20.00	\$ -		
April	19			\$ 20.00	\$ -		
April	20	Sent Emails to Association Presidents	1	\$ 20.00	\$ 20.00		
April	21			\$ 20.00	\$ -		
April	22			\$ 20.00	\$ -		
April	23			\$ 20.00	\$ -		
April	24			\$ 20.00	\$ -		
April	25	Follow on Emails	1	\$ 20.00	\$ 20.00		
April	26			\$ 20.00	\$ -		
April	27	Zoom Meeting with Darnyle and NL's	1	\$ 20.00	\$ 20.00		
April	28			\$ 20.00	\$ -		
April	29	Consent Decree /Live Virtual Meeting	1	\$ 20.00	\$ 20.00		
April	30			\$ 20.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

April	31		\$	20.00	\$	-	
			5	\$	20.00	\$	100.00
							0







<b>Baltimore Community Mediation Center</b> 3333 Greenmount Avenue Baltimore, MD 21218		INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.  3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day or travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting to 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
INVOICE FOR MONTH OF:	<u>April</u>	
INVOICE SUBMITTED BY:	Howard Roberts	
DATE SUBMITTED:	4/6/2020	
YEAR:	2020	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

*Sample Description:*  
Attend Howard Park Civic Association meeting

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1						
April	2	Eastern District Community Association contact and information sharing weekly	1	\$ 20.00	\$ 20.00		
April	3			\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7			\$ 20.00	\$ -		
April	8			\$ 20.00	\$ -		
April	9	Eastern District Community Association contact and information sharing weekly	1	\$ 20.00	\$ 20.00		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		

April	13			\$	20.00	\$	-
April	14			\$	20.00	\$	-
April	15			\$	20.00	\$	-
April	16	Eastern District Community Association contact and information sharing weekly. Attended Zoom NL Meeting	2	\$	20.00	\$	40.00
April	17			\$	20.00	\$	-
April	18			\$	20.00	\$	-
April	19			\$	20.00	\$	-
April	20			\$	20.00	\$	-
April	21			\$	20.00	\$	-
April	22			\$	20.00	\$	-
April	23	Eastern District Community Association contact and information sharing weekly	1	\$	20.00	\$	20.00
April	24			\$	20.00	\$	-
April	25						
April	26			\$	20.00	\$	-
April	27	Attended Zoom Quarterly Report forum	1	\$	20.00	\$	20.00
April	28			\$	20.00	\$	-
April	29	Eastern District Community Association contact and information sharing weekly	1	\$	20.00	\$	20.00
			<b>7</b>	<b>TOTAL:</b>	<b>\$</b>	<b>140.00</b>	<b>0</b>





<b>TOTAL:</b>	<b>\$</b>	<b>140.00</b>
<b>Unbilled Hours</b>		0.00

Your initials here signify that the charges on this invoice are accurate:	<b>INITIALS</b>
	HR

<b>Baltimore Community Mediation Center</b> 3333 Greenmount Avenue Baltimore, MD 21218			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.  3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	INVOICE FOR MONTH OF:	<u>April</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Boykins	
	DATE SUBMITTED:	5/4/2020	
	YEAR:	2020	

*Sample Description:*  
Attend Howard Park Civic Association meeting

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 20.00	\$ -		
April	2			\$ 20.00	\$ -		
April	3			\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7	Provided 79 CD Brochures at a MD Food Bank Giveaway at St. Gregory the Great Church	5	\$ 20.00	\$ 100.00		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		
April	13			\$ 20.00	\$ -		
April	14			\$ 20.00	\$ -		
April	15			\$ 20.00	\$ -		
April	16	Participated in the CDNL virtual meeting	0.5	\$ 20.00	\$ 10.00		

April	17		\$	20.00	\$	-
April	18		\$	20.00	\$	-
April	19		\$	20.00	\$	-
April	20		\$	20.00	\$	-
April	21		\$	20.00	\$	-
April	22		\$	20.00	\$	-
April	23		\$	20.00	\$	-
April	24		\$	20.00	\$	-
April	25		\$	20.00	\$	-
April	26		\$	20.00		
April	27	Participated in a CDNL virtual informational meeting including Seth and Jessica.	1 \$	20.00	\$	20.00
April	28		\$	20.00	\$	-
April	29	Atended virtual CDMT Quarterly Virtual Meeting	1 \$	20.00	\$	20.00
April	30		\$	20.00	\$	-
April	31		\$	20.00	\$	-
			7.5	<b>TOTAL:</b>	\$	<b>150.00</b>
						0







<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>INVOICE SUBMITTED BY:</b> Jackson		
	<b>DATE SUBMITTED:</b> 5/6/2020		
	<b>YEAR:</b> 2020		

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 20.00	\$ -		
April	2			\$ 20.00	\$ -		
April	3			\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7			\$ 20.00	\$ -		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		
April	13			\$ 20.00	\$ -		
April	14			\$ 20.00	\$ -		
April	15			\$ 20.00	\$ -		
April	16			\$ 20.00	\$ -		
April	17			\$ 20.00	\$ -		
April	18	Monthly Team Meeting on zoom	1	\$ 20.00	\$ 20.00		
April	19			\$ 20.00	\$ -		
April	20			\$ 20.00	\$ -		
April	21			\$ 20.00	\$ -		
April	22			\$ 20.00	\$ -		
April	23			\$ 20.00	\$ -		
April	24			\$ 20.00	\$ -		
April	25			\$ 20.00	\$ -		
April	26			\$ 20.00	\$ -		
April	27			\$ 20.00	\$ -		
April	28	Quarterly Virtual Forum on Zoom	1	\$ 20.00	\$ 20.00		
April	29			\$ 20.00	\$ -		
April	30			\$ 20.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

April	31		\$	20.00	\$	-	
			2	\$	20.00	\$	40.00
							0





<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	<b>INVOICE SUBMITTED BY:</b> Tsiongas		
	<b>DATE SUBMITTED:</b> 5/4/2020		
	<b>YEAR:</b> 2020		

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 20.00	\$ -		
April	2			\$ 20.00	\$ -		
April	3			\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7			\$ 20.00	\$ -		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		
April	13			\$ 20.00	\$ -		
April	14			\$ 20.00	\$ -		
April	15			\$ 20.00	\$ -		
April	16	Zoom Call with NL Team	1	\$ 20.00	\$ 20.00		
April	17			\$ 20.00	\$ -		
April	18			\$ 20.00	\$ -		
April	19			\$ 20.00	\$ -		
April	20			\$ 20.00	\$ -		
April	21			\$ 20.00	\$ -		
April	22			\$ 20.00	\$ -		
April	23			\$ 20.00	\$ -		
April	24			\$ 20.00	\$ -		
April	25			\$ 20.00	\$ -		
April	26			\$ 20.00	\$ -		
April	27			\$ 20.00	\$ -		
April	28			\$ 20.00	\$ -		
April	29	Quarterly Forum Zoom Call	1	\$ 20.00	\$ 20.00		
April	30			\$ 20.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

April	31		\$	20.00	\$	-	
			2	\$	20.00	\$	40.00
							0







<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202				<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.			
	INVOICE FOR MONTH OF:	<u>April</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
	INVOICE SUBMITTED BY:	Dunaway					
	DATE SUBMITTED:	5/6/2020					
	YEAR:	2020					

**Sample Description:**  
 Prepare for and attend meeting with BPD North Division DC; prepare checklist for review of in-service training; meet with Ms. Williams re changes to compliance matrix; copied use of force reports; reviewed UNDF reports 1123454 and 1123455.

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 20.00	\$ -		
April	2			\$ 20.00	\$ -		
April	3	Review content of email sent with recient JPGs of Transformation Planning commision.	0.5	\$ 20.00	\$ 10.00	Email for review before up coming transformation hearing	
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7			\$ 20.00	\$ -		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		
April	13			\$ 20.00	\$ -		
April	14			\$ 20.00	\$ -		
April	15			\$ 20.00	\$ -		
April	16	Zoom meeting with NL/Webex meeting with Cherry Hill Transformation commission	2	\$ 20.00	\$ 40.00	This meeting focused on the continuation of zoning in the Cherry Hill	
April	17			\$ 20.00	\$ -		
April	18			\$ 20.00	\$ -		
April	19			\$ 20.00	\$ -		
April	20			\$ 20.00	\$ -		
April	21			\$ 20.00	\$ -		
April	22			\$ 20.00	\$ -		
April	23			\$ 20.00	\$ -		
April	24			\$ 20.00	\$ -		
April	25			\$ 20.00	\$ -		
April	26			\$ 20.00	\$ -		





<b>TOTAL:</b>	<b>\$</b>	<b>90.00</b>
<b>Unbilled Hours</b>		0.00

Your initials here signify that the charges on this invoice are accurate: MD

<b>Baltimore Community Mediation Center</b> 3333 Greenmount Avenue Baltimore, MD 21218			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.  3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>	<b>INVOICE SUBMITTED BY:</b> Roberts, M.	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>DATE SUBMITTED:</b> 5/6/2020		
	<b>YEAR:</b> 2020		

*Sample Description:*  
Attend Howard Park Civic Association meeting

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1		0	\$ 20.00	\$ -		
April	2		0	\$ 20.00	\$ -		
April	3		0	\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5		0	\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7	Administrative work: develop graphics for circulation by Liaisons.	1	\$ 20.00	\$ 20.00		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		

April	10		\$	20.00	\$	-
April	11		0	\$ 20.00	\$	-
April	12		0	\$ 20.00	\$	-
April	13		0	\$ 20.00	\$	-
April	14	Outreach Harwood Community Association Executive Board Meeting - There were discussions about policing but never touched upon the Consent Decree. Attendees did ask whether some of the topics were affected by the Consent Decree. I reinforced the message about Constitutional policing.	1.5	\$ 20.00	\$	30.00
April	15			\$ 20.00	\$	-
April	16	Liaison Meeting (10:00 AM) & Administrative work: researching community virtual meetings	1	\$ 20.00	\$	20.00
April	17		0	\$ 20.00	\$	-
April	18		0	\$ 20.00	\$	-
April	19		0	\$ 20.00	\$	-
April	20	Outreach: CVCBD Program Committee Meeting - Attended the virtual meeting to be available. By request of attendees, meeting focused primarily on JHU student move-out and COVID-19 responses.	0	\$ 20.00	\$	-
April	21		0	\$ 20.00	\$	-
April	22	Outreach: Abell Community Meeting - Attended virtual meeting and made myself available. No topics relative to the Consent Decree were raised.	1	\$ 20.00	\$	20.00
April	23		0	\$ 20.00	\$	-
April	24		0	\$ 20.00	\$	-
April	25		0	\$ 20.00	\$	-
April	26		0	\$ 20.00	\$	-
April	27	Outreach Harwood Community Full Board Meeting: No topics raised relative to the Consent Decree and Liaison Meeting	2	\$ 20.00	\$	40.00

April	28	Administrative work: developing plan for reinstating my Facebook page and developing posts for the page.	1	\$	20.00	\$	20.00
April	29	Quarterly Community Public Forum	1	\$	20.00	\$	20.00
April	30		0	\$	20.00	\$	-
April	31		0	\$	20.00	\$	-
			8.5	<b>TOTAL:</b>	<b>\$</b>	<b>170.00</b>	0







<b>Baltimore Community Mediation Center</b> 3333 Greenmount Avenue Baltimore, MD 21218			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.  3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	<b>INVOICE FOR MONTH OF:</b> <u>April</u>	<b>INVOICE SUBMITTED BY:</b> Curtis	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>DATE SUBMITTED:</b> 5/6/2020		
	<b>YEAR:</b> 2020		

*Sample Description:*  
Attend Howard Park Civic Association meeting

<b>TIME</b>								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
April	1			\$ 20.00	\$ -			
April	2			\$ 20.00	\$ -			
April	3			\$ 20.00	\$ -			
April	4			\$ 20.00	\$ -			
April	5			\$ 20.00	\$ -			
April	6			\$ 20.00	\$ -			
April	7			\$ 20.00	\$ -			
April	8			\$ 20.00	\$ -			
April	9			\$ 20.00	\$ -			
April	10			\$ 20.00	\$ -			
April	11			\$ 20.00	\$ -			
April	12			\$ 20.00	\$ -			
April	13			\$ 20.00	\$ -			
April	14			\$ 20.00	\$ -			
April	15			\$ 20.00	\$ -			
April	16			\$ 20.00	\$ -			

April	17		\$	20.00	\$	-
April	18		\$	20.00	\$	-
April	19		\$	20.00	\$	-
April	20	Attended virtual zoom meeting with NLs	1 \$	20.00	\$	20.00
April	21		\$	20.00	\$	-
April	22		\$	20.00	\$	-
April	23		\$	20.00	\$	-
April	24		\$	20.00	\$	-
April	25		\$	20.00	\$	-
April	26		\$	20.00	\$	-
April	27	Attended virtual NL meeting	1 \$	20.00	\$	20.00
April	28		\$	20.00	\$	-
April	29	Attended Quarterly Monitoring Team meeting on Zoom	1 \$	20.00	\$	20.00
April	30		\$	20.00	\$	-
April	31		\$	20.00	\$	-
			<b>3</b>	<b>TOTAL:</b>	<b>\$</b>	<b>60.00</b>
						0





<b>Baltimore Community Mediation Center</b> 3333 Greenmount Avenue Baltimore, MD 21218			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.  3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	<b>INVOICE FOR MONTH OF:</b>	<u>April</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>INVOICE SUBMITTED BY:</b>	Watts	
	<b>DATE SUBMITTED:</b>	5/5/2020	
	<b>YEAR:</b>	2020	

*Sample Description:*  
Attend Howard Park Civic Association meeting

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
April	1			\$ 20.00	\$ -		
April	2			\$ 20.00	\$ -		
April	3			\$ 20.00	\$ -		
April	4			\$ 20.00	\$ -		
April	5			\$ 20.00	\$ -		
April	6			\$ 20.00	\$ -		
April	7			\$ 20.00	\$ -		
April	8			\$ 20.00	\$ -		
April	9			\$ 20.00	\$ -		
April	10			\$ 20.00	\$ -		
April	11			\$ 20.00	\$ -		
April	12			\$ 20.00	\$ -		
April	13			\$ 20.00	\$ -		
April	14			\$ 20.00	\$ -		
April	15			\$ 20.00	\$ -		
April	16	CREATED CENTRAL DISTRICT FACEBOOK PAGE AND PARTICIPATED IN NL MEETING VIA FREE CONF CALL//INVITED 2801 FRIENDS TO LIKE PAGE	1	\$ 20.00	\$ 20.00		

April	17		\$	20.00	\$	-
April	18		\$	20.00	\$	-
April	19		\$	20.00	\$	-
April	20		\$	20.00	\$	-
April	21	POSTED ON FB PAGE	0.5	\$ 20.00	\$	10.00
April	22		\$	20.00	\$	-
April	23		\$	20.00	\$	-
April	24		\$	20.00	\$	-
April	25		\$	20.00	\$	-
April	26	POSTED ON FB PAGE UPDATE IN BALTIMORE CITY CONSENT DECREE	0.5	\$ 20.00	\$	10.00
April	27		\$	20.00	\$	-
April	28	POSTED ON FB AND INSTAGRAM QUARTERLY COMMUNITY FORUM	1	\$ 20.00	\$	20.00
April	29	POSTED ON FB COMMUNITY TELECONFERENCES AND ATTENDED COMMUNITY PUBLIC FORUM VIA ZOOM	2	\$ 20.00	\$	40.00
April	30		\$	20.00	\$	-
April	31		\$	20.00	\$	-
			<b>5</b>	<b>TOTAL:</b>	<b>\$</b>	<b>100.00</b>
						<b>0</b>





