

Seth A. Rosenthal

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sarosenthal@venable.com

October 16, 2019

Mayor and City Council of Baltimore
Attn: Andre Davis, City Solicitor
City Hall, Suite 101
100 Holliday Street
Baltimore, MD 21202

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

Timothy Mygatt
Stephen Ryals
Maureen Johnston
Juan Torres
KateLyn Smith
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 – August 2019 Invoice*

This document, including attachments, is the invoice of the Baltimore Police Monitoring Team (“Team”) for services performed and expenses incurred in August 2019.

Narrative Summary

This invoice accounts for time worked from August 1 – August 31, 2019 by Team members Ken Thompson, Seth Rosenthal, Charles Ramsey, Theron Bowman, Randy Dupont, Steve Parker, Hassan Aden, Matthew Barge, Kevin Bethel, Jessica Drake (as both community engagement team member and executive assistant), Nola Joyce, Tracey Meares, Kathleen O’Toole, Sean Smoot, Roberto

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Villasenor, Ray Kelly, Darnyle Wharton and nine neighborhood liaisons with Community Mediation Program, Inc. (Baltimore Community Mediation Center (BCMC)).

The sum of previously unbilled services and expenses reflected in this invoice is \$121,923.23. Of the time submitted in this invoice, 130.2 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 \$35,758.50.

Work performed in August 2019 included:

- Community outreach and meetings between Monitoring Team members, including neighborhood liaisons, and community stakeholders, including community associations and advocacy organizations
- Engaging with rank and file BPD officers and union officials
- Addressing Consent Decree requirements for community and custodial arrestee surveys, including working with Morgan State University's Institute for Urban Research on the community survey and the University of Toronto and Rose Street Community Center on the custodial arrestee survey
- In-person and telephonic meetings, in-person site visits with BPD officials, City officials and Department of Justice personnel regarding 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
- Reviewing and conferring with BPD on Training Academy needs and expectations, the training plan for 2019-20, and e-learning and in-class training curricula on stops, searches and arrests, sexual assault investigations, impartial policing, and interactions with individuals with behavioral health disabilities and in crisis
- Observing and providing feedback on Academy training on use of force and fair and impartial policing
- Work on revisions to BPD policies in the area of misconduct investigations and discipline (including development of an investigations manual for the Public Integrity Bureau and a policy on negotiated resolution of minor misconduct cases), disclosure of exculpatory evidence in criminal cases, interactions with individuals with behavioral health disabilities and in crisis, interactions with youth, and peer counseling
- Continuing comprehensive review of PIB internal affairs investigations in 2018
- Work on refining prisoner transport audits

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- Reviewing and commenting on BPD reports on investigative stops, First Amendment protected activities, and sexual assaults
- Providing input on methodology for assessing the efficacy of the memorandum of understanding between BPD and Baltimore School Police
- Attending scenes of and reviewing police-involved shooting
- Reviewing, analyzing and obtaining updates from BPD about incidents that are under investigation by PIB or otherwise have drawn scrutiny
- Addressing issues relating to interactions with individuals with behavioral health disabilities, including meeting with CPIC, discussing analysis of needs of the City's behavioral health system, and reviewing crisis intervention training
- Consulting BPD on developing community policing and staffing plans
- Consulting BPD on developing and implementing recruitment, hiring and retention plans
- Meetings and communications with Judge Bredder to inform him and receive his feedback about the progress of the project
- Preparing and updating content for the team's website, including Monthly Monitor newsletter
- Engaging with residents on social media

Invoice Summary

Invoice Totals

	Previously Billed (FY 2020)	August 2019 Billed	Fiscal YTD 2020 Billed
Services	\$153,809.75	\$116,002.25	\$269,812.00
Expenses	\$7,118.53	\$5,920.98	\$13,039.51
TOTAL Services and Expenses	\$160,928.28	\$121,923.23	\$282,851.51

FY2020 Budget¹	\$1,591,162.20
Funds Remaining in FY2020 Budget	\$1,308,310.69
Percentage of Funds Used in FY2020 Budget	17.78%
Fiscal 2020 YTD Value of pro bono Services	\$94,988.25

¹ The FY2020 Budget includes \$116,162.20 carried over from FY2019 Budget.

Breakdown of Billable Hours & Expenses

August	Total Hours	Billed Hours	Pro Bono Hours	Total Services Billed	Total Expenses Billed
Thompson	36.6	29	7.6	\$13,775.00	\$0.00
Rosenthal	48.5	34.9	13.6	\$16,577.50	\$0.00
Aden	35	27.5	7.5	\$6,462.50	\$0.00
Barge	44.7	43.1	1.6	\$10,128.50	\$288.93
Bethel	6	6	0	\$1,410.00	\$0.00
Drake	10.1	5.6	4.5	\$1,316.00	\$0.00
Drake (Exec. Ass't)	41.5	41.5	0	\$1,556.25	\$0.00
Joyce	24.5	20.5	4	\$4,817.50	\$0.00
Meares	4	4	0	\$940.00	\$0.00
O'Toole	61.5	48.1	13.4	\$11,303.50	\$1,354.16
Ramsey	31	25	6	\$5,875.00	\$0.00
Smoot	66.7	46.2	20.5	\$10,857.00	\$1,270.86
Villasenor	82.8	45.8	37	\$10,763.00	\$2,782.03
Ray Kelly	27.3	19	8.3	\$4,465.00	\$0.00
Darnyle Wharton	34.5	34.5	0	\$2,587.50	\$0.00
Neighborhood Liaisons	113.1	113.1	0	\$2,262.00	\$225.00
Dupont	11.2	9.9	1.3	\$2,326.50	\$0.00
Bowman	19.7	19.7	0	\$4,629.50	\$0.00
Parker	20.7	15.8	4.9	\$3,950.00	\$0.00
Total	719.4	589.2	130.2	\$116,002.25	\$5,920.98

Individual Invoices and Supporting Documentation

The remainder of this invoice includes the individual invoices of all Team members who submitted invoices for August 2019, 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

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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.

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

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 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 NOT 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Thompson	
	DATE SUBMITTED:		
	YEAR:	2019	

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
August	1	Review materials regarding new drafting schedule and 1st Amendment Assessment Methodology; complete and re-review portions of the CJJ Police Focus Group Report	1.5	\$ 475.00	\$ 712.50		
August	2			\$ 475.00	\$ -		
August	3			\$ 475.00	\$ -		
August	4			\$ 475.00	\$ -		
August	5			\$ 475.00	\$ -		
August	6			\$ 475.00	\$ -		
August	7	Attend Police Involved shooting and provide report to the Court	1.2	\$ 475.00	\$ 570.00		
August	8	Attend Police Involved shooting	2.3	\$ 475.00	\$ 1,092.50		
August	9			\$ 475.00	\$ -		
August	10			\$ 475.00	\$ -		
August	11			\$ 475.00	\$ -		
August	12	Review material received from C. Bastfield re: Kentech Program; review P18 Investigation Training Plan outline; review 24-hour report re: Police Involved Shooting on 8/8/19	1.2	\$ 475.00	\$ 570.00		

August	13	Review OPD's comments re: Expedited Resolution Policy; review Use of Force Survey data	2.3	\$	475.00	\$	1,092.50	Communicate with Judge Bredar re: recruitment issue; several conversations with Sean Smoot re: same	0.6
August	14	Review Exculpatory Evidence Disclosure Policy along with PIB Investigation Training Plan Outline; review select portions of Annual Sexual Assault Report	1.6	\$	475.00	\$	760.00	Review Recruitment issue news article and confer with S. Smoot re: follow-up	0.5
August	15	Review correspondence re: notification of Pilot test of ERRI Tracker Application and communicate with MT re: same; review materials related to update on Staffing Plan provided by N. Joyce	0.7	\$	475.00	\$	332.50	Work on logistics for Monthly Meeting	0.5
August	16			\$	475.00	\$	-	Work on logistics for Sept 5 Monthly Meeting; review list of upcoming events to visit from R. Kelly	0.8
August	17			\$	475.00	\$	-		
August	18			\$	475.00	\$	-		
August	19	Review Expedited Resolution Command Training Materials	0.6	\$	475.00	\$	285.00	Review correspondence and materials from G. Lippman re: potential State Assistance regarding Emergency Petition process assistance and engage R. Dupont re: same	0.4
August	20			\$	475.00	\$	-		
August	21	Review updated versions of Expedited Resolution Policy; review Detainee Survey; review recent materials re: Transportation of Persons in Custody submitted to BOX	1.8	\$	475.00	\$	855.00	Work on logistics for next month's monthly meeting and meeting with recently appointed head of PIB; prepare for meeting with Ron McKestry's youth interaction group at Yo Baltimore	1.2
August	22	Attend meeting at Yo Baltimore in reference to Youth Interaction issue hosted by Rev. M. McKestry and led by Rev Willie Ray; review CPIC update forwarded by C. Taylor	2.4	\$	475.00	\$	1,140.00	Review and evaluate public feedback re: BPD Crime Strategy issues and communicate same to MT Leadership	0.2
August	23	Review Lesson Plan material re: Behavioral Health Disabilities Training	3.5	\$	475.00	\$	1,662.50	Several communications with parties and MT regarding upcoming Monthly and Quarterly meetings	1
August	24			\$	475.00	\$	-		
August	25			\$	475.00	\$	-		
August	26			\$	475.00	\$	-		
August	27	Follow up discussion with Seth Rosenthal re: Community Survey issues; review BPD and DOJ responses to Arrestee Survey; review BPD & DOJ Submission for Monthly Meeting; review select position of P.D. Investigation manual posted for public comment	3.3	\$	475.00	\$	1,567.50		
August	28	Review correspondence re: Community Survey; review updated E-Learning Sexual Assault Policy and related materials; attend Police Involved Shooting and provide communication re: same to the Court and Monitoring Team	3.5	\$	475.00	\$	1,662.50	Work on a number of logistics in connection with next week's monthly meeting	0.7
August	29	Attend Commissioner's briefing re: last night's police involved shooting and review SIRT Report and Civilian video re: same; separate telephone conference with the Court and members of the Monitoring Team re: same; review selected portions of PIB Investigation Manual in preparation for next week's monthly meeting with the Court	3.1	\$	475.00	\$	1,472.50		
August	30			\$	475.00	\$	-	Attend meeting with Stop the Violence Coalition; re-review Civilian video of Wednesday night police involved shooting; work on logistics for Thursday's monthly meeting	1.7

August	31		\$	475.00	\$	-	
			29	TOTAL:	\$	13,775.00	7.6

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			Complete these four cells before starting spreadsheet.	INSTRUCTIONS 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 NOT 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:		August		
INVOICE SUBMITTED BY:		Rosenthal		
DATE SUBMITTED:		9/30/2019		
YEAR:		2019		

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
August	1	Review DOJ comments on updated draft of exculpatory evidence policy and email collective MT/DOJ comments to BPD; monthly call with parties re PIB investigations update; telephone conference with parties re exculpatory evidence disclosure policy	1.8	\$ 475.00	\$ 855.00	Emails with Judge Bredar and attention to press re member suspension; emails with Foglesong re arrestee survey; preliminary review of update S/S/A training e-learning slide decks; review BPD report on overtime and drafting; review RecruitStat memos	
August	2	Review and prepare comments on SSA/FIP II e-learning and confer/email with Barge re same; preliminary review of draft of arrestee survey report; confer with Barge and emails with Barge and IUR re suggestions for community survey report	2.7	\$ 475.00	\$ 1,282.50	Team leads call re CDIU personnel changes and confer with Thompson re same; attention to recent press; emails with Foglesong and Levi re draft of arrestee survey report	1.3
August	3			\$ 475.00	\$ -		0.8
August	4			\$ 475.00	\$ -		
August	5			\$ 475.00	\$ -	Emails re staffing plan	0.2
August	6	Confer with DOJ re monthly review of open PIB matters; confer with Barge re training curriculum deadlines, community survey report, and monthly review of PIB matters; confer with IUR and Barge re community survey report; participate in meeting with parties on SSA/FIP II curriculum and confer with Barge re same	2.4	\$ 475.00	\$ 1,140.00	Emails with Thompson re community policing and staffing plans and upcoming monthly meetings; participate in meeting with parties on SSA/FIP II curriculum; email with Barge re SSA data collection issues	1.4
August	7			\$ 475.00	\$ -		
August	8			\$ 475.00	\$ -		
August	9	Review updated draft of arrestee survey report and emails with Foglesong and parties re same	1	\$ 475.00	\$ 475.00		
August	10			\$ 475.00	\$ -		
August	11			\$ 475.00	\$ -		
August	12			\$ 475.00	\$ -		
August	13	Complete review and revisions of exculpatory evidence disclosure policy, review DOJ revisions to same, and email with DOJ re same	0.8	\$ 475.00	\$ 380.00	Review updated draft of community survey report from IUR and email with Barge re same	0.4

August	14	Review final draft of exculpatory evidence disclosure policy and email with parties re same; review updated draft of community survey report and email with Barge re same; review and revise web content for notice of public comment periods for sex assault e-learning curriculum and exculpatory evidence disclosure policy and emails with Drake re same	1.4	\$	475.00	\$	665.00	Review OPD comments on draft policy re negotiated resolution of minor misconduct complaints	
August	15			\$	475.00	\$	-	Emails with Joyce re staffing plan deadlines	0.3
August	16	Emails with Aden and Barge re monitoring of open PIB investigations	0.2	\$	475.00	\$	95.00	Emails with BPD re Balt School Police MOU assessment	0.2
August	17			\$	475.00	\$	-		0.2
August	18			\$	475.00	\$	-		
August	19			\$	475.00	\$	-	Confer with Barge re SSA/FIP II deadlines, outcome assessment deadlines, and community survey report; emails with Joyce, et al re staffing plan	0.6
August	20			\$	475.00	\$	-	Community engagement team call; emails re SSA/FIP II training curriculum	0.2
August	21	Review and revise request for extension of general assessments deadlines and confer with Barge re same; review and comment on latest draft of SSA/FIP II in class curriculum and email with Barge, et al re same; emails with parties and Foglesong re arrestee survey report	2.7	\$	475.00	\$	1,282.50		
August	22	Observe and debrief on UOF/FIP I training at Academy; email with Barge, m Meares, Villasenor and O'Toole re SSA/FIP II training curriculum	6.2	\$	475.00	\$	2,945.00	Review FOP letter to Sun and emails with court and MT leadership re same; emails re First Amendment outcome assessments	0.5
August	23	Revise, finalize for filing, and emails with parties re notice of extension of SSA/FIP II training curriculum deadlines and request for extension of general assessments deadlines; emails with Barge re community survey report; telephone conference with Foglesong and Barge re parties' emails re arrestee survey and impact of community survey results	1.7	\$	475.00	\$	807.50	Emails with DOJ re May invoice and confer with Drake and A. Kelly re same; prepare website content re extension of deadlines for SSA/FIP II training curriculum and emails with community engagement team re same	1
August	24			\$	475.00	\$	-		
August	25			\$	475.00	\$	-		
August	26	Telephone conference with parties re community survey report and follow up discussions with Barge and Thompson re same; telephone conference with Barge, O'Toole, Meares and Villasenor re plan for providing technical assistance on latest draft of SSA/FIP II training curriculum	2.1	\$	475.00	\$	997.50	Emails with DOJ re invoicing for lodging; review POIS report re non-BPD officers; emails with Barge, et al. re work on SSA/FIP II training curriculum	0.7
August	27	Telephone conference with IUR and Barge re community survey report; telephone conference/emails with Univ of Toronto and Barge re arrestee report; review and comment on latest version of SSA/FIP II training curriculum	6.1	\$	475.00	\$	2,897.50	Emails with community engagement team re posting PIB manual comment period on website and social media and check website; emails with Thompson re community survey report; emails with LDF re comment period on exculpatory evidence disclosure policy; emails with Biscoe and DOJ re BPD-BSP MOU assessment; review DOJ and BPD comments on arrestee survey	0.9
August	28	Review and comment on SSA/FIP II training curriculum and email with Barge re same; telephone conference/emails with IUR re community survey report; telephone conference/emails with parties re same	5.2	\$	475.00	\$	2,470.00	Confer with Thompson re October community meeting; review and comment on SSA/FIP II training curriculum	2.2
August	29	Emails with parties re finalizing exculpatory evidence disclosure policy and review public comments re latest draft; emails with Foglesong re MT-University of Toronto contract	0.4	\$	475.00	\$	190.00	Review evidence re officer-involved shooting at Fayette and Caroline, attend SIRT briefing re same by phone, and telephone conferences with court and Thompson re same; emails with Foglesong and Levi re arrestee survey report; emails with parties, IUR and Barge re community survey report	1.3
August	30	Review suggested changes to Policy 720 based on BLOC settlement and email with Meares re same	0.2	\$	475.00	\$	95.00	Attention to recent press; confer with Thompson re various; emails with Goodrich re tech procurement policy; emails with Barge and IUR re community survey report	1.4
August	31			\$	475.00	\$	-		
			34.9	TOTAL:	\$ 16,577.50				13.6

EXPENSES

Date	Category	Vendor	Comments (if necessary)	MEALS +		NON MEALS		Total
				Travel Day	Total Meal + Incidentals (per daily	Non-Meal Description	Non-Meal Expense	
								\$ -
								\$ -
								\$ -
								\$ -
TOTAL:								\$ -

Subtotal Time:	\$ 16,577.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 16,577.50
Unbilled Hours	13.6

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

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

INSTRUCTIONS

- 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.
- Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
- 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.
- 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.
- Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
- 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.
- Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Aden	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours
August	2	Call with monitor re: various CD related matters, priorities and assignments. Email and correspondence re: PIB manual updates/edits. Call with M. Barge re: Outcome assessments.		1.5	\$ 235.00	\$ 352.50		
August	5	Call with MT workgroup working on PIB/IA Investigative Manual progress and upcoming assignments. Email and correspondence re: various CD related projects, deadlines and assignments. Budget review.		2.5	\$ 235.00	\$ 587.50		
August	8	Email and correspondence re: project management, deliverables, ongoing assessments and reviews. Response to BPD re: introduction to the Expedited Resolution pilot program. Emails re: outcome assessments/logistics and problems.			\$ 235.00	\$ -	Unbilled time	1.5

August	9	Call with S. Smoot and J. Drake re: MT assignments and project management. Call with M. Barge and S. Smoot re: outcome assessments, workloads, assignments and priorities on ongoing and upcoming assessments. Call with K. Bethel re: outcome assessments and several specific assignments. Email and correspondence with MT leadership re: response coverage to Baltimore with regard to critical incidents. General project management email and correspondence.		3.5	\$ 235.00	\$ 822.50		
August	14	Email and correspondence, review of deliverables and associated documents. Ongoing IA case file outcome assessment review.		2.5	\$ 235.00	\$ 587.50		
August	15	Email and correspondence re: outcome assessments, ongoing projects and reviews pertaining to the CD and upcoming meetings and Court proceedings.		1.5	\$ 235.00	\$ 352.50		
August	20	Email and correspondence re: project management and upcoming calls and meetings, to include logistics.			\$ 235.00	\$ -	Unbilled time	1
August	21	Call with L. Fink re: several matters pertaining to PIB/IA. Review of latest draft of PIB/IA Investigative Manual prior to the manual going out for public comment and review. Review of latest ER forms/policy as well as feedback from outside entities, including the FOP. Email and correspondence re: various project topics and lines of work. IA Outcome assessment work.		4.5	\$ 235.00	\$ 1,057.50		
August	22	Review of documents for call with parties re: ER and other IA topics. Email and correspondence with MT members re: ongoing outcome assessments and reviews. Drafting of MT Court submission for PIB/IA court preparation.		3.5	\$ 235.00	\$ 822.50		
August	26	Call with M. Barge re: project management and outcome assessments. Tech assistance call re: IA file review and document storage platform. Review of latest version of IA Investigative Manual prior release for public comment.			\$ 235.00	\$ -	Unbilled time	3
August	27	Review of parties' submissions for the upcoming Court hearing. Email and correspondence re: several project management matters pertaining to the CD.		2	\$ 235.00	\$ 470.00		
August	28	Drafting MT submission to the Court re: Misconduct and Discipline hearing. Email and correspondence. Call with M. Barge re: outcome measures and the ongoing PIB/IA case file assessment.		2.5	\$ 235.00	\$ 587.50		
August	29	Continued drafting of MT Court submission on Misconduct and Discipline. Participated on the Commissioner's debriefing call re: POIS from 8/28/19, review of associated reports and correspondence.		3.5	\$ 235.00	\$ 822.50		
August	30	Court preparation and emails to MT accountability workgroup re: Court and requested information for the Court submission. Email and correspondence re: various areas of the CD monitoring.			\$ 235.00	\$ -	Unbilled time	2
TOTAL HOURS:				27.5	TOTAL:	\$ 6,462.50	TOTAL UNBILLED HOURS:	7.5

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

INSTRUCTIONS

1. Complete the blue box below to populate the spreadsheet with hourly and per diem rates. **NOTE:** Hours accumulated through site visits for the Yale project are billed at a different rate. Checking the "Site Visit" box will activate 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)** please initial at the bottom to approve this invoice and **b)** save using the following file name format: [[last name],[first name]_[project name]_[month]_[year]].xlsx. **Example:** Doe,
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore
INVOICE SUBMITTED BY:	Barge
INVOICE FOR MONTH OF:	August
DATE SUBMITTED:	Saturday, August 31, 2019

Complete these four cells to populate rate columns.



332 MICHIGAN AVE.
SUITE 1032-TG15
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	Hours	Rate	Total	Description	Hours
August	1	Conference call w/ BPD, DOJ, MT re: OPR Manual. Various email communications w/ BPD, DOJ, MT re: OPR Manual, training. Conduct OPR case reviews for OPR assessment; communicate w/ S. Parker re: same.		3.7	\$ 235.00	\$ 869.50		
August	2	Conference calls w/ H. Aden, S. Smoot re: OPR assessment. Conference call w/ S. Rosenthal re: community survey, SSA/FIP II training. Conference call w/ BDP, DOJ, MT re: OPR Manual. Various email communications re: SSA/FIP II training, community survey, arrested detainee survey.		5.1	\$ 235.00	\$ 1,198.50		
August	3	Conference call w/ R. Villasenor re: SSA/FIP II training; review, compile MT comments re: SSA/FIP II training; email communications w/ BPD, DOJ, MT re: same.		0.1	\$ 235.00	\$ 23.50	Various email communications w/ MT re: UOF/FIP I training, community survey, sexual assault e-learning, OPR assessment.	0.6

August	5	Various email communications w/ BPD, DOJ, MT re: community survey, OPR Manual, training. Conference call w/ H. Aden re: OPR Manual, OPR assessment. Conduct various administrative and analytical tasks re: OPR assessment; communicate w/ MT re: same.		1.2	\$ 235.00	\$ 282.00		
August	6	Review community survey report revisions. Conference call w/ S. Rosenthal, N. Pratt-Harris re: community survey; debrief w/ S. Rosenthal re: same, SSA/FIP II training. Conference calls w/ BPD, DOJ, MT re: SSA/FIP II training; debrief w/ S. Rosenthal, R. Villasenor, DOJ re: same. Various email communications w/ BPD, DOJ, MT re: outcome assessments, SSA documentation/assessment, SSA/FIP II training.		7.2	\$ 235.00	\$ 1,692.00		
August	7	Conference call w/ BPD, DOJ, MT re: supervision. Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training.		0.3	\$ 235.00	\$ 70.50		0.2
August	8	Email communications w/ A. Biscoe re: OPR assessment instrument. Conference call w/ DOJ, MT re: SSA/TIP II training.		0.9	\$ 235.00	\$ 211.50		
August	9	Various email communications w/ MT re: SSA/FIP II training, OPR assessment. Conference call w/ DOJ re: outcome assessments. Conference call w/ H. Aden, S. Smoot re: OPR assessment, outcome assessments. Conference call w/ K. O'Toole re: training.		1.6	\$ 235.00	\$ 376.00		
August	12				\$ 235.00	\$ -	Conference call w/ S. Ryals re: training. Various email communications re: community survey, training, OPR outcome assessment.	0.2
August	13	Revise report re: community survey; communicate via email w/ S. Rosenthal re: same. Conference call w/ BPD, DOJ, MT re: training. Various email communications w/ BPD, DOJ, MT re: training.		1.9	\$ 235.00	\$ 446.50		
August	15	Conference call w/ H. Aden re: OPR. Various email communications w/ BPD, DOJ, MT re: staffing plan, project management. Revise and reformat report re: community survey and appendices; communicate w/ BPD, DOJ, MT re: same.		0.9	\$ 235.00	\$ 211.50		
August	16				\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, PIB.	0.1
August	19	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, community survey, outcome assessments. Conduct various administration activities re: OPR assessment; communicate w/ MT reviewers, J. Drake re: same. Conference call w/ H. Aden re: standing IA meetings, OPR assessment. Conference call w/ DOJ, MT re: SSA/FIP II training. Conference call w/ S. Rosenthal re: training, community survey outcome assessments; email communications w/ S. Rosenthal re: same.		2.2	\$ 235.00	\$ 517.00		
August	20	Draft request re: outcome assessments; communicate w/ S. Rosenthal re: same.		1	\$ 235.00	\$ 235.00		
August	21	Conference call w/ H. Aden re: OPR assessment. Conference call w/ BPD re: SSA/FIP II training; conference call w/ S. Rosenthal re: same. Various email communications re: OPR assessment, outcome assessments.		1.1	\$ 235.00	\$ 258.50		

August	22	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, First Amendment assessment, outcome assessment deadlines. Conference call w/ DOJ re: SSA/FIP II training. Draft notice re: SSA/FIP II training deadlines; communicate w/ S. Rosenthal re: same.		2.6	\$ 235.00	\$ 611.00		
August	23	Revise and edit notice to court re: SSA/FIP II training deadlines. Various email communications w/ BPD, DOJ, MT re: notice to court re: SSA/FIP II training deadlines, OPR assessment, community survey, arrested detainee survey. Various administration activities re: OPR assessment. Conduct OPR assessments. Conference call w/ S. Rosenthal, T. Foglesong re: arrested detainee survey.		2.5	\$ 235.00	\$ 587.50		
August	24				\$ 235.00	\$ -	Email communications w/ S. Rosenthal, T. Meares, K. O'Toole, R. Villasenor, T. Bowman re: SSA/FIP II training.	0.2
August	25	Conference call w/ H. Aden re: OPR assessment. Conference calls w/ BPD, DOJ, MT re: community survey; conference calls w/ S. Rosenthal, K. Thompson re: same. Conference call w/ S. Rosenthal, R. Villasenor, T. Meares, K. O'Toole re: SSA/FIP II training. Various email communications re: community survey, PIB Manual, SSA/FIP II training.		3.6	\$ 235.00	\$ 846.00		
August	26	Various email communications w/ BPD, DOJ, MT re: training, community survey. Conference call w/ BPD, DOJ, MT re: training. Conference calls w/ S. Rosenthal, N. Pratt-Harris, C. Ramsey re: community survey. Conference call w/ T. Foglesong, R. Levi, S. Rosenthal re: arrested detainee survey. Administration activities re: OPR assessment; email communications w/ H. Aden, S. Smoot, N. Joyce, K. O'Toole, K. Bethel, S. Parker, A. Biscoe, B. Drewett re: same.		3.8	\$ 235.00	\$ 893.00		
August	27	Various email communications w/ BPD, DOJ, MT re: community survey. Conference call w/ BPD, DOJ, MT re: community survey; conference calls w/ S. Rosenthal re: same, SSA/FIP II training.		1.7	\$ 235.00	\$ 399.50		
August	28	Various email communications w/ BPD, DOJ, MT re: sexual assault training, SSA/FIP II training, community survey, arrested detainee survey.		0.2	\$ 235.00	\$ 47.00		0.1
August	29				\$ 235.00	\$ -	Various email communications w/ DOJ, MT re: SSA/FIP II training, outcome assessments.	0.1
August	30	Various email communications w/ BPD, DOJ, MT re: OPR assessment, community survey. Conference call w/ DOJ re: SSA/FIP II training. Conference call w/ H. Aden re: OPR assessment.		1.5	\$ 235.00	\$ 352.50		
August	31				\$ 235.00	\$ -	Work w/ H. Aden re: summary for Court of OPR progress for monthly meeting.	0.1
TOTAL HOURS:				43.1	TOTAL:	\$ 10,128.50	TOTAL UNBILLED HOURS:	1.6

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	
8/9/2019	Office Services	Squarespace	Gmail BPDMonitor.com Email Monthly Fee				\$ 189.44	\$ 189.44
8/11/2019	Office Services	Squarespace	Squarespace Monthly Website Maintenance Fee (BPDMonitor.com)				\$ 26.00	\$ 26.00
8/17/2019	Office Services	Survey Gizmo	Electronic Assessment Platform Monthly Fee*				\$ 73.49	\$ 73.49
							TOTAL:	\$ 288.93

* Mr. Barge also uses this electronic service for another project, reimbursement is sought for one-half of the total monthly invoice for the service.

Subtotal Time:	\$ 10,128.50
Subtotal Expenses:	\$ 288.93
TOTAL:	\$ 10,417.43
Unbilled Hours	1.60

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

INITIALS
MB



Invoice

Friday, August 9, 2019

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] \$174.00

[REDACTED]	All prices in US Dollar.
Subtotal:	\$174.00
Discount:	--
Sales Tax:	\$15.44
Due:	\$189.44
Paid:	\$189.44

All prices in US Dollar.



Invoice

Sunday, August 11, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: Business (Monthly) - [REDACTED] \$26.00

[REDACTED]	[REDACTED] All prices in US Dollar.
Subtotal:	\$26.00
Discount:	--
Due:	\$26.00
Paid:	\$26.00

All prices in US Dollar.



INVOICE

SurveyGizmo LLC (f/k/a Widgix LLC)
 4888 Pearl East Circle, Suite 100W
 Boulder CO 80301
 USA

Invoice Number: INV00214287
Invoice Date: 08/17/2019
Due Date: 08/17/2019
Payment Terms: Due Upon Receipt
Customer Tax ID:

Customer Billing Details:

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

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

Items:

Description	Service Period	Qty	Rate	Amount
Consumer Edition (CE) - Monthly Adventurer License CE: Adventurer License	08/18/2019- 09/17/2019	1	\$135.00	135.00

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

Actual Amount Requested for Reimbursement: \$73.49

PLEASE NOTE ON INVOICE ABOVE: Mr. Barge also uses this electronic service for another project, reimbursement is sought for one-half of the total monthly invoice for the service.

How To Pay:

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

Billing Questions: 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.

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

INSTRUCTIONS

1. Complete the blue box below to populate the spreadsheet with hourly and per diem rates. **NOTE:** Hours accumulated through site visits for the Yale project are billed at a different rate. Checking the "Site Visit" box will activate 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)** please initial at the bottom to approve this invoice and **b)** save using the following file name format: [[last name],[first name]_[project name]_[month]_[year]].xlsx. **Example:** Doe,
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Bethel	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours
August	8	Review of Youth Policy 1202 revision		1	\$ 235.00	\$ 235.00		
August	13	Conference Call with DOJ and Monitoring Team Members (Tracey and Theron)		1	\$ 235.00	\$ 235.00		
August	30	OPR Assessment Re : Case Review		4	\$ 235.00	\$ 940.00		
TOTAL HOURS:				6	TOTAL:	\$ 1,410.00	TOTAL UNBILLED HOURS:	0

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	
								\$ -
								\$ -
							TOTAL:	\$ -
Subtotal Time:	\$ 1,410.00							
Subtotal Expenses:	\$ -							
TOTAL:	\$ 1,410.00							
Unbilled Hours	0.00							

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

INITIALS
KJB

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

INSTRUCTIONS

- 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.
- Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
- 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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- Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
- 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.
- Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours
August	6	Conference Call: CE Standing Call.		1	\$ 235.00	\$ 235.00	Emails, phone calls and follow-up.	0.4
August	13	Conference Call: CE Standing Call.		1	\$ 235.00	\$ 235.00	Emails, phone calls and follow-up.	0.2
August	14	Conference Call: Community Policing and Engagement Bi-Weekly. Document review, emails and post meeting follow-up		1.8	\$ 235.00	\$ 423.00	Carry over: Document review, emails and post meeting follow-up	1.6
August	19				\$ 235.00	\$ -	Document review, emails and post meeting follow-up	0.6
August	20	Conference Call: CE Standing Call.		1	\$ 235.00	\$ 235.00	Emails, phone calls and follow-up.	0.8
August	27	Conference Call: CE Standing Call.		0.8	\$ 235.00	\$ 188.00	Emails, phone calls and follow-up.	0.9
TOTAL HOURS:				5.6	TOTAL:	\$ 1,316.00	TOTAL UNBILLED HOURS:	4.5

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

INSTRUCTIONS

- 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.
- Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
- 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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- 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.
- Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake (Exec. Ass't)	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours
August	5	Logged CE Quarterly Forum sign-in sheets for email distribution. SME support on conference call. Document review. Administrative tasks- emails, SME support and calendar updates.		4	\$ 37.50	\$ 150.00		
August	6	Administrative tasks- emails and SME support.		1.5	\$ 37.50	\$ 56.25		
August	7	Conference Call: Staffing and Supervision Bi-Weekly. Notes, follow-up, SME support and emails.		2.1	\$ 37.50	\$ 78.75		
August	8	Administrative tasks- emails, SME support and website updates for public comment.		2.6	\$ 37.50	\$ 97.50		
August	9	Conference Call: Year Two Letters of Agreement with Team Leads. Administrative tasks- emails and SME support		3.2	\$ 37.50	\$ 120.00		
August	12	Conference Call: Recruitment, Hiring, and Retention. Notes, follow-up, SME support and emails.		3.3	\$ 37.50	\$ 123.75		

August	13	SME support on conference calls for Community Engagement and Training. Social media post creation/reporting to CE Team. Administrative tasks- emails, SME support and website updates for public comment.		3.8	\$ 37.50	\$ 142.50		
August	14	Conference Call: Staffing Study Bi-Weekly Call. Notes and Follow up. Administrative tasks- emails and SME support.		1.6	\$ 37.50	\$ 60.00		
August	15	Administrative tasks- emails and SME support		0.4	\$ 37.50	\$ 15.00		
August	16	Distributed Year Two Engagement Letters and communicated with SME's on hour/ budget needs. Administrative tasks- emails, SME support and website updates.		5	\$ 37.50	\$ 187.50		
August	19	Two Engagement Letters follow-up and communication with SME's on hour/ budget needs. Administrative tasks- emails, SME support and website updates.		1.9	\$ 37.50	\$ 71.25		
August	20	Administrative tasks- emails, SME support and website updates for public comment and communication about CE Quarterly Forum planning		1.3	\$ 37.50	\$ 48.75		
August	21	Conference Call: Staffing and Supervision Bi-Weekly. Notes, follow-up, SME support and emails. OPR Assessment coordination with SME Team.		2.1	\$ 37.50	\$ 78.75		
August	22	Administrative tasks- emails, SME support and calendar updates for Monitoring Plan extensions		1	\$ 37.50	\$ 37.50		
August	26	Conference Call: Recruitment, Hiring, and Retention. Notes, follow-up, SME support and emails. Website and calendar updates		1.9	\$ 37.50	\$ 71.25		
August	27	Conference Call: Training Plans Standing Meeting. Notes, follow-up, SME support and emails.		2.1	\$ 37.50	\$ 78.75		
August	28	Conference Call: BPD/CRB Workflow Session- Notes and follow-up. Administrative tasks- emails, SME support and Research on invoicing questions and adjustments to		1.7	\$ 37.50	\$ 63.75		
August	29	Administrative tasks- emails, SME support and calendar updates.		1	\$ 37.50	\$ 37.50		
August	30	Administrative tasks- emails, SME support and calendar updates for Monitoring Plan extensions		1	\$ 37.50	\$ 37.50		
TOTAL HOURS:				41.5	TOTAL:	\$ 1,556.25	TOTAL UNBILLED HOURS:	0

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

INSTRUCTIONS

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7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Joyce	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours	
August	8	Reviewed and commented on eLearning for sexual assault policy		1	\$ 235.00	\$ 235.00			
August	15	Conference call with BPD, DOJ, MT to discuss the staffing plan		1	\$ 235.00	\$ 235.00	Administrative tasks	2	
August	19	Reviewed and coded misconduct investigations Conference call with BPD, DOJ, MT on community policing		5	\$ 235.00	\$ 1,175.00			
August	21	Conference call with BPD, DOJ, MT to discuss the staffing plan Reviewed and coded misconduct cases		4	\$ 235.00	\$ 940.00	Administrative tasks	2	
August	22	Reviewed and coded misconduct investigations		4.5	\$ 235.00	\$ 1,057.50			
August	23	Reviewed and commented on Policy 210		1.5	\$ 235.00	\$ 352.50			
August	24	Conference call with BPD, DOJ, MT to discuss the staffing plan		2.5	\$ 235.00	\$ 587.50			
August	26	Reviewed, researched, and commented on Policy 302 and the question of harassment		1	\$ 235.00	\$ 235.00			
TOTAL HOURS:				20.5	TOTAL:	\$ 4,817.50	TOTAL UNBILLED HOURS:		4

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

INSTRUCTIONS

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7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Meares	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Friday, August 30, 2019	



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	Hours	Rate	Total	Description	Hours
August	3	BPD Review of SSA/FIP Training		1	\$ 235.00	\$ 235.00		
August	14	BPD Youth Interrogation Conference Call		1	\$ 235.00	\$ 235.00		
August	20	SSA Training Review		1	\$ 235.00	\$ 235.00		
August	26	SSA Training Conference Call		1	\$ 235.00	\$ 235.00		
TOTAL HOURS:				4	TOTAL:	\$ 940.00	TOTAL UNBILLED HOURS:	0

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	
								\$ -
								\$ -
							TOTAL:	\$ -
Subtotal Time:	\$ 940.00							
Subtotal Expenses:	\$ -							
TOTAL:	\$ 940.00							
Unbilled Hours	0.00							

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

INITIALS
TLM

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

INSTRUCTIONS

1. Complete the blue box below to populate the spreadsheet with hourly and per diem rates. **NOTE:** Hours accumulated through site visits for the Yale project are billed at a different rate. Checking the "Site Visit" box will activate 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)** please initial at the bottom to approve this invoice and **b)** save using the following file name format: [last name],[first name]_[project name]_[month]_[year].xlsx. **Example:** Doe,
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	O'Toole	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:		



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	Hours	Rate	Total	Description	Hours
August	3				\$ 235.00	\$ -	Administrative Tasks and Reading	1.5
August	4	OPR Case Review		8	\$ 235.00	\$ 1,880.00		
August	5	OPR Case Review		8	\$ 235.00	\$ 1,880.00		
August	6	OPR Case Review		4.6	\$ 235.00	\$ 1,081.00	Travel and Preparation for Training	5.8
August	7	Attend Training (6) Observation & Notes (.3) OPR Case Review (1.7)		8	\$ 235.00	\$ 1,880.00		
August	8	Attend Training and Prepare Notes		8	\$ 235.00	\$ 1,880.00	Travel and Administrative Tasks	4.6
August	24				\$ 235.00	\$ -	Administrative Tasks and Reading	0.8
August	26	MT Training Call		0.8	\$ 235.00	\$ 188.00		
August	27	Preparation for training call, training conference call, and review of OPR Cases		2.9	\$ 235.00	\$ 681.50		
August	28	OPR Case Review		7.8	\$ 235.00	\$ 1,833.00		

August	30			\$ 235.00	\$ -	Administrative Tasks	0.7	
TOTAL HOURS:				48.1	TOTAL:	\$ 11,303.50	TOTAL UNBILLED HOURS:	13.4

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	
7/31/2019	Air	JetBlue	Airline - ROUND-TRIP - BOS to BWI			Airfare	\$ 387.60	\$ 387.60
8/6/2019	Transportation	Pro Car Serv.	Town Car Service - Home to Airport (price comparison shown to justify cost)			Car Service	\$ 176.50	\$ 176.50
8/6/2019	Transportation	Uber	BWI to Hotel (Less Tip - \$4.88)			Uber	\$ 24.43	\$ 24.43
8/6/2019	Food		Meals	Yes	\$ 53.25			\$ 53.25
8/7/2019	Transportation	Uber	Training to Hotel (Less Tip - \$5.00)			Uber	\$ 15.73	\$ 15.73
8/7/2019	Food		Meals	No	\$ 71.00			\$ 71.00
8/8/2019	Transportation	Uber	Hotel to Training (Less Tip - \$5.00)			Uber	\$ 17.06	\$ 17.06
8/8/2019	Transportation	Uber	Training to Airport (Less Tip - \$6.90)			Uber	\$ 34.64	\$ 34.64
8/8/2019	Lodging	Residence Inn				Lodging	\$ 344.20	\$ 344.20
8/8/2019	Food		Meals	Yes	\$ 53.25			\$ 53.25
8/8/2019	Transportation	Pro Car Serv.	Town Car Service - Airport to Home (price comparison shown to justify cost)			Car Service	\$ 176.50	\$ 176.50
								\$ -
						TOTAL:		\$ 1,354.16
Subtotal Time:	\$ 11,303.50							
Subtotal Expenses:	\$ 1,354.16							
TOTAL:	\$ 12,657.66							
Unbilled Hours	13.40							

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

INITIALS
KMO

From: JetBlue Reservations jetblueairways@email.jetblue.com
Subject: JetBlue booking confirmation for KATHLEEN MARY O TOOLE - XTSKFR
Date: July 31, 2019 at 10:56 PM
To: [REDACTED]



Check out the details for your trip on Tue, Aug 06



TRUEBLUE | #2028354613

You're all set to jet.

Thanks for choosing JetBlue. Get ready to enjoy the most legroom in coach, free wi-fi & entertainment, and free snacks & drinks.

Please note: This is not your boarding pass.

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Flights

BOS



BWI

Date

Tue, Aug 06

Departs

5:21 am

Boston, MA
Terminal: C

Baltimore, MD

Departs 5:51pm
Arrives 7:10pm
Flight 1027

jetBlue

BWI

Baltimore, MD
Terminal: D



BOS

Boston, MA

Date Thu, Aug 08
Departs 3:58pm
Arrives 5:29pm
Flight 1526

jetBlue

If your booking was made at least 7 days in advance, you may cancel it within 24 hours without a cancellation fee. Please [click here](#) for details on our change and cancel policies.

Traveler Details

**KATHLEEN MARY O
TOOLE**



BOS - BWI:

Fare: Blue

Bags: One (1) carry-on, one (1) personal item. This fare option does not include checked bags.*

Seat: [1B](#)

Notes: Even More Speed, Even More Space

BWI - BOS:

Fare: Blue

Fare: Blue

Bags: One (1) carry-on, one (1) personal item. This fare option does not include checked bags.*

Seat: [13A](#) 

Notes: Even More Speed, Even More Space

*You may pay for additional bags [online](#) (within 24 hours of departure), or upon arrival at the airport via an airport kiosk or with an airport crewmember. Some restrictions apply.

Payment Details

	NONREF - FEE FOR CHG/CXL	\$276.28
	Extras	\$62.00
	Taxes & fees	\$49.32
	Total:	\$387.60 USD

Purchase Date: Aug 1, 2019

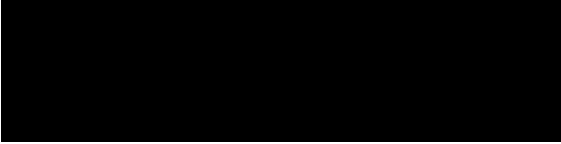
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DATE	DESCRIPTION	CARD MEMBER	AMOUNT
AUG6 2019	PRO LIMO INC - KINGSTON, MA	KATHLEEN M O'TOOLE	\$176.50

Doing business as:

PRO LIMO

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

781.585.4897

Additional Information: [Redacted]

781-585-4897

Reference: [Redacted]





For Reservation Call Now: **617-576-9800**

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Instant Taxi Res

Get Instant Quote FREE an

Type of Service

Ride T

Date / Time

09/24/2

Pick Up

3 Winte

House N

Drop Off

Boston

Passengers

1

Select Vehicle

2-Passenger Sedan

↓ Add Child Seat and Stop Over

[Get Fare > Continue Reservation](#)

Pay only \$1 & confirm your reservation. Balance is payable after service by cash or card. Avail 10% discount on cash payment.

Total Distance :	68 Miles (109 Km)
Estimated Fare :	\$ 180
Gratuity :	\$ 36 (20% of Estimated fare)
Airport TollTax:	\$ 9
Total Fare:	\$ 225

[Continue Reservation](#)



Fare Calculator



Child Seat



Extra Luggage



On Time



Secure Payment

BOSTON AIRPORT TAXI CAB SERVICE, MA | LOGAN AIRPORT CAR & MINIVAN SERVICE

The **Boston airport Taxi** cab service is an executive airport transport service serving the larger Boston area. They offer quality **Boston car service** for businesses. They also major in offering services which include; airport shuttle services, **mini-van services**, and **taxicab service** at Logan airport. This executive airport car service is currently serving **Arlington**, Belmont, Bedford, Cambridge, and Somerville. They are also service areas such as **Medford**, Boston, **Lexington**, **Waltham**, **Stonham**, **Brookline**, **Burlington**, **Woburn**, **Winchester**, and **Uxbridge**, **Reading**, **North Reading**, and the



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Boston Airport Cab

TripAdvisor Traveler Rating



VEHICLE SELECTION

- HOME
- AREA WE SERVE
- FLEETS
- PICKUP LOCATION
- RESERVATION
- BLOG
- GET QUOTE**
- CONTACT

Pick Up Location: 1 Wintergreen Lane, Sandwich, Massachusetts, USA

Drop off Location: Boston Logan International Airport

Pickup Date/Time: 09/24/2019 1:30pm

Distance/Duration: 66.35 mile / 70.5 min

Passengers: 1

Luggage: 2

Baby seats: 0 ()



COMPACT SEDAN

Compact Sedan for up-to 2-Passenger with Maximum 2/3 (TWO/THREE) Luggages | Economic & Spacious car.

X 2
 X 2
 X 0

One Way

\$225.36

(Tolls and Tips Included)

Book Now

Pay only \$1.00 via Card to confirm your booking.



3-PAX PREMIUM SEDAN

3-Pax Premium Sedan for up-to 3-Passenger with Maximum 3/4 (THREE/FOUR) Luggage | Safe, Comfortable & Spacious Luxury Car.

X 3
 X 3
 X 0

One Way

\$232.26

(Tolls and Tips Included)

Book Now

Pay only \$1.00 via Card to confirm your booking.



DRIVER

RIDER

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BUSINESS

LOG IN

Fare Estimate

1 Wintergreen Lane, Sandwicht

BOS airport (BOS), Harborside

GET ESTIMATE

RIDE TYPES

Lyft

Personal ride

\$165-180 | 1hr 30min

More

XL

Supersized ride

\$240-260 | 1hr 30min

More

Lux

High-end ride

\$260-280 | 1hr 30min

More

BOOK YOUR RIDE

Ride Drive More

Help

← Back to trips

6 August 2019, 7:08 pm Request

Rate trip ★ ★ ★ ★ ★


Resend Receipt 



Car	Miles	Trip Time	Total Fare
UberX	12.09	00:21:11	\$24.43

- Baltimore-Washington International Airport
7:08 PM
- 17 Light St, Baltimore, MD 21202, US
7:34 PM

Fare Breakdown

Trip Fare	\$19.0
Subtotal	\$19.0
Tolls, Surcharges, and Fees	\$5.3
Tip	\$4.8
Total	\$29.3
	\$24.4

ADD A TIP



Ride Drive More

Help

← Back to trips

7 August 2019, 12:58 pm Request

Rate trip ★ ★ ★ ★ ★

Resend Receipt



Car	Miles	Trip Time	Total Fare
UberX	8.11	00:16:55	\$15.73

- 5509 Park Hts, Avenue, 21215, US
12:58 PM
- 17 Light St, Baltimore, MD 21202, US
1:18 PM

Fare Breakdown

Trip Fare	\$12.6
Subtotal	\$12.6
Tolls, Surcharges, and Fees	\$3.1
Tip	\$5.0
Total	\$20.7
	\$15.7

ADD A TIP



Ride Drive More

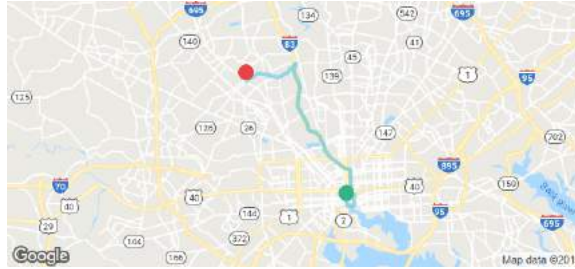
Help

← Back to trips

8 August 2019, 6:41 am Request

Rate trip ★ ★ ★ ★ ★


Resend Receipt 



Car	Miles	Trip Time	Total Fare
UberX	8.80	00:15:41	\$17.06

- 17 Light St, Baltimore, MD 21202, US
6:41 AM
- 3500 W Northern Pkwy, Baltimore, MD 21215, USA
7:01 AM

Fare Breakdown

Trip Fare	\$13.9
Subtotal	\$13.9
Tolls, Surcharges, and Fees	\$3.1
Tip	\$5.0
Total	\$22.0
	\$17.0

ADD A TIP



Ride Drive More

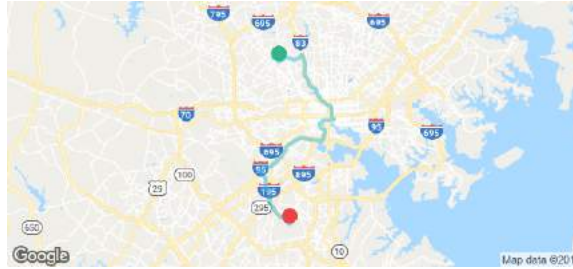
Help

← Back to trips

8 August 2019, 1:40 pm Request

Rate trip ★ ★ ★ ★ ★


Resend Receipt 



Car	Miles	Trip Time	Total Fare
UberX	21.41	00:37:20	\$34.64

- W Northern Pkwy & Clover Rd, Baltimore, Maryland 21215, US
1:40 PM
- 7050 Elm Rd, Baltimore, MD 21240, US
2:24 PM

Fare Breakdown

Trip Fare	\$29.0
Subtotal	\$29.0
Tolls, Surcharges, and Fees	\$5.6
Tip	\$6.9
Total	\$41.5
	\$34.6

ADD A TIP

Residence Inn® Baltimore Downtown Inner Harbor
17 Light St, Baltimore Md 21202 P 410.962.1220
Marriott.com/BWIHB

Kathleen Otoole		Room: 1014		
[REDACTED]		Room Type: ONBR		
[REDACTED]		Number of Guests: 1		
[REDACTED]		Rate: \$149.00		Clerk: SPT
Arrive: 06Aug19	Time: 07:37PM	Depart: 08Aug19	Time: 07:30AM	Folio Number: 92943

DATE	DESCRIPTION	CHARGES	CREDITS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
06Aug19	Room Charge	149.00	
06Aug19	Occupancy Sales Tax	14.16	
06Aug19	State Occupancy Tax	8.94	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
07Aug19	Room Charge	149.00	
07Aug19	Occupancy Sales Tax	14.16	
07Aug19	State Occupancy Tax	8.94	
08Aug19	American Express		
			Actual Amount Requested for Reimbursement: \$344.20
			391.12
	<i>Amount: 391.12 Auth: 543611 Signature on File This card was electronically swiped on 06Aug19</i>		

BALANCE:	0.00
-----------------	-------------

[REDACTED] Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

See our "Privacy & Cookie Statement" on Marriott.com.



DATE	DESCRIPTION	CARD MEMBER	AMOUNT
AUG9 2019	PRO LIMO INC - KINGSTON, MA	KATHLEEN M O'TOOLE	\$176.50

Doing business as:

PRO LIMO

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

781.585.4897

Additional Information: [REDACTED]

[REDACTED] 4897

Reference: [REDACTED]



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

INSTRUCTIONS

- 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.
- Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
- 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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- 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.
- Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Ramsey	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours
August	1	Conference Call: First Thursday call with Parties		2	\$ 235.00	\$ 470.00	Administrative Tasks including emails, calendar organization, calls and coordination.	2
August	5	Conference Call: Bi-Weekly Policy Call with Parties. Document Review/prep, emails and follow-up.		1.7	\$ 235.00	\$ 399.50		
August	6	Conference Call: Weekly CE Standing Call. Document review, emails, and phone calls with fellow SME's.		1.4	\$ 235.00	\$ 329.00		
August	7	Conference Call: Bi-Weekly Staffing and Supervision call with Parties.		1	\$ 235.00	\$ 235.00	Administrative Tasks including emails, calendar organization, calls and coordination.	0.9
August	8	KENTECH Pilot Project Review, emails, call with fellow SME's. Standing call with BPD Leadership.		3.1	\$ 235.00	\$ 728.50		
August	12	Conference Call: Bi-Weekly Recruitment, Hiring and Retention.		1.3	\$ 235.00	\$ 305.50	Administrative Tasks including emails, calendar organization, calls and coordination.	1
August	13	Conference Call: CE Standing Call. Emails and document review.		1.3	\$ 235.00	\$ 305.50		

August	14	Conference Call: Community Policing and Engagement Call.		1.5	\$ 235.00	\$ 352.50	Administrative Tasks including emails, calendar organization, calls and coordination.	1.5
August	15	Weekly call with BPD Leadership. Emails and document review.		1.2	\$ 235.00	\$ 282.00		
August	19	Conference Call: Community Policing and Engagement Bi-Weekly Call.		1	\$ 235.00	\$ 235.00		
August	20	Conference Call: CE Standing Weekly Call. Document review/prep, emails and calls with various parties.		1.4	\$ 235.00	\$ 329.00		
August	21	Conference Call: Staffing and Supervision Bi-Weekly Call. Document review/prep, emails, and follow-up.		1.4	\$ 235.00	\$ 329.00		
August	22	Weekly call with BPD Leadership		1	\$ 235.00	\$ 235.00		
August	26	Conference Call: Bi-Weekly Recruitment, Hiring and Retention.		2	\$ 235.00	\$ 470.00	Administrative Tasks including emails, calendar organization, calls and coordination.	0.6
August	27	Conference Call: CE Standing Weekly Call. Document review/prep, emails and calls with various parties.		0.8	\$ 235.00	\$ 188.00		
August	28	Conference Call: Community Policing and Engagement Bi-Weekly Call. Document review/prep, emails and calls.		1.2	\$ 235.00	\$ 282.00		
August	29	SIRT Briefing, document review and follow-up.		1.7	\$ 235.00	\$ 399.50		
TOTAL HOURS:				25	TOTAL:	\$ 5,875.00	TOTAL UNBILLED HOURS:	6

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

INSTRUCTIONS

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2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
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6. Do not forget: **a)** please initial at the bottom to approve this invoice and **b)** save using the following file name format: [last name],[first name]_[project name]_[month]_[year].xlsx. **Example:** Doe,
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Smoot	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Saturday, August 31, 2019	



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
August	2	Call re staffing change in compliance unit, Research and respond to DOJ re Hiring standards policy revision issue, Review Recruit stat memos		2.5	\$ 235.00	\$ 587.50	Administrative Tasks	2
August	3	OPR Case AssessmentReviews - 5 Cases		4.8	\$ 235.00	\$ 1,128.00		
August	6	Review of Peer Counseling Policy and research re confidentiality/privege issues		3	\$ 235.00	\$ 705.00	Administrative Tasks	2.5
August	8	Revise comment of Peer counseling policy		0.8	\$ 235.00	\$ 188.00		
August	9	Revise and submit Peer Counseling policy w joint MT and DOJ comments to BOD		1	\$ 235.00	\$ 235.00		
August	12	Recruitment Retention bi-monthly call inc prep		1.5	\$ 235.00	\$ 352.50		
August	22	Conf call and correspondence w/ MT members and w/ Monitor re developments and Judicial concerns		3.3	\$ 235.00	\$ 775.50	Administrative Tasks	2
August	23	OPR Case AssessmentReviews - 3 Cases		3.3	\$ 235.00	\$ 775.50		
August	24	OPR Case AssessmentReviews - 4 Cases		4.5	\$ 235.00	\$ 1,057.50		

August	25	Prep for meetings		3	\$ 235.00	\$ 705.00	Travel to Baltimore	4
August	26	Site visit - Meeting w Recruitment Director, Retention roundtable, Recruitment & Retention Bi-Monthly Meeting, R&F Engagement, OPR Case AssesmentReviews - 2 Cases		8	\$ 235.00	\$ 1,880.00	Administrative Tasks	2
August	27	Site Visit - Meetings w BPD staff, review training, Call w R&F focus group participants OPR Case AssesmentReviews - 4 Cases		8	\$ 235.00	\$ 1,880.00	Administrative Tasks	1.5
August	28	OPR Case AssesmentReviews - 2 Cases		2.5	\$ 235.00	\$ 587.50	Travel from Baltimore	4
August	29				\$ 235.00	\$ -	Administrative Tasks	2.5
TOTAL HOURS:				46.2	TOTAL:	\$ 10,857.00	TOTAL UNBILLED HOURS:	20.5





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	
8/25/2019	Mileage		SPI-STL (106 miles x .58) one way				\$ 61.48	\$ 61.48
8/25-28/19	Air	Southwest	Round-trip - St.Louis to BWI				\$ 357.96	\$ 357.96
8/25/2019	Food			Yes	\$ 53.25			\$ 53.25
8/26/2019	Transportation	Uber	Ride to Meeting				\$ 8.01	\$ 8.01
8/26/2019	Food			No	\$ 71.00			\$ 71.00
8/27/2019	Food			No	\$ 71.00			\$ 71.00
8/28/2019	Transportation	Uber	Ride from Meeting				\$ 8.53	\$ 8.53
8/28/2019	Food			Yes	\$ 53.25			\$ 53.25
8/25-28/19	Lodging	Renaissance	Hotel Govt Rate 3 nights				\$ 516.38	\$ 516.38
8/25-28/19	Parking		STL (split with another client 2.5 days billed to Baltimore)				\$ 70.00	\$ 70.00
							TOTAL:	\$ 1,270.86
Subtotal Time:		\$ 10,857.00						
Subtotal Expenses:		\$ 1,270.86						
TOTAL:		\$ 12,127.86						
Unbilled Hours		20.50						

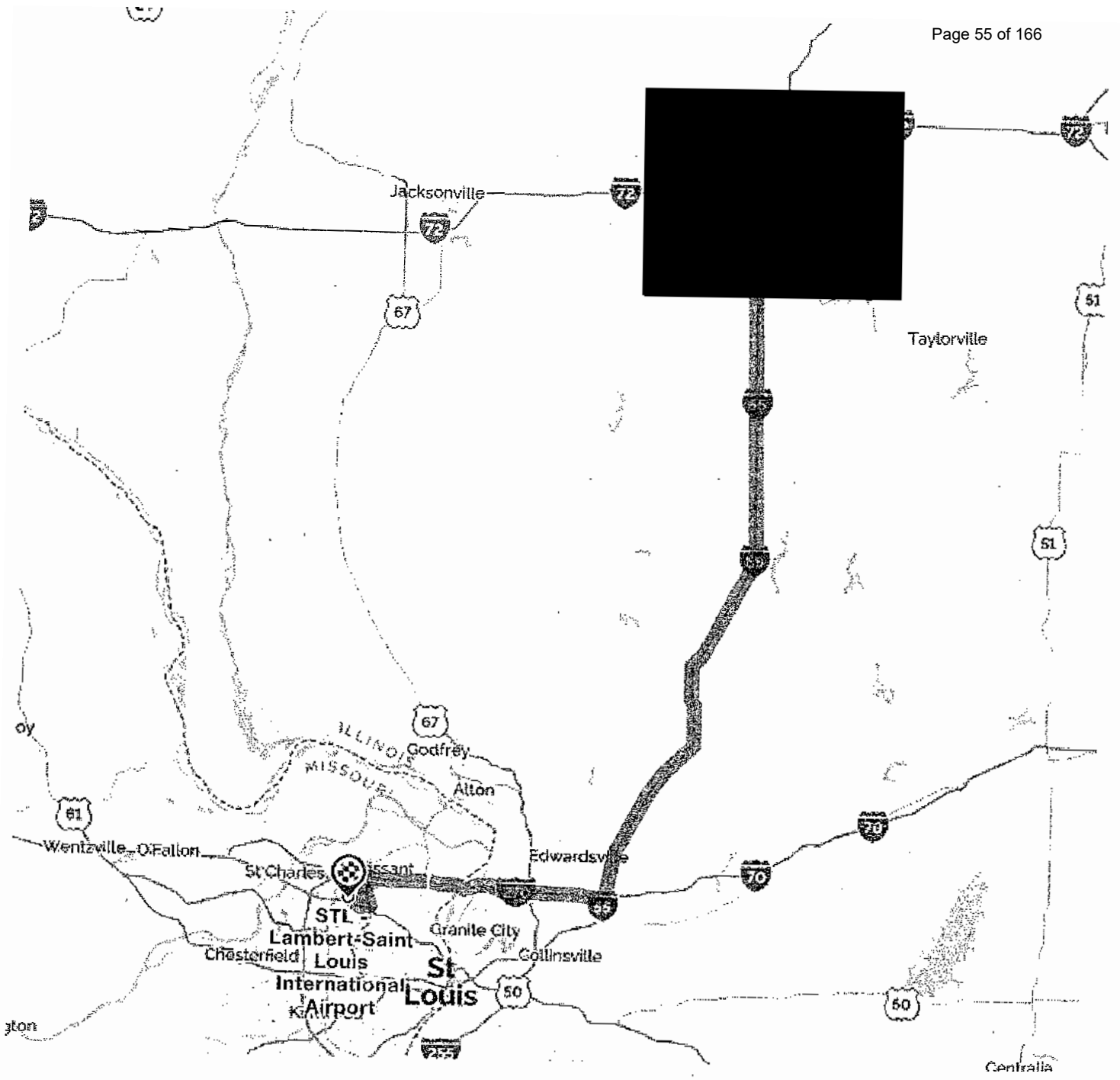
Your initials here signify that the charges on this invoice are accurate:

INITIALS

SMS

-  11. Merge onto Lambert International Blvd. Page 54 of 166
Then 0.51 miles 105.83 total miles
-  12. Stay straight to go onto Terminal Access Rd.
Then 0.07 miles 105.89 total miles
-  13. Stay straight to go onto Main Terminal Departure Dr.
Then 0.17 miles 106.06 total miles
-  14. 10701 LAMBERT INTERNATIONAL BL.
If you reach Lambert International Blvd you've gone about 0.2 miles too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



From: Southwest Airlines southwestairlines@ifly.southwest.com
Subject: Sean Smoot's 08/25 Baltimore trip (MRZR9R): Your reservation is confirmed.
Date: July 18, 2019 at 11:59 PM
To: [REDACTED]

Here's your itinerary and other important travel information.
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Hi Sean,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

AUGUST 25 - AUGUST 28

STL **BWI**

St. Louis to Baltimore

[REDACTED]

Confirmation date: 07/18/2019

PASSENGER **Sean Smoot**

[REDACTED]

EXPIRATION¹ **July 18, 2020**

[REDACTED]

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Sunday, 08/25/2019 Est. Travel Time: 2h 5m [Wanna Get Away®](#)

FLIGHT
2393
DEPARTS
STL 03:55PM
St. Louis

ARRIVES
BWI 07:00PM
Baltimore

Flight 2: Wednesday, 08/28/2019 Est. Travel Time: 2h 10m [Wanna Get Away®](#)

DEPARTS

ARRIVES

FLIGHT
0237

BWI 01:10PM
Baltimore

STL 02:20PM
St. Louis

Payment information

Total cost

Air		
Base Fare	\$	306.38
U.S. Transportation Tax	\$	22.98
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	8.40
U.S. Passenger Facility Chg	\$	9.00
Total	\$	357.96

Payment

Visa ending in 4396
Date: July 18, 2019

Payment Amount: \$357.96

Fare Rules: If you decide to make a change to your current itinerary it may result in a fare increase. In the case you're left with travel funds from this confirmation number, you're in luck! We're happy to let you use them towards a future flight for the individual named on the ticket, as long as the new travel is completed by the expiration date.

Your ticket number: 5262100005106

Prepare for takeoff



24 hours before your departure:

Check-in on Southwest.com® or using the Southwest Mobile App. Use your mobile device and receive a mobile boarding pass.



30 minutes before your departure:

Arrive at the gate prepared to board.



10 minutes before your departure:

This is the last opportunity to board your flight if you are present in the gate area and have met all check-in requirements.

If you do not plan to travel on your flight: Things happen, we understand! Please let us know at least 10 minutes prior to your flight's scheduled departure if you won't be traveling. If you don't notify us, you may be subject to our [No Show Policy](#).

[See more travel tips](#)

Don't miss out on automatic check-in

EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

My trips

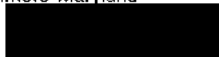
Request a ride



Payment & promos

28 August 2019, 8:59am
\$8.53

Baltimore-Maryland



Free rides

Your UberX trip with Shankar

Profile Settings

202 E Pratt St, Baltimore, MD 21202, US

08:59 AM

1500 N Charles St, Baltimore, MD 21201, US

09:00 AM

★★★★★

Details →

26 August 2019, 5:42pm
\$8.01

Baltimore-Maryland



Your UberX trip with Ali (Azhar)

202 E Pratt St, Baltimore, MD 21202, US

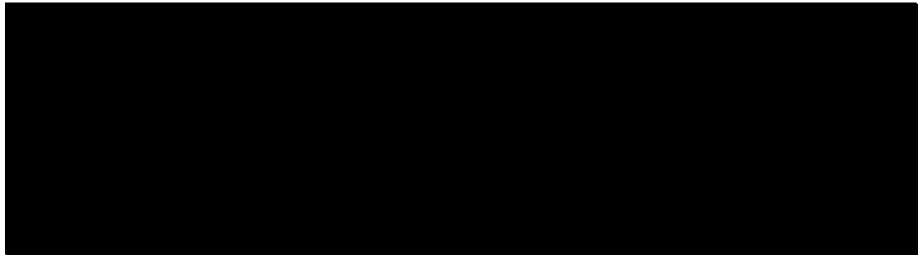
05:42 AM

1728 Thames St, Baltimore, MD 21231, US

05:42 AM

★★★★★

Details →





RENAISSANCE HARBOR PLACE HOTEL

GUEST FOLIO

12117	SMOOT/S	149.00	08/28/19	12:00	
ROOM	NAME	RATE	DEPART	TIME	
CK			08/25/19	19:44	
TYPE			ARRIVE	TIME	
103					
ROOM	ADDRESS	PAYMENT			
CLERK					

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
08/25	GOV'T	12117, 1	149.00	
08/25	STATE TX	12117, 1	8.94	A
08/25	CITY TAX	12117, 1	14.16	B
08/26	GOV'T	12117, 1	149.00	
08/26	STATE TX	12117, 1	8.94	A
08/26	CITY TAX	12117, 1	14.16	B
				M
08/27	STATE TX	12117, 1	8.94	A
08/27	CITY TAX	12117, 1	14.16	B
08/28	AX CARD			
			\$670.08	
	CURRENT BALANCE	.00		
				-\$153.70
				\$516.38

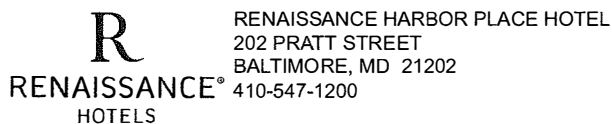
THANK YOU FOR STAYING AT RENAISSANCE. ANY LATE CHARGES, INCLUDING REFRESHMENT CENTER COSTS WILL BE BILLED TO YOUR CREDIT CARD & A COPY OF CHARGES MAILED TO THE ABOVE ADDRESS.

DESCRIPTION		SUMMARY OF TAXES	
N	BOTTLE CITY TAX		TAXED AMOUNT
	NET CHARGES	TAX	CREDITS
	670.08	.00	.00
			TAX
			.00
			FOLIO
			\$670.08

Amount Requested for Reimbursement: \$516.38

See our "Privacy & Cookie Statement" on Marriott.com

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.



Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting CollectRenaissance.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

6.0000

10.0000

10.0000

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10.0000

10.0000

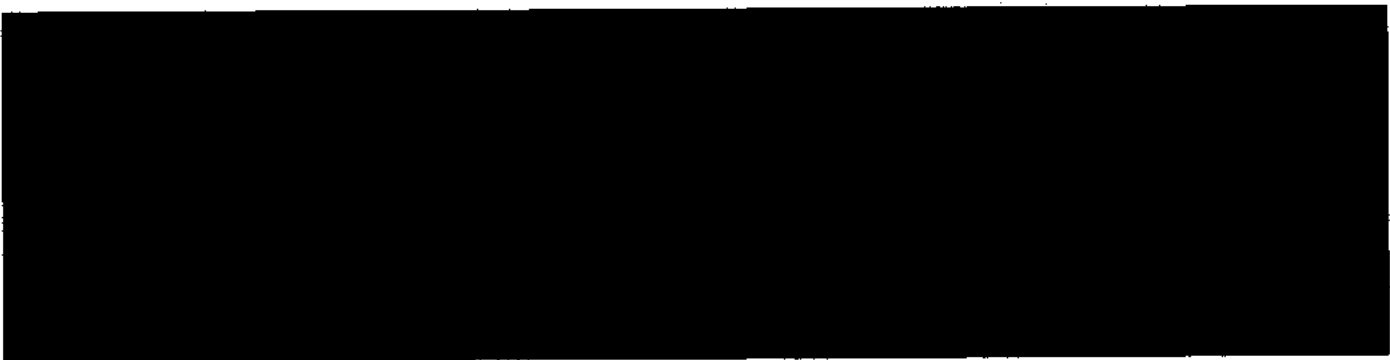
10.0000

10.0000

10.0000

10.0000

10.0000



10.0000

10.0000

10.0000

10.0000

Baltimore Project: 2.5 Days = \$70.00

Yale Project: 1.5 Days = \$42.00

10.0000

10.0000

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

INSTRUCTIONS

1. Complete the blue box below to populate the spreadsheet with hourly and per diem rates. **NOTE:** Hours accumulated through site visits for the Yale project are billed at a different rate. Checking the "Site Visit" box will activate 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)** please initial at the bottom to approve this invoice and **b)** save using the following file name format: [[last name],[first name]_[project name]_[month]_[year]].xlsx. **Example:** Doe,
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Villasenor	
INVOICE FOR MONTH OF:	August	
DATE SUBMITTED:	Sunday, September 01, 2019	



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	Hours	Rate	Total	Description	Hours
August	1	Work on review of SSA/FIP 2 eLearning modules and provide redline edits to the Powerpoint presentations and test questionnaires.		3	\$ 235.00	\$ 705.00		
August	2	Work on review of SSA/FIP 2 eLearning modules and provide redline edits to the Powerpoint presentations and test questionnaires. Start review of in-class lesson plans on the same subject.		4	\$ 235.00	\$ 940.00		
August	3				\$ 235.00	\$ -	Further review of SSA training curriculum revisions.	3
August	6	SSA/FIP Training Summit call to go over all of SSA/FIP training curriculum to include eLearning and classroom instruction.		6	\$ 235.00	\$ 1,410.00		
August	7				\$ 235.00	\$ -	Travel time to Baltimore	8
August	8	Baltimore Site visit to continue work on Transport Audits and prepare for next steps. Continued review of BPD SSA policy as well as a combined phone call with DOJ to discuss issues occurring with UoF/FIP In-service training.		8	\$ 235.00	\$ 1,880.00		
August	9				\$ 235.00	\$ -	Travel time to Tucson	8

August	10				\$ 235.00	\$ -		
August	11				\$ 235.00	\$ -		
August	12	Prepare for and participate on Recruitment, Hiring and Retention/Officer Assistance and Support biweekly call.		1.5	\$ 235.00	\$ 352.50		
August	13	Bi-weekly training call and speaking with Kevin Bethel concerning Youth policy issues in preparation for my attendance on his behalf at a policy conference call		1.5	\$ 235.00	\$ 352.50		
August	14	Participate on internal MT/DOJ Youth Interrogation call in preparations for Aug. 23 Youth call that BPD asked me to sit in on originally because Kevin was not able to make it. Kevin will be able to make the call but I participated since many of the issues in Youth Interrogation crossover with ongoing issues in SSA training development.		1	\$ 235.00	\$ 235.00	Prep for the youth call by reading draft policy 1207 and comparing it to Policy 1105 and looking at the questions put forth by DOJ/MT	1
August	19				\$ 235.00	\$ -	Internal MT conversation on proposed changes to upcoming SSA/FIP training and discussion of training issues in BPD	1
August	23	Two phone calls concerning different topics for BPD. First call was with Greg Ridgeway and Audit Unit and DOJ to discuss data analysis method and weighting of categories for the Transportation scorecard, (1 hr). Second call was on BPD discussion with DOJ/MT concerning the draft policy on Juvenile Custodial Interrogations, (1.5 hrs).		2.5	\$ 235.00	\$ 587.50		
August	26	Two phone calls concerning different topics for BPD. First call was concerning Recruitment, Hiring and Retention / Officer Assistance bi-weekly call, including Kentech demo, (1.3 hrs). Second call was an internal MT discussion concerning SSA/FIP training and submitting next set of comments, (1 hr).		2.3	\$ 235.00	\$ 540.50		
August	27				\$ 235.00	\$ -	Travel time to Baltimore for UoF Training Audit	8
August	28	On site visit to Baltimore to Audit UoF/FIP training.		8	\$ 235.00	\$ 1,880.00		
August	29	On site visit to Baltimore to Audit UoF/FIP training. Also attended SIRT briefing reference officer involved shooting that occurred on 8/28/19.		8	\$ 235.00	\$ 1,880.00		
August	30				\$ 235.00	\$ -	Travel time to Tucson	8
August	31				\$ 235.00	\$ -		
TOTAL HOURS:				45.8	TOTAL:	\$ 10,763.00	TOTAL UNBILLED HOURS:	37

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	
08/7-9/19	Air	American	RT airfare from Tucson to Baltimore				\$ 611.00	\$ 611.00
08/7-9/19	Lodging	Marriott	Marriott Inner Harbor Camden Yard				\$ 344.20	\$ 344.20
8/7/2019	Transportation	BWI Taxi	Cab from Airport to hotel				\$ 34.40	\$ 34.40
8/7/2019	Food			Yes	\$ 53.25			\$ 53.25
8/8/2019	Transportation	Uber	Uber from hotel to Headquarters				\$ 13.58	\$ 13.58
8/8/2019	Transportation	Uber	Uber from Headquarters to hotel				\$ 10.47	\$ 10.47
8/8/2019	Food			No	\$ 71.00			\$ 71.00
8/9/2019	Transportation	Uber	Uber from hotel to airport				\$ 25.09	\$ 25.09
8/9/2019	Food			Yes	\$ 53.25			\$ 53.25
08/7-9/19	Travel, Other	Fast Park	Parking charges at Tucson Airport				\$ 17.22	\$ 17.22
08/7-9/19	Transportation		RT mileage from home to airport - 51.4 Miles x \$0.58				\$ 29.81	\$ 29.81
								\$ -
08/27-30/19	Air	American	RT airfare from Tucson to Baltimore				\$ 532.01	\$ 532.01
08/27-30/19	Lodging	Marriott	Marriott Inner Harbor Camden Yard				\$ 516.30	\$ 516.30
8/27/2019	Transportation	BWI Taxi	Cab ride from airport to hotel				\$ 33.65	\$ 33.65
8/27/2019	Transportation	Uber	Uber to closest market to buy food for lunch both days at academy since there is no place nearby to walk to and eat.				\$ 9.94	\$ 9.94
8/27/2019	Transportation	Uber	Uber back to hotel				\$ 10.52	\$ 10.52
8/27/2019	Food			Yes	\$ 53.25			\$ 53.25
8/28/2019	Transportation	Uber	Uber from hotel to academy				\$ 17.53	\$ 17.53
8/28/2019	Transportation	Uber	Uber from academy to hotel				\$ 15.44	\$ 15.44
8/28/2019	Food			No	\$ 71.00			\$ 71.00
8/29/2019	Transportation	Uber	Uber from hotel to academy				\$ 18.14	\$ 18.14
8/29/2019	Transportation		Uber from academy to hotel				\$ 14.97	\$ 14.97

8/29/2019	Transportation	Uber	Uber from hotel to Hdqt, for SIRT briefing on OIS				\$ 9.76	\$ 9.76
8/28/2019	Transportation	Uber	Uber back to hotel				\$ 7.99	\$ 7.99
8/29/2019	Food			No	\$ 71.00			\$ 71.00
8/30/2019	Transportation	Uber	Uber from hotel to airport				\$ 31.24	\$ 31.24
8/30/2019	Food			Yes	\$ 53.25			\$ 53.25
8/27-30/19	Travel, Other	Fast Park	Parking at Tucson airport				\$ 22.96	\$ 22.96
8/27+30/19	Transportation	Self	RT mileage from home to airport - 51.4 Miles x \$0.58				\$ 29.81	\$ 29.81
							TOTAL:	\$ 2,782.03
Subtotal Time:	\$	10,763.00						
Subtotal Expenses:	\$	2,782.03						
TOTAL:	\$	13,545.03						
Unbilled Hours		37.00						

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


INITIALS
RAV

From: American Airlines no-reply@notify.email.aa.com
Subject: Your trip [REDACTED]
Date: July 21, 2019 at 2:39 PM
To: [REDACTED]



Hello Roberto Villasenor!

Issued: Jul 21, 2019



Your trip confirmation and receipt

Record locator: [REDACTED]

[Manage Your Trip](#)

Wednesday, August 7, 2019

TUS	→	DFW	Seats: 8F
7:00 AM		11:20 AM	Class: Economy (S)
Tucson		Dallas/Fort Worth	Meals: Food For Purchase
American Airlines 2818			

DFW	→	BWI	Seats: 8A
2:25 PM		6:30 PM	Class: Economy (S)
Dallas/Fort Worth		Baltimore/Washington	Meals: Food For Purchase
American Airlines 1185			

[Free entertainment with the American app »](#)

Friday, August 9, 2019

BWI → DFW
7:02 AM → **9:26 AM**
Baltimore/Washington → Dallas/Fort Worth
American Airlines 1403
Seats: [9A](#)
Class: Economy (V)
Meals: Food For Purchase

DFW → TUS
10:23 AM → **10:41 AM**
Dallas/Fort Worth → Tucson
American Airlines 2710
Seats: [8A](#)
Class: Economy (V)
Meals: Food For Purchase

Roberto Villasenor [REDACTED]
[REDACTED]

Your trip receipt



[REDACTED]

Roberto Villasenor

FARE-USD	\$ 525.58
TAXES AND CARRIER-IMPOSED FEES	\$ 85.42
TICKET TOTAL	\$ 611.00



[Hotel offers](#)



[Car rental offers](#)



[Buy trip insurance](#)



[SuperShuttle](#)



BALTIMORE INNER HBR MARRIOTT

GUEST FOLIO

1009	VILLASENOR/ROBERTO/MR	149.00	08/09/19	04:58	
ROOM	NAME	RATE	DEPART	TIME	
NSCK	NO COMPANY NAME		08/07/19	15:31	
TYPE			ARRIVE	TIME	
72					
ROOM	ADDRESS	PASSPORT:			
CLERK		PAYMENT			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
08/07	ROOM	1009, 1	149.00	
08/07	STATE TX	1009, 1	8.94	
08/07	CITY TAX	1009, 1	14.16	
08/08	ROOM	1009, 1	149.00	
08/08	STATE TX	1009, 1	8.94	
08/08	CITY TAX	1009, 1	14.16	
08/09	CCARD-MC			344.20
	SETTLED TO:			.00

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BALTIMORE INNER HBR MARRIOTT
 110 S. EUTAW ST.
 BALTIMORE MD 21201
 410-962-0202

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

From: **Taxicab#406 via Square** receipts@messaging.squareup.com
Subject: Receipt from Taxicab#406
Date: August 7, 2019 at 3:53 PM
To: [REDACTED]



Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



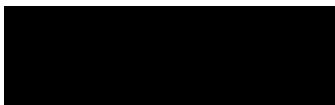
Taxicab#406



How was your experience?



~~\$41.28~~

Custom Amount	\$34.40
Purchase Subtotal	\$34.40
Tip	\$6.88
Total	\$41.28



From: **Uber Receipts** uber.us@uber.com 
Subject: Your Thursday morning trip with Uber
Date: August 8, 2019 at 5:52 AM
To: 



Uber

Total: \$13.58
Thu, Aug 08, 2019

Thanks for riding, Roberto

We're glad to have you as an Uber
Rewards Gold Member.



Total

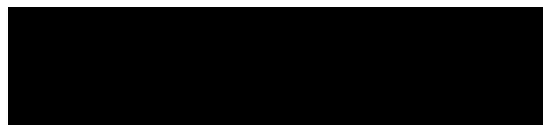
\$13.58



Trip Fare	\$9.63
-----------	--------

Subtotal	\$9.63
----------	--------

Tolls, Surcharges, and Fees 	\$3.95
---	--------



\$13.58

A temporary hold of \$13.58 was placed on your payment method  at the start of the trip. This

is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Ratna



4.87 ★ Rating

Ratna is known for:
Excellent Service

How was your ride?


RATE OR TIP →

Issued by Rasier

When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

Comfort 1.45 mi | 15 min

08:36am
110 S Eutaw St, Baltimore,
MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Your Thursday morning trip with Uber
Date: August 8, 2019 at 9:04 AM
To: [REDACTED]



Uber

Total: \$10.47
Thu, Aug 08, 2019

Thanks for riding, Roberto

We're glad to have you as an Uber
Rewards Gold Member.



Total

\$10.47



Trip Fare	\$6.52
-----------	--------

Subtotal	\$6.52
----------	--------

Tolls, Surcharges, and Fees 	\$3.95
---	--------

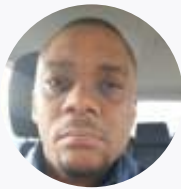
[REDACTED]	\$10.47
------------	---------

A temporary hold of \$10.47 was placed on your payment method [REDACTED] at the start of the trip. This

is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Timothy



4.92 ★ Rating

Timothy is known for:
Excellent Service

How was your ride?



[RATE OR TIP →](#)

Issued by Rasier

When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

Comfort 1.09 mi | 9 min

■ 11:54am
712 W Baltimore St, Baltimore,
MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Friday morning trip receipt
Date: August 9, 2019 at 2:52 AM
To: 



Uber

Total: \$30.10
Fri, Aug 09, 2019

Thanks for tipping, Roberto

Here's your updated Friday morning ride receipt.



Total

~~\$30.10~~



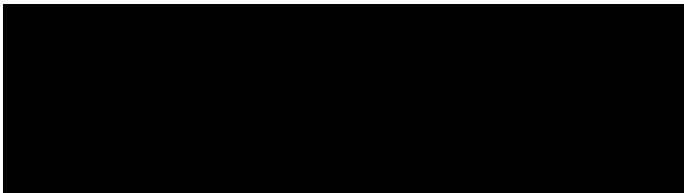
Trip Fare	\$18.64
-----------	---------

Subtotal	\$18.64
----------	---------

Tolls, Surcharges, and Fees 	\$6.45
---	--------

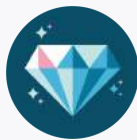
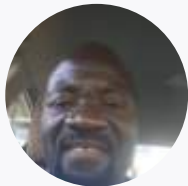
Tip	\$5.01
-----	-------------------

Amount Charged



~~\$30.10~~

You rode with Sai



4.88 ★ Rating

Sai is known for:
Excellent Service

Issued by Rasier

When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

Comfort 9.77 mi | 15 min

- 05:17am
110 S Eutaw St, Baltimore,
MD
- 05:32am
5, MD



Tucson Fast Park
6970 S. Tucson Blvd.
(520) 889-7275, 85756

EXPRESS 1 08/09/19 10:39
Receipt 095985

Short-Term Parking
Relax for Rewards
FPP\01012621
Tucson Fast Park
08/07/19 05:36
08/09/19 10:39
Period 2d5h4'

\$17.22

Sub Total \$17.22
VAT \$0.00

Total \$17.22

Payment Received \$17.22


0810ZEBE - 1/1

From: American Airlines no-reply@notify.email.aa.com
Subject: Your trip [REDACTED]
Date: July 30, 2019 at 2:32 PM
To: [REDACTED]



Hello Roberto Villasenor!

Issued: Jul 30, 2019



Your trip confirmation and receipt

Record locator: [REDACTED]

[Manage Your Trip](#)

Tuesday, August 27, 2019

TUS	→	ORD	Seats: 8A
5:23 AM		10:59 AM	Class: Economy (O)
Tucson		Chicago O'hare	Meals: Food For Purchase
American Airlines 2358			

ORD	→	BWI	Seats: 8F
11:46 AM		2:39 PM	Class: Economy (O)
Chicago O'hare		Baltimore/Washington	Meals: Food For Purchase
American Airlines 657			

[Free entertainment with the American app »](#)

Friday, August 30, 2019

BWI → ORD
7:37 AM → **8:54 AM**
Baltimore/Washington Chicago O'hare
American Airlines 2582
Seats: [8A](#)
Class: Economy (V)
Meals: Food For Purchase

ORD → TUS
9:50 AM → **11:31 AM**
Chicago O'hare Tucson
American Airlines 1162
Seats: [9F](#)
Class: Economy (V)
Meals: Food For Purchase

Roberto Villasenor



Your trip receipt



Roberto Villasenor

FARE-USD	\$ 452.10
TAXES AND CARRIER-IMPOSED FEES	\$ 79.91
TICKET TOTAL	\$ 532.01



Hotel offers



Car rental offers



Buy trip insurance



SuperShuttle



BALTIMORE INNER HBR MARRIOTT

GUEST FOLIO

951 VILLASENOR/ROBERTO/MR 149.00 08/30/19 05:35
 ROOM NAME RATE DEPART TIME
 NSCK NO COMPANY NAME 08/27/19 09:34
 TYPE ARRIVE TIME
 73
 ROOM ADDRESS PASSPORT: PAYMENT

DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE
08/27	ROOM	951, 1	149.00		
08/27	STATE TX	951, 1	8.94		
08/27	CITY TAX	951, 1	14.16		
08/28	ROOM	951, 1	149.00		
08/28	STATE TX	951, 1	8.94		
08/28	CITY TAX	951, 1	14.16		
08/29	ROOM	951, 1	149.00		
08/29	STATE TX	951, 1	8.94		
08/29	CITY TAX	951, 1	14.16		
08/30	CCARD-MC SETTLED TO:			516.30	.00

See our "Privacy & Cookie Statement" on Marriott.com

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.



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 BALTIMORE MD 21201
 410-962-0202

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

From: BWI Airport Taxi Cab # 188. Dispatcher's Desk : 410 859 1100. Driver's Cell Phone : 443 762 6100. via Square
receipts@messaging.squareup.com
Subject: Receipt from BWI Airport Taxi Cab # 188. Dispatcher's Desk : 410 859 1100. Driver's Cell Phone : 443 762 6100.
Date: August 27, 2019 at 11:49 AM
To: [REDACTED]



Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



BWI Airport Taxi Cab # 188.
Dispatcher's Desk : 410 859 1100.
Driver's Cell Phone : 443 762 6100.

How was your experience?



~~\$40.38~~

Custom Amount	\$33.65
Purchase Subtotal	\$33.65
Tip	\$6.73
Total	\$40.38





**BWI Airport Taxi Cab # 188. Dispatcher's Desk : 410
859 1100. Driver's Cell Phone : 443 762 6100.**
7062 Friendship Rd, BWI, Airport Taxi Management.
Baltimore, MD 21240
410-859-1102

[Redacted] Aug 27 2019 at 2:49 PM
[Redacted] [Redacted]
ROBERTO VILLASENOR [Redacted]

[Redacted]
Signature Verified

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[Manage preferences](#) for digital receipts



From: **Uber Receipts** uber.us@uber.com 
Subject: Your Tuesday afternoon trip with Uber
Date: August 27, 2019 at 2:00 PM
To: 



Uber

Total: **\$9.94**
Tue, Aug 27, 2019

Thanks for riding, Roberto

We're glad to have you as an Uber Rewards Gold Member.



Total

\$9.94



Turn on auto-refill for Uber Cash to save up to 5% on all your rides.

Trip Fare \$7.09

Subtotal \$7.09

Tolls, Surcharges, and Fees  \$2.85

Amount Due

Amount Charged



\$9.94

You rode with Tochi



4.86 ★ Rating

Tochi is known for:

Excellent Service

How was your ride?

RATE OR TIP →

Issued by Rasier



When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

1.33 mi | 19 min

04:41pm

110 S Eutaw St, Baltimore,
MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Tuesday evening trip receipt
Date: August 27, 2019 at 2:51 PM
To: 



Uber

Total: **\$13.52**
Tue, Aug 27, 2019

Thanks for tipping, Roberto

Here's your updated Tuesday evening ride receipt.



Total

~~\$13.52~~



Trip Fare	\$7.67
-----------	--------

Subtotal	\$7.67
----------	---------------

Tolls, Surcharges, and Fees 	\$2.85
---	---------------

Tip	\$3.00
----------------	-------------------

Amount Charged



~~\$13.52~~

You rode with Sayid



4.87 ★ Rating

Sayid is known for:
Great Conversation

Issued by Rasier

When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

1.31 mi | 14 min




05:14pm

1002 Fleet St, Baltimore, MD

05:29pm

301 W Lombard St,
Baltimore, MD



From: Uber Receipts uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Wednesday morning trip receipt
Date: August 28, 2019 at 3:58 AM
To: [REDACTED]



Uber

Total: **\$20.53**
Wed, Aug 28, 2019

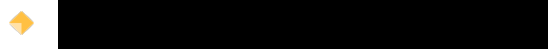
Thanks for tipping, Roberto

Here's your updated Wednesday morning ride receipt.



Total

~~\$20.53~~



Trip Fare	\$14.68
-----------	---------

Subtotal	\$14.68
----------	----------------

Tolls, Surcharges, and Fees 	\$2.85
---	---------------

Tip	\$3.00
----------------	-------------------

Amount Charged



\$17.53

\$3.00

You rode with Albert



4.81 ★ Rating

Albert is known for:
Excellent Service

Issued by Rasier

When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

9.11 mi | 18 min





06:36am

110 S Eutaw St, Baltimore,
MD

06:55am

Baltimore, MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Wednesday afternoon trip receipt
Date: August 28, 2019 at 12:30 PM
To: 



Uber

Total: **\$16.44**
Wed, Aug 28, 2019

Thanks for tipping, Roberto

Thanks for tipping! We've updated
your Wednesday afternoon trip
receipt



Total

~~\$16.44~~

◆ You earned 30 points on this trip

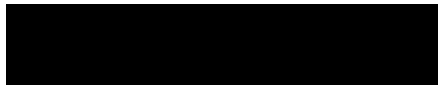
Trip Fare	\$12.59
-----------	---------

Subtotal	\$12.59
----------	----------------


Tolls, Surcharges, and Fees 	\$2.85
---	---------------

Tip	\$1.00
----------------	-------------------

Amount Charged

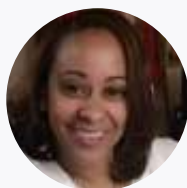


~~\$16.44~~

A temporary hold of \$15.44 was placed on your payment method  at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Yudelkis



4.83 ★ Rating

Yudelkis is known for:
Excellent Service

Issued by Rasier



When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

8.65 mi | 21 min

02:46pm

3500-3532 W Northern Pkwy,
Baltimore, MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Thursday morning trip receipt
Date: August 29, 2019 at 4:21 AM
To: 



Uber

Total: **\$21.14**
Thu, Aug 29, 2019

Thanks for tipping, Roberto

Thanks for tipping! We've updated
your Thursday morning trip
receipt



Total

~~\$21.14~~



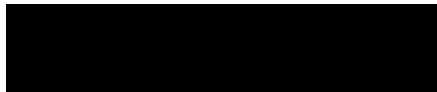
Trip Fare	\$15.29
-----------	---------

Subtotal	\$15.29
----------	----------------

Tolls, Surcharges, and Fees 	\$2.85
---	---------------

Tip	\$3.00
----------------	-------------------

Amount Charged

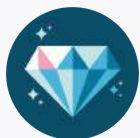


~~\$21.14~~

A temporary hold of \$18.14 was placed on your payment method [REDACTED] at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Christopher



4.93 ★ Rating

Christopher is known for:

Excellent Service

Issued by Rasier



When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

8.96 mi | 15 min

06:38am

321 W Lombard St,
Baltimore, MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Thursday morning trip receipt
Date: August 29, 2019 at 9:31 AM
To: 



Uber

Total: **\$17.97**
Thu, Aug 29, 2019

Thanks for tipping, Roberto

Thanks for tipping! We've updated
your Thursday morning trip
receipt



Total

~~\$17.97~~



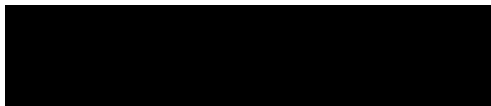
Trip Fare	\$12.12
-----------	---------

Subtotal	\$12.12
----------	----------------

Tolls, Surcharges, and Fees 	\$2.85
---	---------------

Tip	\$3.00
----------------	-------------------

Amount Charged

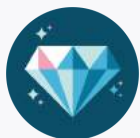
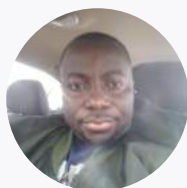


~~\$17.97~~

A temporary hold of \$14.97 was placed on your payment method [REDACTED] at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Temitope



4.9 ★ Rating

Temitope is known for:
Excellent Service

Issued by Rasier



When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

8.33 mi | 19 min

11:48am

3500-3532 W Northern Pkwy,
Baltimore, MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Your Thursday afternoon trip with Uber
Date: August 29, 2019 at 9:43 AM
To: 



Uber

Total: **\$9.76**
Thu, Aug 29, 2019

Thanks for riding, Roberto

We're glad to have you as an Uber Rewards Gold Member.



Total

\$9.76




Trip Fare	\$6.91
-----------	--------

Subtotal	\$6.91
----------	--------

Tolls, Surcharges, and Fees 	\$2.85
---	--------

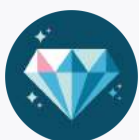
	\$9.76
---	--------

A temporary hold of \$9.76 was placed on your payment method  at the start of the trip.

This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Adefers



4.9 ★ Rating

Adefers is known for:

Excellent Service

How was your ride?

RATE OR TIP →

Issued by Rasier



When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

1.06 mi | 10 min

12:32pm

301 W Lombard St,
Baltimore, MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Your Thursday afternoon trip with Uber
Date: August 29, 2019 at 11:03 AM
To: 



Uber

Total: **\$7.99**
Thu, Aug 29, 2019

Thanks for riding, Roberto

We're glad to have you as an Uber
Rewards Gold Member.



Total

\$7.99




Trip Fare	\$5.14
-----------	--------

Subtotal	\$5.14
----------	--------

Tolls, Surcharges, and Fees 	\$2.85
---	--------

	\$7.99
---	--------

A temporary hold of \$7.99 was placed on your payment method  at the start of the trip.

This is not a charge and has or will be removed. It should disappear from your bank statement shortly. [Learn More](#)



You rode with Ryan



4.95 ★ Rating

Ryan is known for:

Excellent Service

How was your ride?

RATE OR TIP →

Issued by Rasier


When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

UberX

1.06 mi | 8 min

01:55pm

712 W Baltimore St,
Baltimore, MD

From: **Uber Receipts** uber.us@uber.com 
Subject: Thanks for tipping! We've updated your Friday morning trip receipt
Date: August 30, 2019 at 3:02 AM
To: [REDACTED]



Uber

Total: **\$35.78**
Fri, Aug 30, 2019

Thanks for tipping, Roberto

Thanks for tipping! We've updated
your Friday morning trip receipt



Total

~~\$35.78~~



Trip Fare	\$24.11
-----------	---------

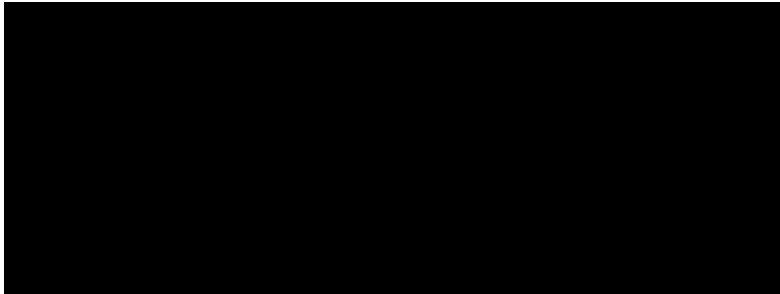
Subtotal	\$24.11
----------	----------------

Wait Time 	\$0.93
---	---------------

Tolls, Surcharges, and Fees 	\$6.20
---	---------------

Tip	\$4.54
-----	-------------------

Amount Charged



\$31.24

~~\$4.54~~

You rode with Warner



4.92 ★ Rating

Warner is known for:

Excellent Service

Issued by Rasier

When you ride with Uber, your trips are insured in case of a covered accident. [Learn more.](#)

Comfort

9.90 mi | 13 min



05:36am

110 S Eutaw St, Baltimore,
MD

05:49am

231 Friendship Rd, Baltimore,
MD



Invite your friends and family.

Get \$5 off your next ride when you refer a friend to try Uber. Share code: bemf1



Save up to 5% when you purchase Uber Cash

Choose the smart way to pay for Uber. You can purchase directly in the Uber app. [Learn more](#)

Tucson Fast Park
6970 S. Tucson Blvd.
(520) 889-7275, 85756

EXPRESS 1 08/30/19 11:29
Receipt 000758

Short-Term Parking
Relax for Rewards
FPP\01012621
Tucson Fast Park
08/27/19 03:59
08/30/19 11:29
Period 3d7h31'

\$22.96

Sub Total \$22.96
VAT \$0.00

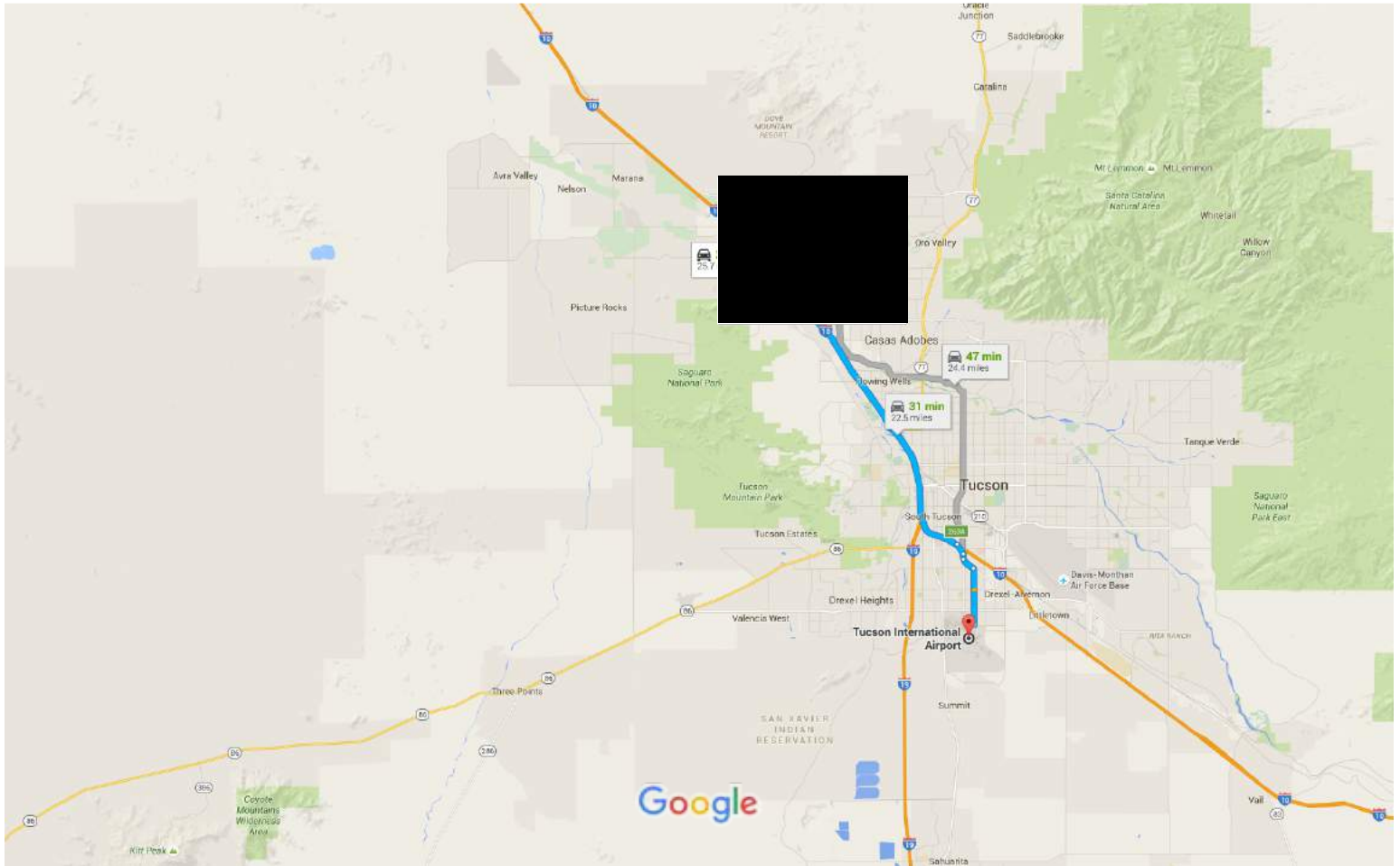
Total \$22.96

Payment Received \$22.96

80758428 - 1/1



Drive 25.7 miles, 31 min



Map data ©2016 Google 2 mi

-
- 6. Use the left lane to take the Interstate 10 E ramp 0.1 mi
-
- 7. 0.3 mi

Follow I-10 E to Kino Pkwy/South Kino Pkwy in Tucson. Take exit 263A from I-10 E

-
- 7. Merge onto I-10 E 16 min (17.4 mi)
-
- 8. Take exit 263A for Kino Pkwy S toward Tucson International 16.8 mi
-
- 9. 0.6 mi

Drive to S Tucson Blvd

-
- 9. Merge onto Kino Pkwy/South Kino Pkwy 7 min (3.7 mi)
-
- 10. Turn left onto E Benson Hwy 0.3 mi
-
- 11. Continue straight onto S Tucson Blvd 0.6 mi
-
- 12. 2.7 mi

Tucson International Airport

7250 South Tucson Boulevard, Tucson, AZ 85756

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

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>August</u>	
INVOICE SUBMITTED BY:	Bowman	
DATE SUBMITTED:	8/18/2019	
YEAR:	2019	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

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
August	1	Reviewed/responded to 7 messages ref news report, SSA E-Learning Module 6, SSA/FIP Day 1 Lesson Plans, and Info for 3pm Call.	0.6	\$ 235.00	\$ 141.00		
August	2			\$ 235.00	\$ -		
August	3			\$ 235.00	\$ -		
August	4			\$ 235.00	\$ -		
August	5			\$ 235.00	\$ -		
August	6			\$ 235.00	\$ -		
August	7	Reviewed/responded to 24 messages ref Staffing and Supervision Bi-Weekly Call, SSA Data System Consideration, SSA Training Summit, Second Submission: Policy 606, Enforcement Technology & Equipment Procurement Disclosure, SSA/FIP II E-Learning Comments, and SSA/FIP Lesson Plans.	2.1	\$ 235.00	\$ 493.50		
August	8			\$ 235.00	\$ -		

August	9	Reviewed/responded to 14 messages ref August's Monthly Monitor, SSA Training Summit, BPD Youth Interrogation Policy, Proposed Edits to BPD Policy 503, Transportation of Passengers, Request for Conference with MT: Characteristics of an Armed Person, and Staffing Plan Consultant Itineraries.	1.5	\$	235.00	\$	352.50
August	10			\$	235.00	\$	-
August	11			\$	235.00	\$	-
August	12	Reviewed/responded to 7 messages ref Request for Conference with MT: Characteristics of an Armed Person, BPD Youth Interrogation Policy, Submission of Final PRB Orientation, August 2019 Newsletter, BPD Youth Interrogation Policy, UoF/FIP Survey data, and PIB Investigator Training Outline & Timeline.	0.9	\$	235.00	\$	211.50
August	13			\$	235.00	\$	-
August	14	Prepared for and participated in call with DOJ ref Youth Interrogation Policy (1.1). Reviewed/responded to 14 messages ref BPD Youth Interrogation Policy, Training Call, Policy 1809, Exculpatory Evidence Disclosure Requirement, 2nd PUBLIC COMMENT: eLearning Policy 708, Rape and Sexual Assault, and Juvenile Interview and Interrogation (1.5).	2.6	\$	235.00	\$	611.00
August	15			\$	235.00	\$	-
August	16			\$	235.00	\$	-
August	17			\$	235.00	\$	-
August	18			\$	235.00	\$	-
August	19	Prepared for and participated in bi-weekly MPG call (0.3). Prepared and disseminated notes from the call (0.2). Reviewed and responded to 13 messages ref SSA Training Summit, Significant Promotions/Demotions, Staffing and Supervision Bi-Weekly Call, updated dates, SSA/FIP Day 2 Lesson Plans, DOJ/MT/BPD Bi-Weekly Policy Discussion Conference Call, BPD Asset Forfeiture Policy, and Review of SSA/FIP Day In-Class Curriculum (2.4).	2.9	\$	235.00	\$	681.50
August	20			\$	235.00	\$	-
August	21	Reviewed and provided feedback on proposed SSA training modules and policies (3.4). Reviewed/responded to 10 messages ref SSA/FIP Day 2 Lesson Plans, eLearning videos & SSA in-class training, and PIB weekly reports (1.4).	4.8	\$	235.00	\$	1,128.00
August	22			\$	235.00	\$	-
August	23			\$	235.00	\$	-

August	24	Reviewed/responded to 17 messages ref SSA/FIP II Training Updates, Staffing and Supervision Bi-Weekly Call, BPD Proposed Behavioral Health Awareness Academy Training, Juvenile Interview and Interrogation, Revised SSA/FIP II Dates, and BPD Asset Forfeiture Policy.	1.5	\$	235.00	\$	352.50
August	25			\$	235.00	\$	-
August	26	Reviewed and responded to 10 messages ref SSA/FIP II Training Updates, Non BPD POIS Report, BPD Bloodborne Pathogens eLearning, Quarterly CE Forum @ Tue Oct 15, 2019 5pm - 7pm (CDT), and Urban Institute Evaluation of the National Initiative.	0.7	\$	235.00	\$	164.50
August	27			\$	235.00	\$	-
August	28			\$	235.00	\$	-
August	29	Prepared for and participated in SIRT update briefing on BPD OIS (0.6). Reviewed and responded to 12 messages ref PUBLIC COMMENT: PIB Investigations Manual, Training call, Staffing and Supervision Bi-Weekly Call, and September 5th Monthly Meeting (1.0).	1.6	\$	235.00	\$	376.00
August	30	Reviewed and responded to 5 messages ref media reports, Policy call, and union info.	0.5	\$	235.00	\$	117.50
August	31			\$	235.00	\$	-
			19.7	TOTAL:	\$	4,629.50	0

Baltimore Consent Decree Monitor
INVOICE

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				TOTAL:	\$ -

Subtotal Time:	\$	4,629.50
Subtotal Expenses:	\$	-
TOTAL:	\$	4,629.50

Unbilled Hours 0.00

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

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 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. 4. You may NOT 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Dupont	
	DATE SUBMITTED:	9/10/2019	
	YEAR:	2019	

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		Unbilled Hours
August	1			\$ 235.00	\$ -	Discussion of Peer Support Programs with other locations	0.9
August	2			\$ 235.00	\$ -	Monitoring Team Discussion on CPIC performance, review of CPIC Training minutes	0.4
August	3			\$ 235.00	\$ -		
August	4			\$ 235.00	\$ -		
August	5			\$ 235.00	\$ -		
August	6	Discussion of Joint Policy and Training Task Force Meeting Agenda with CPIC Leadership and BPD Training/Compliance	0.9	\$ 235.00	\$ 211.50		
August	7			\$ 235.00	\$ -		
August	8	Joint CPIC Policy and Training Meeting, review of meeting agenda and notes from call with CPIC and BPD Training/Compliance	2.2	\$ 235.00	\$ 517.00		
August	9			\$ 235.00	\$ -		
August	10			\$ 235.00	\$ -		
August	11			\$ 235.00	\$ -		
August	12	Training and CPIC Discussion with BPD Compliance and DOJ	1.1	\$ 235.00	\$ 258.50		
August	13			\$ 235.00	\$ -		

August	14	Discussion of Mental Health First Aid Curriculum (MHFA) with BPD Training, review of curriculum provided by DOJ Subject Matter Experts and revisions from CPIC Training	0.7	\$	235.00	\$	164.50	
August	15			\$	235.00	\$	-	
August	16			\$	235.00	\$	-	
August	17			\$	235.00	\$	-	
August	18			\$	235.00	\$	-	
August	19	Discussion of community involvement with Maryland Advocacy group, meeting with BPD Training, review of material regarding MHFA curriculum, review of revised recruit curriculum	2.3	\$	235.00	\$	540.50	
August	20			\$	235.00	\$	-	
August	21	Discussion of MHFA curriculum and BPD objectives with BPD Training	0.4	\$	235.00	\$	94.00	
August	22	Discussion of MHFA curriculum with DOJ and CPIC Training	1.2	\$	235.00	\$	282.00	
August	23			\$	235.00	\$	-	
August	24			\$	235.00	\$	-	
August	25			\$	235.00	\$	-	
August	26	Review of revisions to BPD Recruit training curriculum, discussion of revisions with BPD Training and Compliance	0.8	\$	235.00	\$	188.00	
August	27			\$	235.00	\$	-	
August	28	Review of meeting notes and recruit curriculum	0.3	\$	235.00	\$	70.50	
August	29			\$	235.00	\$	-	
August	30			\$	235.00	\$	-	
August	31			\$	235.00	\$	-	
			9.9	TOTAL:	\$	2,326.50		1.3

Subtotal Expenses:	\$	-
TOTAL:	\$	2,326.50
Unbilled	\$	1.30 hours

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

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 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 NOT 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>August</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.		
INVOICE SUBMITTED BY:	Parker				
DATE SUBMITTED:	8/30/2019				
YEAR:	2019				

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
August	1			\$ 250.00	\$ -		
August	2	Conference call regarding OPR investigations manual.	4.10	\$ 250.00	\$ 1,025.00		
August	3			\$ 250.00	\$ -		
August	4			\$ 250.00	\$ -		
August	5			\$ 250.00	\$ -		
August	6	Review OPR case 20180010 and file CIU-007425C; Review of OPR Files.	4.10	\$ 250.00	\$ 1,025.00	Review of OPR file CIU 18-003015C. (No charge)	1.00
August	7	Review of OPR file 2018-0111.	0.70	\$ 250.00	\$ 175.00	Review of OPR file CIU18-01052. (No charge); Review of OPR file CIU-00409. (No charge); Review of OPR file CIU18-003015C. (No charge)	2.90
August	8	Review OPR file no 2018-0067; Completing review of OPR file 2018-0067; Review of OPR file 2018-0334.	2.50	\$ 250.00	\$ 625.00	On the phone with Venconnect Helpline to try and get access unlocked. (No charge)	0.80
August	9			\$ 250.00	\$ -		
August	10			\$ 250.00	\$ -		
August	11			\$ 250.00	\$ -		
August	12			\$ 250.00	\$ -		
August	13			\$ 250.00	\$ -		
August	14	Review OPR file CIU18-00106; Review OPR CIU18-016325C; Review of OPR file CIU-000375C' Review of OPR File CIU-00224.	3.10	\$ 250.00	\$ 775.00		

August	15	Review of OPR file 2018-0124.	1.30	\$	250.00	\$	325.00	
August	16			\$	250.00	\$	-	
August	17			\$	250.00	\$	-	
August	18			\$	250.00	\$	-	
August	19			\$	250.00	\$	-	
August	20			\$	250.00	\$	-	
August	21			\$	250.00	\$	-	
August	22			\$	250.00	\$	-	
August	23			\$	250.00	\$	-	
August	24			\$	250.00	\$	-	
August	25			\$	250.00	\$	-	
August	26			\$	250.00	\$	-	Reviewing supplements and Appendix to the OPR Investigative Manual. (No charge) 0.20
August	27			\$	250.00	\$	-	
August	28			\$	250.00	\$	-	
August	29			\$	250.00	\$	-	
May	30			\$	250.00	\$	-	
August	31			\$	250.00	\$	-	
			15.80	TOTAL:	\$	3,950.00		4.90

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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
INVOICE SUBMITTED BY:	CMPI (BCMC – Kelly)		
DATE SUBMITTED:	9/5/2019		
YEAR:	2019		

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
August	1	Attended National Night Out Events at Easterwood Park, in Reservoir Hill and Upton where I spoke on the Consent Decree and handed out literature	1.8	\$ 235.00	\$ 423.00	Monitoring Team Check in call/Attended National Night Out Events at Easterwood Park, in Reservoir Hill and Upton where I spoke on the Consent Decree and handed out literature	0.5
August	2	Attended Bet on Baltimore 3rd Annual Summer Showcase in support of the group of youth from Dent Education(BMORE4Youth) which was created after my presentation where they presented their public awareness video on youth and Police engagement	1.7	\$ 235.00	\$ 399.50		
August	3			\$ 235.00	\$ -		
August	4			\$ 235.00	\$ -		
August	5			\$ 235.00			
August	6	Monitoring Team Check in call/Attended National Night Out Events at Easterwood Park, in Reservoir Hill and Upton where I spoke on the Consent Decree and handed out literature	2.4	\$ 235.00	\$ 564.00		
August	7			\$ 235.00	\$ -		
August	8			\$ 235.00	\$ -	Table at out for Justice at Oliver Recreation Center	2.6

August	9		\$	235.00	\$	-	
August	10		\$	235.00	\$	-	
August	11		\$	235.00	\$	-	
August	12		\$	235.00	\$	-	
August	13		\$	235.00	\$	-	Monitor Team Check in Call 0.4
August	14		\$	235.00	\$	-	
August	15	Attended Council Presidents Town Hall at the Baltimore City Community College. Both Council President Scott and Senator Antonio Hayes identified me as a member of the Monitoring Team and identified us as a resource for police issues. Placed 20 brochures on the table at the entrance, engaged multiple residents and distributed business cards	2.7	\$	235.00	\$	634.50
August	16		\$	235.00	\$	-	
August	17	Tabled at the ^th Annual Books and BBQ event in Edmondson Villiage, Over 300 people were in attendance and there was continual engagement throughout the day, multiple representitives joined me at the table throughout the day including Council President Scott, Councilman Irvin, Candidates Carmicheal Cannidy and Tori Rose as well as Earl Saunders from the DOJ	4.3	\$	235.00	\$	1,010.50
August	18		\$	235.00	\$	-	
August	19	Community Engagement Bi-Weekly meeting at Police HQ/ Neighborhood Liaison Meeting atBaltimore Community Mediation	2.6	\$	235.00	\$	611.00
August	20		\$	235.00	\$	-	Monitor Team Check in Call 0.6
August	21		\$	235.00	\$	-	
August	22		\$	235.00	\$	-	Tabled at Out for Justice at Oliver Recreation Center 2.1
August	23		\$	235.00	\$	-	
August	24		\$	235.00	\$	-	
August	25		\$	235.00	\$	-	
August	26		\$	235.00	\$	-	
August	27		\$	235.00	\$	-	Monitor Team Check in Call 0.4
August	28		\$	235.00	\$	-	
August	29		\$	235.00	\$	-	Tabled at Out for Justice at Oliver Recreation Center 1.7
August	30		\$	235.00	\$	-	

August	31	Attended various events during the Billie Holiday Festival in West Baltimore, first I attended the Cadillac Parade where I set Up at Pennsylvania Avenue Triangle Park, engaged over 100 people, handed out 50 brochures and 30 Monthly Monitors, 9 new subscribers to the newsletter. Attended the Jazz Performances at both the Avenue Bakery where I distributed 11 brochures and was asked to present to the evangelization committee at Providence Baptist Church. Also attended the Eubie Blake dedication at the Arch Social Club where I gave out about 10 flyers and left 10 in their lobby	3.5	\$	235.00	\$	822.50	
			19	TOTAL:	\$	4,465.00		8.3

Baltimore Consent Decree Monitor
INVOICE

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
TOTAL:				\$	-

Subtotal Time:	\$	4,465.00
Subtotal Expenses:	\$	-
TOTAL:	\$	4,465.00

Unbilled Hours 8.30

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

INITIALS

RK

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 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 NOT 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:	August		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
	INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton					
	DATE SUBMITTED:	9/6/2019					
	YEAR:	2019					

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
August	1	Made NL visit to the northern district. Strated collecting monthly invoices from NLS.	2	\$ 75.00	\$ 150.00		
August	2	Made NL visit to Northeast. Checked and responded to email. Posted to social media pages	2	\$ 75.00	\$ 150.00		
August	3			\$ 75.00	\$ -		
August	4			\$ 75.00	\$ -		
August	5	Checked and responded to emails. Did final collection of monthly NL invoices.	1	\$ 75.00	\$ 75.00		
August	6	Attended weekly CE Team conference call. Canvassed SE district on weekly log check	2	\$ 75.00	\$ 150.00		
August	7	Made weekly NL visit to Eastern district. Canvassed Eastern district on weekly log check	2.1	\$ 75.00	\$ 157.50		
August	8	Made visit to NL in Northern district. Cancassed Northern district on weekly log check	1	\$ 75.00	\$ 75.00		
August	9	Checked and answered emails. Made NL visit to Northeastern district. Canvassed Northeast on weekly log check.	1.5	\$ 75.00	\$ 112.50		
August	10			\$ 75.00	\$ -		
August	11			\$ 75.00	\$ -		
August	12	Canvassed Southeastern district on weekly log check. Checked and answered emails.	2.5	\$ 75.00	\$ 187.50		
August	13	Attended weekly CE Team conference call. Did CD presenattion at Bmore Healthy Babies Faith Leaders in the Community Meeting.	2.1	\$ 75.00	\$ 157.50		
August	14	Posted to social media pages. Made weekly NL visit to Eastern district and canvassed the district on weekly log check.	2	\$ 75.00	\$ 150.00		
August	15	Posted to social media pages. Made NL visit to Northern district and canvassed district on weekly log check	1.3	\$ 75.00	\$ 97.50		

Name:

Weekly Log

August	16	Checked and answered emails. Made NL visit to Northeastern district. Canvassed Northeast on weekly log check.	2	\$	75.00	\$	150.00
August	17			\$	75.00	\$	-
August	18			\$	75.00	\$	-
August	19	Prepared for and facilitated monthly NL meeting	4	\$	75.00	\$	300.00
August	20	Attended weekly CE Team conference call. Checked and answered emails.	1	\$	75.00	\$	75.00
August	21	Posted to social media pages. Made weekly NL visit to Eastern district and canvassed the district on weekly log check.	1.5	\$	75.00	\$	112.50
August	22	Posted to social media pages. Made NL visit to Northern district and canvassed district on weekly log check	2	\$	75.00	\$	150.00
August	23	Posted to social media pages. Checked and answered emails. Made NL visit to Northeastern district. Canvassed Northeast on weekly log check.	2.5	\$	75.00	\$	187.50
August	24	Attended corner crawl in Northern District	2	\$	75.00	\$	150.00
August	25			\$	75.00	\$	-
August	26			\$	75.00	\$	-
August	27			\$	75.00	\$	-
August	28			\$	75.00	\$	-
August	29			\$	75.00	\$	-
August	30			\$	75.00	\$	-
August	31			\$	75.00	\$	-
			34.5	TOTAL:	\$	2,587.50	0

Baltimore Community Mediation Center 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 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>August</u>	INVOICE SUBMITTED BY: <u>Alvonia Allen</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	DATE SUBMITTED:	YEAR: <u>2019</u>	

Sample Description:
Attend Howard Park Civic Association meeting

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
August	1			\$ 20.00	\$ -			
August	2			\$ 20.00				
August	3			\$ 20.00	\$ -			
August	4			\$ 20.00	\$ -			
August	5			\$ 20.00	\$ -			
August	6			\$ 20.00	\$ -			
August	7			\$ 20.00	\$ -			
August	8	Attended my weekly community engagement site (Edmondson Library) - distributed brochures and information	2	\$ 20.00	\$ 40.00			
August	9			\$ 20.00	\$ -			
August	10			\$ 20.00	\$ -			
August	11			\$ 20.00	\$ -			
August	12			\$ 20.00	\$ -			
August	13			\$ 20.00	\$ -			
August	14			\$ 20.00	\$ -			
August	15			\$ 20.00				
August	16				\$ -			

August	17	attended two community events handed out pamphelths and talked with comm members	3.5	\$	20.00	\$	70.00
August	18			\$	20.00		
August	19	Attended Monthly Neighborhood Liaison Meeting	1	\$	20.00	\$	20.00
August	20	attended Brandon Scotts Comm meeting , handed out pamphlets with community members	2.5	\$	20.00	\$	50.00
August	21			\$	20.00	\$	-
August	22	Attended my weekly community engagement site (Edmondson Library) - distributed brochures and information	2	\$	20.00	\$	40.00
August	23			\$	20.00	\$	-
August	24			\$	20.00	\$	-
August	25			\$	20.00	\$	-
August	26			\$	20.00	\$	-
August	27			\$	20.00	\$	-
August	28			\$	20.00	\$	-
August				\$	20.00	\$	-
August	30	Attended my weekly community engagement site (Edmondson Library) - distributed brochures and information	2	\$	20.00	\$	40.00
August	31			\$	20.00	\$	-
			13	TOTAL:	\$	260.00	0

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Howard Roberts	
	DATE SUBMITTED:	9/6/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1			\$ 20.00	\$ -		
August	2	Visited / dropped brochures at the Greenmount Rec on Greenmount ... left 15 ... NA / AA meeting ... big turnout ... found out they were open to me passing out brochures at their planned festival in park.	1	\$ 20.00	\$ 20.00		
August	3			\$ 20.00	\$ -		
August	4			\$ 20.00	\$ -		
August	5			\$ 20.00	\$ -		
August	6	Attended TURN-AROUND Tuesday at Zion Baptist - distributed brochures after session ... 5 to 10 in attendance ... did circulate with the brothers after session	1	\$ 20.00	\$ 20.00		
August	7	Eastside Community Action Center office day ... numbers low again today ... restocked display araea ... spoke to a few (4) sitting in waiting area after 12:40pm.	1	\$ 20.00	\$ 20.00		
August	8			\$ 20.00	\$ -		
August	9			\$ 20.00	\$ -		
August	10	Visited the Madison Rec ctr. to drop brochures ... not much traffic ... 15 brochures left	1	\$ 20.00	\$ 20.00		
August	11	Visited Chich Webb Rec ... appeared to have rec center employees meeting ... left 20 brochures in center	1	\$ 20.00	\$ 20.00		
August	12	Eastside Community Action Center office day ... worked site as usual ... good crowd early ... slowed down after 1ish. Distributed 10 brochures ... 2 commercials.	1	\$ 20.00	\$ 20.00		
August	13	Did another drive -by at the Oliver senior center ... 15 seniors in waiting area ... distributed a few and gave short overviews	1	\$ 20.00	\$ 20.00		
August	14	Visited Kirk Rec ... distributed brochures to 10 ... left 10 brochures in lobby.	1	\$ 20.00	\$ 20.00		
August	15	Eastside Community Action Center office day ... numbers were fair today ... restocked display araea ... spoke to a few (8) sitting in waiting area.	2	\$ 20.00	\$ 40.00		
August	16	Did a special Food distribution initiative at the Oliver center ... was able to offer the commercial and hand out brochures to nearly 40 ... ran out of brochures.	2	\$ 20.00	\$ 40.00		

August	17		\$	20.00	\$	-
August	18	Eastside Com Action Ctr. ... good turnout for end of month ... handed out 15 plus ... left 20 brochures in restocked area ... good day.	2	\$ 20.00	\$	40.00
August	19	Did car windows in area of Broadway center ... big meeting evidently at Recovery center ... just happened on it ... left old brochures w/ BPD in windows ... gave a few short overviews	1	\$ 20.00	\$	20.00
August	20		\$	20.00	\$	-
August	21		\$	20.00	\$	-
August	22		\$	20.00	\$	-
August	23		\$	20.00	\$	-
August	24		\$	20.00	\$	-
August	25		\$	20.00	\$	-
August	26		\$	20.00	\$	-
August	27		\$	20.00	\$	-
August	28		\$	20.00	\$	-
August	29		\$	20.00	\$	-
August	30		\$	20.00	\$	-
August	31		\$	20.00	\$	-
			15	TOTAL:	\$	300.00
						0

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY: Boykins	
	DATE SUBMITTED: 9/5/2019	
	YEAR: 2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1	SAO-District of MD, sponsored this re-entry event at Union Baptist Church. The Central District NL was the primary, my contribution was 1 hour; my wkl engagement is to follow. Many agencies and outreach providers were on hand. I networked with Me Helping You: You Helping Me-a faith based residential transitional program; SBA; Safe Streets; Safe Streets; Ofc. of Civil Rights and a few others. Although the area was extremely hot and uncomfortable (small tables had to be shared); no one seemed to mind and the few participants were able to garner the assistance they sought. 10 Brochures were provided during my time there and 7 people stopped by the table. Highlight - One resident had a concern with a broken window at her apt., courtesy of the youth in the area. She hesitated to file a police report, because she did not want any negitave actions toward them. However, she had no choice, because that report/document was needed for insurance purposes. The BPD's community engagement representative directed her to file a report. She asked for my assistance; I referred her to Mrs. Watts, who in turned spoke with an officer, he agreed to assist her and she was able to get the report. Grateful for the opportunity to provide resources to members of the community. I then left for my weekly engagement at the soup kitchen. I was excited to return from the Resource Fair, so that I could share info rec'd; in addition to CDNL/Brochures and chotzkies. Because the CD's budget is limited; I avail myself of these trinkets, in addition to providing treats. This sparks conversation for many, info is shared and knowledge is gained.	3.5	\$ 20.00	\$ 70.00		
August	2	This resources location - Food Pantry, serves a different population than that of the soup kitchen. Most residents just need a little grocery assistance to carry them over until their resources are replenished. I see new community residents the times the pantry is open (which is not on a regular schedule). However, any opportunity to share knowledge is a plus- 27 brochures were provided; in addition to "Cease Fire Weekend" flyers. It was shared that all want an end to this violence, as they fear for the lives of their children/grandchildren.	1.5	\$ 20.00	\$ 30.00		
August	3			\$ 20.00	\$ -		

August	4		\$	20.00	\$	-
August	5	Attended the "Safe Streets McCabe" new location Grand Opening of their new location. This organization has been serving communities throughout the City of Baltimore for 12 years. I had the pleasure of meeting their Director, Manager, Norther District CRC President and many community residents who were unaware this organization existed, nor familiar with the Consent Decree. However, upon gaining insight, they are happy they will be community partners and hope they have something positive to report to the CDNL.	1 \$	20.00	\$	20.00
August	6		\$	20.00	\$	-
August	7		\$	20.00	\$	-
August	8	The atmosphere at the Soup Kitchen this week was one of sadness. Majority of the conversation was centered on precious Malaci Lawson's disappearance and untimely death, coupled with the increase in shootings in and around Baltimore and mass shooting in the country. Most just wanted to have lunch in peace, read and/or meditate. I observed guests just sitting....staring in space (not the usual drug induced staring). 11 brochures were accepted. Despite the mood, I managed to help those who came to speak and take handouts; including an addition to the brochure - a cheat sheet if you will, which is a synopsis of how the NL and Citizens fit into the CD's mission. Thanks to Wanda-Central NL for having this at the Re-entry event and providing me with a copy upon request. A sign-up sheet for the Monthly Monitor was on the table. At first, some thought they had to sign up to get the candy, as they just started filling in the spaces w/o reading the form. Its interesting how programmed we've become. Just sign anything for a little something. Overall uneventful lunch, just the way we all would like it.	2.5 \$	20.00	\$	50.00
August	9		\$	20.00	\$	-
August	10		\$	20.00	\$	-
August	11		\$	20.00	\$	-
August	12		\$	20.00	\$	-
August	13		\$	20.00	\$	-
August	14		\$	20.00	\$	-
August	15		\$	20.00	\$	-
August	16		\$	20.00	\$	-
August	17		\$	20.00	\$	-
August	18		\$	20.00	\$	-

August	19		\$	20.00	\$	-	
August	20		\$	20.00	\$	-	
August	21		\$	20.00	\$	-	
August	22	Weekly attendance at this Week's Soup Kitchen was good, as was the mood. Those that were interested (43), like the CD Cheat Sheet - the breakdown helps them understand how they fit into the scheme of things- 18 brochures were provided. Each week I try to have other items of interest; this time I shared info about the Billy Holiday Festival. I handed out flyers and provided two posters to a contact at the Department of Human Resources (DHR). In addition, I replenished the brochures at the Sandtown Senior Center common area with 15 and promoted the Billie Holiday Festival schedule of events.	2.5	\$	20.00	\$	50.00
August	23		\$	20.00	\$	-	
August	24	My 1st "Corner Crawl" Manna House and surrounding community (25th & St. Paul) was as I'd hoped it would be. The weather was perfect for canvassing the Harwood Community. Most were receptive and those that were not were respectful. An inquiry of my "Tshirt" that was provided by the Monitoring Team (thank you), sparked a conversation regarding the Consent Decree. The trio, enjoying the outside seating at the Terra Cafe was unaware of the teams existence and express joy that this type of work is being done. The gentleman of the group, stated that he "hopes something good will come from the death of Freddie Gray." I provided them with brochures and the "cheat sheet". The day was a success overall. Looking forward to the next community canvassing.	2	\$	20.00	\$	40.00
August	25		\$	20.00	\$	-	
August	26		\$	20.00	\$	-	
August	27		\$	20.00	\$	-	
August	28		\$	20.00	\$	-	
August	29		\$	20.00	\$	-	
August	30		\$	20.00	\$	-	

<p>August 31</p>	<p>The opportunity to share information regarding the Consent Decree, networking and being a resource to community residents is very rewarding and humbling. As for the venue - the Billie Holiday Festival- the CD table was a welcoming sight, in that we provided information that most did not know existed. One individual thought we represented the BPD's MT and shared that "we had an uphill climb"; I then clarified the NL's role, to which he wished me well and said "the work we do is necessary work." It was disappointing that the event was not well attended - at least at the performance area; that said...the goal of passing along and sharing information was attained; handed out 51 brochures- 67 stopped by the table -7 signed up for the monitor. I will note (absent the CDNL tablecloth-a CD Sign was displayed and I was sportng our new Tshirt) that not one BPD officer- for the hour they were there at the "Visit BMore" table taking selfies and the like - an entity operated by youth - which was directly next to ours, waved, nodded or acknowledged our presence in any way, including as they walked by upon their departure. A in depth conversation lengthy conversation was not seeked. just perhaps an hello...as other attendees shared would have been welcomed. Heck, even a gentleman who was "feeling no pain" engaged in conversation. Would it have hurt? Especailly since coneverations with residents, could lead to a commendation and/or positive comment(s).</p>	<p>2</p>	<p>\$ 20.00</p>	<p>\$ 40.00</p>	
		<p>15</p>	<p>TOTAL:</p>	<p>\$ 300.00</p>	<p>0</p>

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Jackson	
	DATE SUBMITTED:	9/3/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1			\$ 20.00	\$ -		
August	2	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1.5	\$ 20.00	\$ 30.00		
August	3			\$ 20.00	\$ -		
August	4			\$ 20.00	\$ -		
August	5			\$ 20.00	\$ -		
August	6			\$ 20.00	\$ -		
August	7			\$ 20.00	\$ -		
August	8			\$ 20.00	\$ -		
August	9	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1.5	\$ 20.00	\$ 30.00		
August	10	Northbrooke Apts. Pamphlet Distribution, engagement with residents.	1	\$ 20.00	\$ 20.00		
August	11			\$ 20.00	\$ -		
August	12			\$ 20.00	\$ -		
August	13			\$ 20.00	\$ -		
August	14			\$ 20.00	\$ -		
August	15			\$ 20.00	\$ -		

August	16	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure and Pamphlet Distribution in residential dwellings on Radecke Ave	3.5	\$	20.00	\$	70.00
August	17			\$	20.00	\$	-
August	18			\$	20.00	\$	-
August	19	Monthly CD Staff Meeting at BMC	1	\$	20.00	\$	20.00
August	20			\$	20.00	\$	-
August	21			\$	20.00	\$	-
August	22			\$	20.00	\$	-
August	23	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1.5	\$	20.00	\$	30.00
August	24	Northern District Corner Crawl with Cd Team (Greenmount & 25th St 4 x 4 block radius) Engagement with businesses and residents. Pamphlet Distribution	2	\$	20.00	\$	40.00
August	25			\$	20.00	\$	-
August	26			\$	20.00	\$	-
August	27			\$	20.00	\$	-
August	28			\$	20.00	\$	-
August	29	5009 Frankford Ave (Post Acute Care Center). Pamphlet Distribution, engagement with residents.	1	\$	20.00	\$	20.00
August	30	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to	2	\$	20.00	\$	40.00
August	31			\$	20.00	\$	-
			15	TOTAL:	\$	300.00	0

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Tsiongas	
	DATE SUBMITTED:	9/3/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1	Call with Criminal Justice Policy lead at ACLU Maryland discussing work with Consent Decree and other initiatives.	0.5	\$ 20.00	\$ 10.00		
August	2			\$ 20.00	\$ -		
August	3			\$ 20.00	\$ -		
August	4			\$ 20.00	\$ -		
August	5			\$ 20.00	\$ -		
August	6			\$ 20.00	\$ -		
August	7			\$ 20.00	\$ -		
August	8			\$ 20.00	\$ -		
August	9			\$ 20.00	\$ -		
August	10	Attended monthly LRJC meeting at church in SE. Shared Consent Decree Updates, brochures and newsletters	2	\$ 20.00	\$ 40.00		
August	11			\$ 20.00	\$ -		
August	12	Attended monthly Patterson Park Neighborhood Association meeting	1	\$ 20.00	\$ 20.00		
August	13	Attended Baltimore Harm Reduction Coalition public meeting on the War on Drugs. Left Consent Decree info with staff for possibility of future collaboration.	1.5	\$ 20.00	\$ 30.00		
August	14			\$ 20.00	\$ -		
August	15			\$ 20.00	\$ -		
August	16			\$ 20.00	\$ -		

August	17		\$	20.00	\$	-
August	18		\$	20.00	\$	-
August	19	Weekly community tabling in Patterson Park	1	\$ 20.00	\$	20.00
August	20	Attended monthly Consent Decree Monitoring Team Neighborhood Liaison meeting	1	\$ 20.00	\$	20.00
August	21		\$	20.00	\$	-
August	22		\$	20.00	\$	-
August	23		\$	20.00	\$	-
August	24	Community engagement at Corner Crawl in Northern District for Consent Decree Monitoring Team with fellow Neighborhood Liaisons. Leaving brochures with businesses, individuals and discussing police interactions with community.	2	\$ 20.00	\$	40.00
August	25	Weekly community tabling in Patterson Park	1.5	\$ 20.00	\$	30.00
August	26		\$	20.00	\$	-
August	27	Attended Council President Scott's SE Townhall	2	\$ 20.00	\$	40.00
August	28		\$	20.00	\$	-
August	29		\$	20.00	\$	-
August	30	Weekly community tabling in Patterson Park	1.5	\$ 20.00	\$	30.00
August	31		\$	20.00	\$	-
			14	TOTAL:	\$	280.00
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TOTAL:				\$	25.00

Subtotal Time:	\$ 280.00
Subtotal Expenses:	\$ 25.00
TOTAL:	\$ 305.00
Unbilled Hours	0.00

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

Baltimore Community Mediation Center 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 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: August		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY: Dunaway		
	DATE SUBMITTED: 9/6/2019		
	YEAR: 2019		

Sample Description:
 Attend Howard Park Civic Association meeting

TIME

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

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Roberts, M.	
	DATE SUBMITTED:	9/4/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1			\$ 20.00	\$ -		
August	2			\$ 20.00	\$ -		
August	3			\$ 20.00	\$ -		
August	4			\$ 20.00	\$ -		
August	5			\$ 20.00	\$ -		
August	6			\$ 20.00	\$ -		
August	7			\$ 20.00	\$ -		
August	8			\$ 20.00	\$ -		
August	9			\$ 20.00	\$ -		
August	10			\$ 20.00	\$ -		
August	11			\$ 20.00	\$ -		
August	12			\$ 20.00	\$ -		
August	13			\$ 20.00	\$ -		

August	14	Weekly Outreach Hours at Govans Library. Traffic is starting pickup in the library. We had 9 families come for the reading hour. 2 of the parents came over to talk with me while they were waiting to go into the auditorium. There were 11 people in the computer lab area. I had one woman come up and thank me for being present in the library in case someone needed to talk about police interactions. She went on to say that there is a lot of important work to do relative to police reform. She took a brochure for herself and a friend.	1.2	\$	20.00	\$	24.00
August	15			\$	20.00	\$	-
August	16		0	\$	20.00	\$	-
August	17		0	\$	20.00	\$	-
August	18		0	\$	20.00	\$	-
August	19	Monthly Liaison Meeting	1	\$	20.00	\$	20.00
August	20		0	\$	20.00	\$	-
August	21		0	\$	20.00	\$	-
August	22	Weekly Outreach Hours at Govans Library. It was absolutely empty at the library. During the month of September, I think I am going to try and do daytime hours again and coincide with some programming. I was able to give the library guard and librarian a complete update on our activity.	1	\$	20.00	\$	20.00
August	23			\$	20.00	\$	-
August	24	Outreach in the Community, Community Crawl with Entire Monitoring Team. We had a great day of covering the a large portion of the Harwood Community Association. We handed flyers out to people on the street, we went into stores, we visited with folks by Manna House, we placed flyers on cars. It was a great day. I know that I had 43 flyers when I left the house.	2	\$	20.00	\$	40.00
August	25			\$	20.00	\$	-
August	26	Outreach: LGBTQ Commission Annual Start Up Meeting. I joined the Baltimore City LGBTQ Commission so that I could bring information about the Baltimore Consent Decree. I will be joining the Safety and Security committee.	2	\$	20.00	\$	40.00
August	27			\$	20.00	\$	-
August	28	Resident Outreach. I got to speak with a resident from Old Goucher about the Consent Decree while at an event hosted by the Baltimore Planning Department. I was able to find out that the resident's sister lives down the street from me on Ilchester and I am going to go by her house this weekend at his advice.	0.1	\$	20.00	\$	2.00
August	29	Weekly Outreach Office Hours at Govans Library and Email Blast to District 14. It was not completely empty but still not as busy as the 1:00 PM time slot. There were no major conversations. I was able to talk three people and give them a brochure; Email sent to all of the District 14 constituents about the Northern District Neighborhood Liaison's office hours.	1.6	\$	20.00	\$	32.00

August	30	Outreach at Concerted Care Group Meeting. I was able to speak with Mike Lilly who heads the CCG Advisory Group and Ron Shelley who heads the Concerted Care Foundation. I was able to tell them about the monitoring team and promised to bring 50 brochures back to them. The facility at this location sees 709 patients a day and they have a resource wall. I have asked that our brochure be added to the resource wall and other staff members be told about our pamphlets.	0.2	\$	20.00	\$	4.00
August	31	Reading Consent Decree Materials Open for Comment. I wanted to go through the latest batch of materials open for comment. I did a medium read of the materials.	1	\$	20.00	\$	20.00
			10.1	TOTAL:	\$	202.00	0

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Curtis	
	DATE SUBMITTED:	9/6/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1			\$ 20.00	\$ -		
August	2	I did my weekly visit but then was asked to speak on the Consent Decree. Many have concerns on the time it takes for the police to arrive once they are called!	1	\$ 20.00	\$ 20.00		
August	3	I started at North and Hilton but went to Charles, Greenmount, and near the school board & A community event and safety meeting.	5	\$ 20.00	\$ 100.00		
August	4			\$ 20.00	\$ -		
August	5	they need more Bouchures but then 2 women walked in and wondered what I was passing out. I sat with them and educated them on the CD. (Then the Shooting happened!)	1	\$ 20.00	\$ 20.00		
August	6			\$ 20.00	\$ -		
August	7			\$ 20.00	\$ -		
August	8			\$ 20.00	\$ -		
August	9			\$ 20.00	\$ -		
August	10	This was a luncheon for Community Partners. I was asked to speak about the Consent Decree and explain any updates & I was the guest speaker to speak about restoring thr church with knowing our rights. It was a youth fest. On Park heights and Keyworth ave	4	\$ 20.00	\$ 80.00		
August	11			\$ 20.00	\$ -		
August	12			\$ 20.00	\$ -		
August	13			\$ 20.00	\$ -		
August	14			\$ 20.00	\$ -		

August	15		\$	20.00	\$	-
August	16		\$	20.00	\$	-
August	17		\$	20.00	\$	-
August	18		\$	20.00	\$	-
August	19	Attended Monthly NL Meeting	1 \$	20.00	\$	20.00
August	20		\$	20.00	\$	-
August	21		\$	20.00	\$	-
August	22		\$	20.00	\$	-
August	23		\$	20.00	\$	-
August	24	Corner crawl & I present the consent decree bouchures and signed up to speak at other community meetings in the area	3 \$	20.00	\$	60.00
August	25		\$	20.00	\$	-
August	26		\$	20.00	\$	-
August	27		\$	20.00	\$	-
August	28		\$	20.00	\$	-
August	29		\$	20.00	\$	-
August	30		\$	20.00	\$	-
August	31		\$	20.00	\$	-
			15	TOTAL:	\$	300.00
						0

Baltimore Community Mediation Center 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 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>August</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Watts	
	DATE SUBMITTED:	9/6/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
August	1	MADISON PARK COMMUNITY ASSOCIATION. GAVE PRESENTATION WITH CHEAT SHEET AND DISCUSSED THEIR EXCELLENT RELATIONSHIP WITH THE POLICE IN THEIR DISTRICT.	3.5	\$ 20.00	\$ 70.00		
August	2			\$ 20.00	\$ -		
August	3			\$ 20.00	\$ -		
August	4			\$ 20.00	\$ -		
August	5			\$ 20.00	\$ -		
August	6			\$ 20.00	\$ -		
August	7			\$ 20.00	\$ -		
August	8			\$ 20.00	\$ -		
August	9			\$ 20.00	\$ -		
August	10			\$ 20.00	\$ -		
August	11			\$ 20.00	\$ -		
August	12	MCVETS RESIDENTIAL HOUSING FOR MALE/FEMALE VETERANS. PRESENTED TO 124 VETERANS AND STAFF MEMBERS. THEY HAD LOTS OF QUESTIONS ABOUT HOW CONSENT DECREE WAS BEING IMPLEMENTED AND WILL VISIT WEBSITE TO REVIEW POLICY AND PROCEDURES.	3	\$ 20.00	\$ 60.00		

August	13	LINDEN PARK APARTMENTS ALSO SETON HILL ASSOCIATION. SAT THROUGH THEIR REGULAR MEETING AND AM SCHEDULED FOR SEPT 10 WHEN THEY EXPECT A LARGER CROWD BECAUSE OWNER WILL BE PRESENT. MIXED GROUP OF SENIORS AND OTHERS// SETON HILL HAD APPROX 20 MEMBERS PRESENT AND WERE ENTHUSIASTIC ABOUT SHARING INFO ON SOCIAL MEDIA AND IN NEWSLETTER	3	\$	20.00	\$	60.00
August	14			\$	20.00	\$	-
August	15			\$	20.00	\$	-
August	16	NANCY BY SNAC. TALKED WITH DIRECTORS AND WILL BE SCHEDULING FACEBOOK LIVE IN SEPTEMBER FROM LOCATION WITH WMIX RADIO	2.5	\$	20.00	\$	50.00
August	17			\$	20.00	\$	-
August	18			\$	20.00	\$	-
August	19	MONTHLY NEIGHBORHOOD LIAISON MEETING	1	\$	20.00	\$	20.00
August	20			\$	20.00	\$	-
August	21			\$	20.00	\$	-
August	22			\$	20.00	\$	-
August	23			\$	20.00	\$	-
August	24	CORNER CRAWL IN GREENMOUNT. HANDED OUT BROCHURES AND INFIRMATION TO 60 PEOPLE	2	\$	20.00	\$	40.00
August	25			\$	20.00	\$	-
August	26			\$	20.00	\$	-
August	27			\$	20.00	\$	-
August	28			\$	20.00	\$	-
August	29			\$	20.00	\$	-
August	30			\$	20.00	\$	-
August	31			\$	20.00	\$	-
			15	TOTAL:	\$	300.00	0

