

Seth A. Rosenthal

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January 14, 2020

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 – November 2019 Invoice*

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

Narrative Summary

This invoice accounts for time worked from November 1 – November 30, 2019 by Team members Ken Thompson, Seth Rosenthal, Charles Ramsey, Theron Bowman, Randy Dupont, Brian Maxey, Hassan Aden, Matthew Barge, Jessica Drake (as both community engagement team member and executive assistant), Nola Joyce, Tracey Meares, 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 \$129,701.80. Of the time submitted in this invoice, 113.7 hours, or 17.3%, were *pro bono*, or unbilled and donated to the City of Baltimore. By recording 17.3% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of \$38,935.50.

Work performed in November 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 a community survey, including working with Morgan State University's Institute for Urban Research
- In-person and telephonic meetings, in-person site visits with BPD officials, City officials and Department of Justice personnel regarding Consent Decree requirements on stops/searches/arrests, interactions with individuals with behavioral health disabilities, technology and data collection and maintenance, interactions with youth, impartial policing, misconduct investigations and discipline, training, sexual assault investigations, First Amendment protected activities, supervision, staffing, recruitment, hiring, officer assistance and support, compliance reviews and outcome assessments
- 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, responses to reports of sexual assault, impartial policing, sex trafficking of minors, and interactions with individuals with behavioral health disabilities and in crisis
- Work on revisions to BPD policies in the area of misconduct investigations and discipline (including development of an intake/classification manual for the Public Integrity Bureau), youth interrogations, officer-involved sexual misconduct, First Amendment protected activities (specifically, standard operating procedures for BPD's Mobile Field Force), and peer support
- Continuing comprehensive review of PIB internal affairs investigations in 2018
- Beginning development of outcome assessment measures
- 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 behavioral health awareness and crisis intervention training curricula

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- Consulting BPD on developing community policing and staffing plans, and reviewing and providing feedback on drafts
- Consulting BPD on developing and implementing recruitment, hiring and retention plans
- Meetings and communications with Judge Bedrar to inform him and receive his feedback about the progress of the project
- Preparing and updating content for the team's website
- Engaging with residents on social media

Invoice Summary

Invoice Totals

	Previously Billed (FY 2020)	November 2019 Billed	Fiscal YTD 2020 Billed
Services	\$511,238.00	\$124,057.75	\$635,295.75
Expenses	\$17,282.72	\$5,644.05	\$22,926.77
TOTAL Services and Expenses	\$528,520.72	\$129,701.80	\$658,222.52

FY2020 Budget¹	\$1,591,162.20
Funds Remaining in FY2020 Budget	\$932,939.68
Percentage of Funds Used in FY2020 Budget	41.37%
Fiscal 2020 YTD Value of pro bono Services	\$235,232.25

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

Breakdown of Billable Hours & Expenses

November	Total Hours	Billed Hours	Pro Bono Hours	Total Services Billed	Total Expenses Billed
Thompson	76.4	48.6	27.8	\$23,085.00	\$0.00
Rosenthal	95.3	73.7	21.6	\$35,007.50	\$0.00
Aden	48	39.5	8.5	\$9,282.50	\$306.00
Barge	42	40.5	1.5	\$9,517.50	\$1,418.37
Drake	9.5	6.4	3.1	\$1,504.00	\$0.00
Drake (Exec. Ass't)	34.3	34.3	0	\$1,286.25	\$0.00
Joyce	15	11	4	\$2,585.00	\$0.00
Meares	13.8	13.8	0	\$3,243.00	\$0.00
O'Toole	0.6	0.6	0	\$141.00	\$0.00
Ramsey	27.7	24.3	3.4	\$5,710.50	\$0.00
Smoot	22.1	14.1	8	\$3,313.50	\$1,033.64
Villasenor	34.1	34.1	0	\$8,013.50	\$0.00
Ray Kelly	24.7	17.7	7	\$4,159.50	\$1,671.60
Darnyle Wharton	55.7	55.7	0	\$4,177.50	\$0.00
Neighborhood Liaisons	91.1	91.1	0	\$1,822.00	\$225.00
Dupont	54.6	27.3	27.3	\$6,415.50	\$989.44
Bowman	14.2	14.2	0	\$3,337.00	\$0.00
Maxey	7.7	6.2	1.5	\$1,457.00	\$0.00
Total	659.1	553.1	113.7	\$124,057.75	\$5,644.05

Individual Invoices and Supporting Documentation

The remainder of this invoice includes the individual invoices of all Team members who submitted invoices for November 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 to receive them only for some but not all days while traveling to and working in Baltimore. This constitutes additional, ongoing savings to the City.

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

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

Sincerely,



Seth Rosenthal
Deputy Monitor

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	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>November</u>					
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
November	1	Telephone conference with T. Mygatt and D. Beck re: Consent Decree issues and brief Monitoring Team and Court; review Stop Search and Arrest training materials and surveys; review select areas in the GAP analysis in preparation with meeting with R. Dupont; follow up with S. Sullivan re Police Involved Shooting issues	3.2	\$ 475.00	\$ 1,520.00	Work on setting up meeting with select members of the Monitoring Team and Mr. Bromwich and his team; work on logistics for net week's monthly meeting	1.3
November	2			\$ 475.00	\$ -		
November	3			\$ 475.00	\$ -		
November	4	Review materials forwarded by the Court re: internal officer issue and collaborate with H. Aden re: same (.8); review BPD Submission (.6); review draft Retention Plan and Consolidate membedcommunity comments and FOP Comments; review member involved sexual misconduct policy; telephone conference with S. Rosenthal re: survey issues	3.4	\$ 475.00	\$ 1,615.00		
November	5	Meet with M. Bromwich; review CPIC Data subcommittee documents; attend weekly Community Engagement Meeting and review materials submitted by D. Wharton; review material in preparation for tomorrow's meeting with Judge re: survey issues; review N. Joyce's and DOJ's comments re: Sex Trafficking E. Learning ; review DOJ and Monitoring Team Submission for monthly meeting with Court	3.3	\$ 475.00	\$ 1,567.50	Work on logistics for Friday's Monthly Meeting; review materials in preparation for tomorrow's Community Meeting	1.2
November	6	Review correspondence from Morgan re: survey issues and evaluate same; re-review portions of the Parties Submission in preparation for Friday's monthly Court meeting; re-review draft Youth Interrogation Policy in preparation for tonight's meeting; travel to and attend Violetville Community meeting	2.6	\$ 475.00	\$ 1,235.00		
November	7	Re-review portions of GAP analysis; review portions of PIB draft manual; review video of 1/30119 Police Involved Shooting; prepare for a tomorrow's monthly meeting	2.6	\$ 475.00	\$ 1,235.00	Several telephone conferences with Rev. Ray re: Saturday's event in Poplar Grove neighborhood; work on net year's meeting and hearing schedule	0.8
November	8	Review correspondence from parties regarding youth interrogation policies and practice; review BPD Use of Force Training certification; review correspondence from Morgan and related material re: Survey issues; prepare for and attend monthly meeting	3.6	\$ 475.00	\$ 1,710.00	Review correspondence from G. Lippman re: CPIC issues; work on logistics for Friday's meeting with Mayor Young	0.6

November	9			\$ 475.00	\$ -	Attend Neighborhood Cleanup at Rehobeth Church of God	2.2
November	10			\$ 475.00	\$ -		
November	11	Review materials submitted by S. Sullivan re: Use of Force policy publication; re-review portions of Community Policing Plan; communicate with R. Dupont re: GAP analysis issue	1.1	\$ 475.00	\$ 522.50		
November	12	Participate in Community Engagement Meeting; Begin review of latest version of draft Staffing Plan; review CPIC meeting notes; review draft Retention Plan; review select portions of PIB draft manual and comments re: same	3.6	\$ 475.00	\$ 1,710.00	Prepare response to community member re: surveillance plan; review officer stories provided by S. Sullivan; work on schedule to present to the Court for next year	1.7
November	13	Complete revision of latest draft of Staffing Plan and participation in telephone conference re: same; review draft Retention Plan	2.6	\$ 475.00	\$ 1,235.00	Work on logistics for next Monitor meeting with the Court and next year's Court schedule; communication with the Court re: upcoming meeting with Mayor Young;	1.5
November	14	Attend Behavioral Hearing training curriculum pilot	4.2	\$ 475.00	\$ 1,995.00	Review and respond to communication from Court re: net year's schedule; review M.T. communication re: PIB manual	1
November	15	Attend Court conference with Mayor Young; review Public Defender Office comments re: Youth Policing	1.7	\$ 475.00	\$ 807.50	Review Training Matrix; review updates with S. Rosenthal re: Community Survey issue	1
November	16			\$ 475.00	\$ -		
November	17			\$ 475.00	\$ -		
November	18	Participate in neighborhoods liaison meeting and Facebook Live; review Legal Defense Fund comments on School Policing Now	2.5	\$ 475.00	\$ 1,187.50	Review final version of PIB Manual; review Community Policing Reports that include N. Joyce's comments; review D. Wharton's summary of October N.L. meeting; review DOJ comments re: activation of use of force policing; review feedback from youth discussion re: policing 1207	2.5
November	19	Review version 3 of Staffing Plan and telephone conference with N. Joyce re: same; participate in community engagement weekly meeting	1.1	\$ 475.00	\$ 522.50	Telephone conference with R. LeIb re: N.L. meeting; work on logistics for next year's meeting and hearing schedule; review Carter v. State in connection with Stop, Search and Arrest issue	1.3
November	20	Review potential of Staffing Plan and telephone conference with N. Joyce re: same; participate in ride along	5.3	\$ 475.00	\$ 2,517.50	Participate in ride along; work on location for next month's court meeting	5.2
November	21	Review selected portions of GAP analysis in preparation for meeting with R. Dupont and J. Green; Review S. Rosenthal and N. Joyce comments to staffing plan as relayed to BPD; review portion of PIB manual	2.4	\$ 475.00	\$ 1,140.00	Meet with R. Dupont and J. Green to discuss CPIC issue	2
November	22	Review Stop Search and Arrest training materials; continue to evaluate draft staffing plan	2.5	\$ 475.00	\$ 1,187.50	Meet with S. Rosenthal and go over relevant information to assist in independent investigation of GTTF; work on logistics for net month's meeting	1
November	23			\$ 475.00	\$ -		
November	24			\$ 475.00	\$ -		
November	25	Review S. Sullivan's updates re: activation of use of force policies and review relevant portions of same to evaluate press response; review select portions of Sexual Assault Investigation training	2.2	\$ 475.00	\$ 1,045.00	Re-review portions of GAP Analysis; telephone conference with S. Rosenthal re: Staffing Plan concerns; re-review portion of PIB manual	3.2
November	26	Telephone conference with D. Beck and T. Mygatt re: surveillance plane issue	0.2	\$ 475.00	\$ 95.00		
November	27	Review comments from Public Defender's office regarding Stop Search and Arrest E-Learning; review notes from meeting with J. Green and R. Dupont and review portion of GAP analysis in preparation for meeting with G. Lippman	0.5	\$ 475.00	\$ 237.50	Review material regarding technology issue in preparation for next week's monthly progress meeting; work on meeting logistics	1.3
November	28			\$ 475.00	\$ -		
November	29			\$ 475.00	\$ -		

November	30			\$ 475.00	\$ -		
November	31			\$ 475.00	\$ -		
				48.6	TOTAL:	\$ 23,085.00	27.8

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:		November			
INVOICE SUBMITTED BY:		Rosenthal			
DATE SUBMITTED:		12/18/2019			
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		
November	1	Confer with Barge re community survey and SSA/FIP II training; telephone conference with DOJ and Barge re SSA/FIP II training; review and comment on Mobile Field Force SOP; telephone conference with Barge and Morgan State re community survey and email court re same; telephone conference/emails with parties re SSA/FIP II training; emails with Barge and Meares re SS/FIP II training	4.1	\$ 475.00	\$ 1,947.50	Draft responses to Twitter question re officer involved shooting in August 28; emails with Bromwich re meeting on independent GTTF investigation; emails and confer with Thompson re surveillance plan issue; emails with Maxey re invoicing	1.1		
November	2			\$ 475.00	\$ -				
November	3	Review and comment on latest draft of fair and impartial policing module for SSA/FIP II training and emails with Barge, Meares and Villasenor re same; review and comment on draft Mobile Field Force SOP and emails with Ramsey and DOJ re same	4.5	\$ 475.00	\$ 2,137.50				
November	4	Telephone conference with M. Barge re communit survey and SSA/FIP II training review; confer with Thompson re community survey; emails with DOJ and BPD re SSA/FIP II training; review and comment on SSA/FIP II training and emails with Barge, Meares and Villasenor re same; emails with DOJ and BPD re PIB interactions updates; review e-tix data fields in advance of call with parties; preapre notice of approval of peer support program policy	3.1	\$ 475.00	\$ 1,472.50	Respond to Twitter questions; emails with Barge and parties re go-live date for various policies; review budget vs actual expenditures YTD; review and comment on SSA/FIP II training	1.8		
November	5	Review and comment on SSA/FIP II training and emails with Meares and Barge re same; review DOJ comments on SSA/FIP II training and emails with DOJ re same; meeting with Bromwich team re GTTF investigation; telephone conferehce with BPD and DOJ re re-tix functionality and follow up email with Barge and DOJ re same; emails with Court re community survey	5.1	\$ 475.00	\$ 2,422.50	Community engagement team call and follow up emails; emails re sex trafficking of minors clearing	0.5		
November	6	Review and comment on SSA/FIP II training and emails with Meares and Barge re same; telephone conference with judge on community survey; emails with IUR on community survey; emails with BPD re upcoming meetings on SSA/FIP II training; confer/emails with DOJ re e-tix functionality	4.6	\$ 475.00	\$ 2,185.00	Telephone conference with Guy re renewing BCMC contract; emails with Barge and Thompson re community survey; emails with BPD on PIB investigation updates; emails with MT re certification of UOF training; telephone conference with Barge re various issues	1.7		
November	7	Work on SSA/FIP II training with parties at Academy; emails with IUR re community survey and confer with Barge re same and re outcome assessments; telephone conference with parties on outcome assessments	6.1	\$ 475.00	\$ 2,897.50	Emails re neighborhood Association meetings; review and emails with parties re notice of extension of deadline for First Amendment activities assessment; review material on compliance reviews/outcome assessments for monthly court meeting; emails re draft retention plan and BPD member comments; emails re PIB investigation updates; draft emails with IUR re community survey	2		
November	8	Work on SSA/FIP II training with parties at Academy; meeting with court and parties on outcome assessments; emails with IUR and Barge re community survey and confer with Barge re same	6.8	\$ 475.00	\$ 3,230.00	Emails re Mobile Field Force SOP, e-tix functionality, youth interrogation policy, UOF assessment, UOF training certification	0.5		
November	9	Emails with DOJ and BPD re e-tix functionality	0.2	\$ 475.00	\$ 95.00	Emails with IUR re community survey; emails with BCMC re renewing contract; emails re staffing plan deadlines	0.8		

November	10			\$	475.00	\$	-		
November	11	Review and emails with BPD re 1st Amendment protected activity BWC audits; review monitoring plan deliverables and emails with responsible MT members re same; review materials on UOF policies (memo on Policy 1503, minor revisions to Policy 710) and emails with Barge and Villasenor re same; emails with Aden re PIB manual	1.8	\$	475.00	\$	855.00	Attention to BCMV engagement letter and emails with Thompson re BCMC role; emails re Venable IT issues for compliance reviews; emails re community survey; review BPD officer stories on web; review proposed 2020 court meetings/hearings schedule and email with Thompson re same	1.3
November	12	Review and comment on revised staffing plan and emails with Joyce re same; review DOJ comments on Mobile Field Force SOP and email with DOJ re same; email with Dupont re behavioral health awareness training for recruits and officers and review/revise notice of extension of deadline for initiating recruit training; confer with Aden re PIB manual; emails with parties re 1st Amendment protected conduct assessment rubric	4.5	\$	475.00	\$	2,137.50	Emails with parties and IUR re community survey; emails with parties re citizen hearing board training; weekly community engagement team call; emails re questions to liaisons re surveillance drone technology; emails with BCMC re FY20 contract	
November	13	Telephone conference with IUR and M. Barge re community survey, follow up discussion with Thompson, and emails with parties; emails with DOJ re Mobile Field Force SOP and review final DOJ/MT comments; prepare notice of approval of in-service behavioral health awareness training curriculum	2.1	\$	475.00	\$	997.50	Emails with NAACP LDF re public comment deadline for School Police MOU assessment and follow up with Drake re website; call with parties on staffing plan	1
November	14	Review and revise latest draft of SSA/FIP II training curriculum and confer/emails with Barge, Meares and parties re same	4.4	\$	475.00	\$	2,090.00	Community meeting with NASW-MD; emails re PIB manual; preliminary review of revised SSA/FIP II training less plans; emails re PIB manual; review confidential community member correspondence	0.7 3.4
November	15	Meeting with Judge Bredar and Mayor Young; review and prepare comments on latest draft of SSA/FIP II curriculum and emails with Barge, Meares and Villasenor re same; attention to MT's collective comments on staffing plan draft; emails and confer with Barge re go-live date for use of force policies	3.5	\$	475.00	\$	1,662.50	Review NAACP LDF comments on BSP/BPD MOU assessment and OPD comments on youth interrogations policy; emails re community survey meeting	0.7
November	16			\$	475.00	\$	-	Emails with Joyce and Thompson re community policing and staffing plans	0.2
November	17	Attention to and email with Barge, Meares and Villasenor re latest draft of SSA/FIP II training curriculum	1	\$	475.00	\$	475.00		
November	18	Review and draft comments on latest draft SSA/FIP II training and telephone conference/emails with Barge, Villasenor and Meares re same; draft notice of approval of PIB investigations manual and emails with Aden re same; preliminary review of updated PIB investigations spreadsheet	3.6	\$	475.00	\$	1,710.00	Emails re community survey and Mobile Field Force SOPs meetings with parties; telephone conference with S. Sullivan re community survey; emails with parties re go-live dates for use of force policies; emails with DOJ re MT use of force outcome assessment instrument; emails with Drake re website updates	1
November	19	Emails with MT and DOJ re SSA/FIP II training timeline; emails with BPD re MT/DOJ comments on latest draft of SSA/FIP II curriculum	0.4	\$	475.00	\$	190.00		
November	20	Meeting at Morgan with parties and IUR re community survey; follow up discussion with Barge re community survey, compliance reviews and SSA/FIP II training; follow up emails with IUR re same; emails with parties re potential extension of various monitoring plan deadlines; email with Barge, Villasenor and parties re transport module in SSA/FIP II training curriculum	4	\$	475.00	\$	1,900.00		
November	21	Call with parties re transport lesson plan in SSA/FIP II training curriculum; telephone conference with BPD re training timelines for sex assault investigations, FIP II, and behavioral health awareness; review latest draft of staffing plan and prepare and email comments to Joyce re same; review updates to SSA/FIP II training curriculum and email with Barge, Villasenor and DOJ re same; telephone conference and emails with BPD and DOJ re training schedule for 2020; review BPD draft notice re revisions to Policy 708 (sex assault investigations) and emails with parties re same	3.2	\$	475.00	\$	1,520.00	Telephone conference with Thompson re community survey, ridealong, community engagement; review MT member billable and pro bono hours YTD vs budget; cursory review of BWC policy/training	0.7
November	22	Meeting at BPD to work on Mobile Field Force SOP; telephone conference and emails with parties re staffing plan; telephone conference/emails with Barge and Villasenor re SSA/FIP II timeline and emails among parties re same	5	\$	475.00	\$	2,375.00	Confer with Thompson re GTTF investigation and community survey; emails re approval of SSA/FIP II curriculum for public comment; emails re likely extension of issuance of community policing plan for public comment	0.9
November	23			\$	475.00	\$	-		
November	24			\$	475.00	\$	-		
November	25	Review OPD and other community comments on youth interrogations policy and emails with Bethel re update on latest draft; review latest draft of community survey report and emails with Barge re revisions	2.2	\$	475.00	\$	1,045.00	Emails with BPD re approval of revised Policy 708 re rape and sexual assault investigations; emails re website updates with Drake	0.3
November	26	Email with team leads re semiannual report assignments and confer with Barge re same; telephone conference with parties re SSA/FIP II training timeline and follow up with Barge and Villasenor re same	1.6	\$	475.00	\$	760.00	Review and revise Monthly Monitor and emails with Kelly re same; weekly community engagement team call; review ACLU Harlem Park complaint v. BPD; emails re approval of Policy 322 (member-involved sexual misconduct)	2
November	27	Emails with parties re extending monitoring plan deadlines; review updated draft of youth interrogations policy, read Mosby op-ed re youth interrogations, m and emails with parties and Bethel re same; review OPD comments on SSA/e-learning	1.1	\$	475.00	\$	522.50	Emails and confer with Kelly and Thompson re Monthly Monitor; emails with parties re next semiannual report; emails with Joyce re staffing plan and proposed timeline	1
November	28			\$	475.00	\$	-		
November	29	Review draft BPD notice of monitoring plan extension deadlines and comments on and emails with parties re same	0.8	\$	475.00	\$	380.00		
November	30			\$	475.00	\$	-		
November	31			\$	475.00	\$	-		
			73.7	TOTAL:	\$	35,007.50			21.6

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:	\$ 35,007.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 35,007.50
Unbilled Hours	21.6

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

Timekeeping Guidelines

- 1 You will record and bill for time actually worked, using 6 minute (or .1 hour) increments, but not to exceed eight (8) hours in a day, regardless of the hours actually worked. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. Hours "worked" in excess of 8 hours in any day should be reflected as "unbilled" time in the appropriate invoice column.
- 2 You shall submit complete and accurate invoices and adhere to all of the other obligations of a member of the Monitoring Team.
- 3 You must keep all supporting records (e.g., receipts). Venable and 21st Century Policing, upon request, shall be entitled to receive or inspect reasonable additional supporting documentation for all invoices.
- 4 Administrative tasks will not be billable. Support services (secretaries, word processors, proofreaders, managing clerks, information system technicians, librarians, computer operators, etc.), including overtime, are part of your normal overhead and will not be reimbursed.
- 5 Time spent preparing, discussing, or supporting invoices will not be billable.
- 6 Routine file maintenance is your responsibility, should not be billed, and will not be billable.
- 7 You may not bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable.
- 8 Routine training time, including time spent at seminars, will not be billable, unless specifically approved in advance.

Billing Guidelines

- 1 You should review each invoice to ensure its accuracy and that it is written in plain English.
- 2 You will not be reimbursed for customary office supplies.
- 3 You will not be reimbursed for long-distance charges or other telephone charges for phone calls made at your office or place of business.
- 4 You will be reimbursed for reasonable travel expenses, including airfare, hotel, meals (at per diem or travel day rate), rental car or other transportation, etc. You will attempt to secure discounted airfare, car rental rates, and hotel rates where reasonably available and consistent with the efficient performance of the contractor's duties. You will reserve standard hotel rooms (e.g., non-suites) at non-luxury hotels such as Sheraton, Hilton, Hyatt, etc. You will invoice for meals at the full (\$69) or travel (\$51.75) per diem rate while onsite. Meal expenses above that rate will be paid by the contractor and not submitted for reimbursement. The contractor shall not mark up travel expenses.
- 5 The following items shall not be reimbursable unless expressly approved in advance:
 - Upgrades for airfare or hotel accommodations unless the airline or hotel is unable to provide the standard fares or rates at the time necessary to carry out the purpose of the travel
 - Companion and/or spouse fares
 - Honor bar
 - Movies, fitness center, and other luxury items unrelated to performance of monitoring tasks
 - Hotel laundry unless the individual is on assignment performing services hereunder for seven (7) or more consecutive days
 - Luggage fees for more than one checked bag unless the individual is on assignment performing services hereunder for seven (7) or more consecutive days
 - Ground transportation unrelated to the Services
 - Flight insurance
 - Additional travel expenses resulting from changes in travel plans caused by matters unrelated to the monitoring tasks (e.g., additional costs resulting from travel changes caused by the needs of other clients of the contractor)
 - Expenses without receipts or similar adequate documentation

Team Members

475

Months

YEAR

Expense Categories

January	2017	Air
February	2018	Food
March	2019	Lodging
April	2020	Transportation
May	2021	Travel, Other
June	2022	Office Supplies
July	2023	Office Services
August		Translation Services
September		Equipment
October		Other
November		Subscriptions
December		IT Expenses
		Parking
		Other
		Other

Meal Cap:	69	Yes
Travel Days	51.75	No

Team Yr1 Rate

Aden	\$ 235.00
Bowman	\$ 235.00
Barge	\$ 235.00
BCMC – Shantay Guy	\$ 235.00
BCMC- Staff	\$ 75.00
Bethel	\$ 235.00
Drake	\$ 235.00
Dupont	\$ 235.00
Gainer	\$ 235.00
Goodrich	\$ 235.00
Harmon	\$ 235.00
Joyce	\$ 235.00
McNeilly	\$ 235.00
Mears	\$ 235.00
O'Toole	\$ 235.00
Parker	\$ 250.00
Rosenthal	\$ 475.00
Scrivner	\$ 235.00
Smoot	\$ 235.00
Taylor	\$ 235.00
Thompson	\$ 475.00
Turner	\$ 235.00
Villasenor	\$ 235.00

21CP Solutions Monthly Invoice

INSTRUCTIONS

1. Using the drop-down lists; complete the blue box below to populate the invoice with hourly and per diem rates. **NOTE:** Hours accumulated through site visits for the Yale project ONLY are billed at a different rate. Checking the "Yale Site Visit" box for a particular date will adjust to that rate and eight (8) hours should be recorded for the day.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. Do not forget: **A)** initial at the bottom to approve this invoice **B)** save under the following format: [last name],[first name]_[project name]_[month]_[year].xlsx. **Example:** Doe, John_Baltimore_June_2020.xlsx **C)** send to csmith@sai-dc.com & jdrake@sai-dc.com along with all relevant expense receipts and justifications.
7. Do not hesitate to call Monitors, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Aden	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Sunday, December 1, 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		Hours	Rate	Total	Description	Hours
November	1	Call with Matthew on PIB Outcome assessment and the upcoming Court presentation. Email and correspondence with City and MT leadership on upcoming meetings, deliverables and various other CD related matters, including GTTF review etc.. Review of documents going out for public comment.		3	\$ 235.00	\$ 705.00		
November	4	Email and correspondence with MT workgroups, BPD and DOJ re: various deliverables and timelines. Call with M. Barge re: Outcome assessments and Court presentation on November 8.		1	\$ 235.00	\$ 235.00		
November	5	Preparation for and meeting with M. Bromwich at Venable. Review of PIB Intake timelines. Email and correspondence with MT leadership and workgroups. Email and correspondence with parties.		3	\$ 235.00	\$ 705.00	Unbilled Travel Time	2.5
November	6	Meeting with the monitor at Venable to discuss all-team meeting logistics and agenda. Community meeting in the Southwest. Review and preparation for community meeting. Email and correspondence with parties and MT workgroups. Email and correspondence with City law regarding obtaining the materials (video and other documents) from last week's OIS.		6	\$ 235.00	\$ 1,410.00	Unbilled Travel Time	3

21CP Solutions Monthly Invoice

November	7	Follow up from civic association concerns brought up at November 6 meeting. Review of community feedback to PIB Investigative manual, continued edits/comments and review of the PIB manual. Email and correspondence with MT workgroups and parties. Meeting in Baltimore with C. Cole and M. Barge in preparation for monthly hearing on November 8. Logistics and planning for MT all-team meeting in Baltimore in January.		5.5	\$ 235.00	\$ 1,292.50	Unbilled Travel Time		1.5
November	8	Court Hearing re: Outcome assessments. Meetings with MT members re: PIB assessment and other pending matters related to outcome assessments and data collection. Call with DOJ re: Complaint Intake process and pending matters for monitoring year three.		5	\$ 235.00	\$ 1,175.00	Unbilled Travel Time		1.5
November	11	Email and correspondence re: components of the PIB Manual and timelines.		1	\$ 235.00	\$ 235.00			
November	12	Continued email and correspondence re: PIB Investigations manual components and timelines. Call with S. Rosenthal re: PIB and filing deadlines and timelines.		1	\$ 235.00	\$ 235.00			
November	13	Review of latest draft of the PIB Investigations Manual (Intake Section). Email and correspondence re: PIB and training matters.		2	\$ 235.00	\$ 470.00			
November	15	Call with M. Barge and S. Rosenthal re: outcome assessment data and upcoming assessments (data transfer methods to reviewers and other logistics). Call with MT leadership re: MT all-team meeting in January, to include meeting with Judge Bredar. Final review of PIB Investigations Manual (Investigations section) as well as call with B. Maxey to finalize the MT edits. Email and correspondence with parties and MT on CD related matters. Project management. Call with M. Barge re: outcome assessments and PIB Investigative file assessment.		3.5	\$ 235.00	\$ 822.50			
November	16	Email and correspondence with MT workgroups and BPD. Drafting part of the motion to file the PIB Investigative Manual on Monday November 18.		1	\$ 235.00	\$ 235.00			
November	18	Email and correspondence with MT workgroups. Completed drafting of PIB Investigation Manual filing.		1	\$ 235.00	\$ 235.00			
November	19	Email and correspondence with the monitor and MT workgroups re: 2020 court dates, upcoming meetings and project management. Administrative review of invoices and processing for submission (October 2019). Review of several documents related to PIB. Call with monitor re: outcome assessment (PIB Investigative case file review) and other CD related matters.		2.5	\$ 235.00	\$ 587.50			
November	26	Email and correspondence with parties and MT workgroups re: logistics for upcoming meetings, calls and reviews. Review of recent legal action against the BPD.		1.5	\$ 235.00	\$ 352.50			
November	29	Call with B. Maxey to discuss upcoming call re: PIB Investigative Manual Intake section and other matters pertaining to the intake portion of this manual as they pertain to an upcoming call with BPD officials. Email and correspondence re: policy and document reviews, calls and upcoming meetings. Project management matters and addressing priorities with MT workgroups.		2.5	\$ 235.00	\$ 587.50			
TOTAL HOURS:				39.5	TOTAL:	\$ 9,282.50		TOTAL UNBILLED HOURS:	8.5

21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
11/5/19	Parking		Parking at Venable					\$ 25.00
11/6/19	Parking		Parking at Venable (Community meeting)					\$ 25.00
11/7/19	Lodging		Marriott (meetings with MT members on 11/7/19 followed by Court Hearing and meetings on 11/8/19) Room and tax total was \$380.00. I am seeking reimbursement for \$200.00.					\$ 200.00
11/7/19	Parking		Parking at Marriott hotel					\$ 26.00
11/8/19	Parking		Parking near Federal Courthouse					\$ 30.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL:	\$ 306.00
Subtotal Time:		\$ 9,282.50						
Subtotal Expenses:		\$ 306.00						
TOTAL:		\$ 9,588.50						
Unbilled Hours		8.50	21.5% Pro Bono					
Your initials here signify that the charges on this invoice are accurate:					INITIALS			
					HMA			

Harbor Park Garage
55 Market Place
Baltimore, MD
(410) 234-3631
DATE: 11/05/19
TIME: 03:02 PM

Receipt No. 17/291/83
* Original *

Ticket: **169733**
Entry : 11/05/19 12:44 PM
LPR :

TAX included **25.00**

Credit 25.00

Trans ID : 288597

Card No. : [REDACTED]

Card Type: [REDACTED]

www.harborparkgarage.com

Harbor Park Garage
55 Market Place
Baltimore, MD 21202
(410) 234-3631
DATE: 11/06/19
TIME: 07:53 PM

Receipt No. 56/292/83

* Original *

Ticket: **169926**

Entry : 11/06/19 04:41 PM

LPR :

TAX included **25.00**

Credit 25.00

Trans ID : 289029

Card No. :

Card Type:

www.harborparkgarage.com

Sheraton Inner Harbor
300 South Charles St.
Baltimore, MD 21201
DATE: 11/08/19
TIME: 02:39 PM

Receipt No. 6/444/92
* Original *
Ticket: **272278**
Entry : 11/08/19 10:00 AM
LPR :

TAX included **30.00**

Credit 30.00

Trans ID : 55386

Card No. :

Card Type:

~ Company Name: ~1
~ Name: ~3
~ Exp. Date: ~4



BALTIMORE MARRIOTT WATERFRONT

GUEST FOLIO

1937	ADEN/HASSAN	329.00	11/08/19	16:01	24828
ROOM	NAME	RATE	DEPART	TIME	ACCT#
DK	[REDACTED]		11/07/19	12:20	
TYPE			ARRIVE	TIME	
258					
ROOM	ADDRESS	PAYMENT			MBV#: [REDACTED]
CLERK					
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
11/07	ROOM 1937, 1	329.00			
11/07	STATE TX 1937, 1	19.74			
11/07	CITY TAX 1937, 1	31.26			
11/08	CCARD-AX		380.00		
	PAYMENT RECEIVED BY: [REDACTED]				.00

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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

WATERFRONT GARAGE
INNER HARBOR BALTIMORE, MD.
OPERATED BY: PARKING MANAGEMENT INC.

Rcpt# 60454

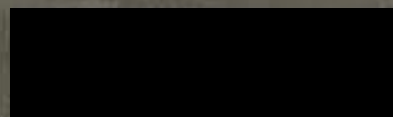
11/08/19 09:45 L#18 A# 1 Txn#131231

11/07/19 14:01 In 11/08/19 09:45 Out

Tkt# 499014

Fee 1 \$ 26.00

Total Fee \$ 26.00

 \$ 26.00-

Approval No. :83962Z

Reference No. :22

Change Due \$ 0.00

THANK YOU FOR PARKING WITH US

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Barge	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Wednesday, December 4, 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		Time	Rate	Total	Description	Hours
November	1	Conference calls w/ S. Rosenthal re: SSA/FIP II training, community survey. Conference call w/ BPD, DOJ, MT re: SSA/FIP II training. Conference calls w/ S. Rosenthal, N. Pratt-Harris re: community survey. Various email communications re: SSA/FIP II training, various training issues, community survey, outcome assessments. Conference call w/ H. Aden re: PIB issues.		4	\$ 235.00	\$ 940.00		
November	3	Email communications w/ BPD, DOJ, MT re: outcome assessments.		0	\$ 235.00	\$ -		0.1
November	4	Conference call w/ S. Rosenthal re: community survey, SSA/FIP II training. Various email communications w/ BPD, DOJ, MT re: training generally, SSA/FIP II training, OPR assessment, outcome assessments generally, PIB Manual. Conference call w/ B. Maxey re: OPR assessment.		1.9	\$ 235.00	\$ 446.50		
November	5	Bi-weekly training conference call w/ BPD, DOJ, MT. Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, PIB Manual, community survey. Conference call w/ R. Villasenor re: training. Draft memorandum to Court re: outcome assessments/November hearing; communicate w/ K. Thompson, S. Rosenthal, H. Aden re: same. Conference call w/ BPD, DOJ, MT re: e-Tix for SSA documentation/data collection.		3.2	\$ 235.00	\$ 752.00		0.5

21CP Solutions Monthly Invoice

November	6	Conference call w/ Hon. J. Bredar, K. Thompson, S. Rosenthal re: community survey; conference call w/ K. Thompson, S. Rosenthal re: same; various email communications w/ MT, Morgan State re: same. Various email communications re: SSA/FIP II training, community survey, outcome assessments. Conference call w/ S. Rosenthal re: SSA/FIP II training. Revise and edit memorandum to Court re: outcome assessments/November hearing; communicate w/ K. Thompson re: same. Review SSA/FIP II training materials; synthesize MT comments re: same; draft memorandum and email communications re: same. Conference call w/ C. Cole re: outcome assessments.		4.2	\$ 235.00	\$ 987.00		
November	7	Meeting w/ BPD, DOJ, MT re: SSA/FIP II training. Various email communications re: same, community survey. Meeting w/ BPD, DOJ, MT re: outcome assessments. Conference call w/ S. Rosenthal re: outcome measures, community survey, Court hearing.		5.6	\$ 235.00	\$ 1,316.00		
November	8	Meet w/ BPD, DOJ, MT re: SSA/FIP II training. Monthly meeting with Parties, Court re: outcome assessments. Various email communications re: community survey, SSA/FIP II training, UOF training certification.		7.1	\$ 235.00	\$ 1,668.50		
November	11	Various email communications w/ MT re: outcome assessments, policy implementation issues, training.		0	\$ 235.00	\$ -		0.2
November	12	Various email communications w/ MT re: training, community survey, PIB manual.		0.4	\$ 235.00	\$ 94.00		
November	13	Conference calls w/ N. Pratt-Harris, S. Rosenthal re: community survey. Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, outcome assessments, PIB.		0.8	\$ 235.00	\$ 188.00		
November	14	Conference call w/ S. Rosenthal re: SSA/FIP II training; various email communications w/ BPD, DOJ, MT re: same.		0.4	\$ 235.00	\$ 94.00		
November	15	Various email communications w/ BPD, DOJ, MT re: training, outcome assessments. Conference call w/ S. Rosenthal re: UOF training/policy implementation; conference call w/ BPD, DOJ re: same. Conference call w/ S. Rosenthal, B. Drewett, H. Aden re: outcome assessment project management.		1.3	\$ 235.00	\$ 305.50		
November	16	Various administrative functions re: OPR assessment; email communication w/ G. Wasileski, B. Maxey re: same.		0	\$ 235.00	\$ -		0.3
November	18	Various email communications w/ DOJ, MT re: OPR assessment data analysis, SSA/FIP II training. Conference call w/ S. Rosenthal re: SSA/FIP II training; conference call w/ S. Rosenthal, T. Meares, R. Villasenor re: same; conference calls w/ S. Sullivan, S. Ryals re: same.		1.7	\$ 235.00	\$ 399.50		
November	19	Weekly training call w/ BPD, DOJ, MT. Conference call w/ R. Villasenor re: various training issues. Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training.		0.7	\$ 235.00	\$ 164.50		0.3
November	20	Conference call w/ Parties, Morgan State, MT re: community survey. Various email communications w/ BPD, DOJ, Morgan State, MT re: SSA/FIP II training, community survey. Conference call w/ S. Rosenthal re: community survey, SSA/FIP II training, outcome assessments.		4	\$ 235.00	\$ 940.00		
November	21	Conference call w/ BPD, DOJ, MT re: SSA/FIP II, prisoner transport training. Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, prisoner transport issues, 2020 training plans.		1.6	\$ 235.00	\$ 376.00		
November	22	Conference call w/ S. Rosenthal, T. Meares, R. Villasenor re: SSA/FIP II training; email communications w/ BPD, DOJ, MT re: same. Update MT website.		0.9	\$ 235.00	\$ 211.50		

21CP Solutions Monthly Invoice

November	25	Various email communications w/ BPD, DOJ, MT re: sexual assault policy, UOF assessment, OPR assessment, community survey, training. Conference call w/ B. Maxey re: OPR assessment.		0.8	\$ 235.00	\$ 188.00			
November	26	Weekly training call w/ BPD, DOJ, MT; debrief re: S. Rosenthal, R. Villasenor re: same. Conference call w/ S. Rosenthal re: semiannual report. Conference call w/ K. Zafft, S. Lawrence, G. Wasileski re: outcome assessments.		1.9	\$ 235.00	\$ 446.50			
November	27	Various email communications w/ BPD, DOJ, MT re: monitoring plan timelines.		0	\$ 235.00	\$ -		0.1	
TOTAL HOURS:				40.5	TOTAL:	\$ 9,517.50	TOTAL UNBILLED HOURS:		1.5

21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
11/6/19	Transportation	Uber	Residence to LAX			Transportation	\$ 30.35	\$ 30.35
11/6/19	Transportation	Southwest	LAX to BWI*			Transportation	\$ 208.98	\$ 208.98
11/6/19	Transportation	Uber	BWI to Courtyard Marriott Downtown Inner Harbor			Transportation	\$ 23.71	\$ 23.71
11/6/19	Food			Yes	\$ 53.25			\$ 53.25
11/7/19	Lodging	Marriott	Courtyard Marriott Downtown Inner Harbor (11/6 – 11/7)			Lodging	\$ 271.33	\$ 271.33
11/7/19	Transportation	Uber	Courtyard Marriott Downtown Inner Harbor to BPD Training Academy			Transportation	\$ 22.93	\$ 22.93
11/7/19	Transportation	Uber	BPD to Renaissance Hotel			Transportation	\$ 8.14	\$ 8.14
11/7/19	Food			No	\$ 71.00			\$ 71.00
11/8/19	Lodging	Renaissance	Renaissance Harbor Place Hotel (11/7 – 11/8)			Lodging	\$ 181.34	\$ 181.34
11/8/19	Transportation	Uber	Renaissance Harbor Place Hotel to BPD Training Academy			Transportation	\$ 16.07	\$ 16.07
11/8/19	Transportation	Uber	Renaissance Harbor Place Hotel to BAL			Transportation	\$ 10.55	\$ 10.55
11/8/19	Transportation	Amtrak	BAL to NYP*			Transportation	\$ 172.00	\$ 172.00
11/8/19	Food			Yes	\$ 53.25			\$ 53.25
11/9/19	IT Expenses	Squarespace	Monthly GSuite charges (email address administration)			IT Expenses	\$ 195.98	\$ 195.98
11/12/19	IT Expenses	Squarespace	Monthly website maintenance charges			IT Expenses	\$ 26.00	\$ 26.00
11/17/19	IT Expenses	SurveyGizmo	Monthly fee for electronic outcome assessment platform (1/2 of total charge)			IT Expenses	\$ 73.49	\$ 73.49
Additional Notes: *Mr. Barge had to reschedule his Southwest flight the new flight cost an additional \$72 - \$25 early bird purchase or \$47 extra to the original \$161.98 for a total of \$208.98. *Mr. Barge traveled on an Acela train but seeks reimbursement for the regional train at departing at the similar time.							TOTAL:	\$ 1,418.37
subtotal Expenses:		\$ 9,517.50						
Subtotal Expenses:		\$ 1,418.37						
TOTAL:		\$ 10,935.87						
Unbilled Hours		1.50						
Your initials here signify that the charges on this invoice are accurate:						INITIALS MB		

Subject: [Business] Your Wednesday morning trip with Uber
Date: Wednesday, November 6, 2019 at 11:44:14 AM Pacific Standard Time
From: Uber Receipts
To: [REDACTED]
Attachments: map_494eb757-93dc-444a-9a70-4ed822a9afc8_wide, map_494eb757-93dc-444a-9a70-4ed822a9afc8



Total: **\$30.35**
Wed, Nov 06, 2019

Thanks for riding, Matthew

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

Total \$30.35



Trip fare	\$29.60
-----------	---------


Subtotal	\$29.60
----------	---------

Wait Time <input type="checkbox"/>	\$0.75
------------------------------------	--------

Amount Charged



\$30.35

A temporary hold of \$29.60 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](#)

Uber Rewards



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4.62 Rating

Melissa is known for:
Excellent Service

How was your ride?

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UberX

12.06 mi | 47 min

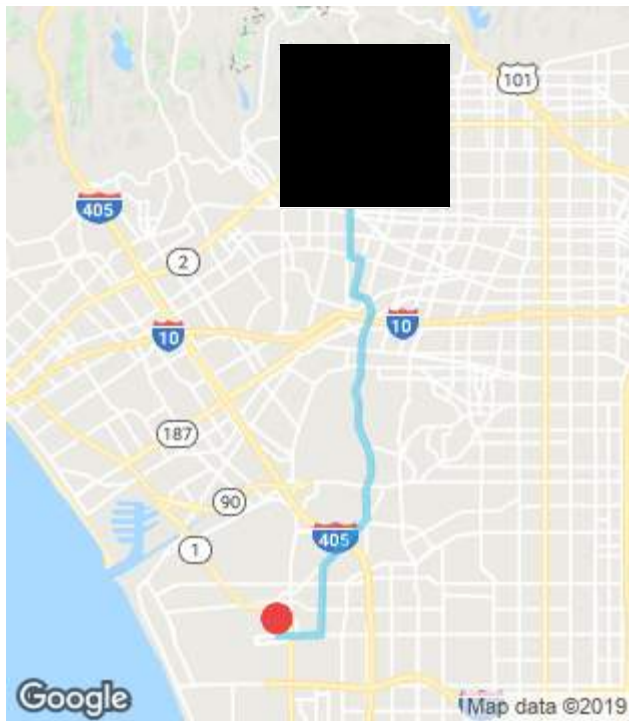


10:56am



11:43am

Los Angeles, CA



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Subject: Matthew Barge's 11/07 Baltimore trip (O2ZUQK): Your reservation is confirmed.

Date: Thursday, October 10, 2019 at 3:47:47 PM Pacific Daylight Time

From: Southwest Airlines

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 Matthew,

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!

NOVEMBER 7

LAX ✈ **BWI**

Los Angeles to Baltimore

Confirmation # **O2ZUQK**

Confirmation date: 10/10/2019

PASSENGER **Matthew Barge**
RAPID REWARDS # [Join](#) or [Log in](#)
TICKET # 5262129765551
EXPIRATION¹ October 9, 2020
EST. POINTS EARNED [REDACTED]

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Thursday, 11/07/2019 Est. Travel Time: 4h 50m [Wanna Get Away®](#)

FLIGHT # 0163	DEPARTS LAX 01:15PM Los Angeles		ARRIVES BWI 09:05PM Baltimore
-------------------------	---	--	---

Payment information

Total cost

Payment

Air - O2ZUQK

Base Fare	\$	137.38
U.S. Transportation Tax	\$	10.30
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	4.20
U.S. Passenger Facility Chg	\$	4.50
EarlyBird	\$	25.00

Total \$ 186.98

Date: October 10, 2019

Payment Amount: \$161.98

Date: October 10, 2019

Payment Amount: \$25.00

Barge is charging \$161.98 for this flight, not charging the \$25 Early Bird Boarding Fee.

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: 5262129765551

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](#)

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Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Baltimore.



Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

[Book hotel >](#)

[Prepare now >](#)

5262129765551: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN LAX WN BWI137.38USD137.38END ZP LAX4.20 XF LAX4.5

IZNUNNR

No Show Policy: you must notify Southwest® at least ten (10) minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away® fare segment at least 10 minutes prior to travel and who do not board the flight will be considered a no show, and all remaining unused Wanna Get Away funds will be forfeited. All remaining unused Business Select® and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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Subject: Matthew Barge's 11/06 Baltimore trip (O2ZUQK): Your change is confirmed.

Date: Friday, November 1, 2019 at 12:30:14 PM Pacific Daylight Time

From: Southwest Airlines

To: [REDACTED]

Here's your updated itinerary and trip receipt.

[View our mobile site](#) | [View in browser](#)

Southwest Airlines

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

Hi Matthew,

We've confirmed the change to your trip. Below you'll find your updated itinerary, important travel information, and trip receipt. See you onboard soon!

NOVEMBER 6

LAX BWI

Los Angeles to Baltimore

Confirmation # **O2ZUQK**

Confirmation date: 11/01/2019

PASSENGER **Matthew Barge**

RAPID REWARDS # [Join](#) or [Log in](#)

TICKET # 5262137032415

EXPIRATION¹ October 9, 2020

EST. POINTS EARNED [REDACTED]

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Wednesday, 11/06/2019 Est. Travel Time: **4h 50m** [Wanna Get Away®](#)

FLIGHT	DEPARTS	ARRIVES
# 0163	LAX 01:15PM Los Angeles	BWI 09:05PM Baltimore

Payment information

Total cost

Payment

Air - O2ZUQK

Base Fare	\$	204.35
U.S. Transportation Tax	\$	15.33
U.S. 9/11 Security Fee	\$	5.60
U.S. Passenger Facility Chg	\$	4.50
U.S. Flight Segment Tax	\$	4.20
Total	\$	233.98

Date: November 1, 2019

Payment Amount: \$72.00

Credit from ticket: #5262129765551 to #5262137032415

Date: October 10, 2019

Barge had to change flights the new flight cost an additional \$72 - \$25 early bird purchase or \$47 extra to the original \$161.98 for a total of \$208.98.

EarlyBird Check-In

The EarlyBird Check-In® was paid in full at the time of your original booking, and has been applied to this change. No further action is required.

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: 5262137032415

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](#).

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Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Baltimore.

Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

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[Prepare now >](#)

5262137032415: NONREF/NONTRANSFERABLE STANDBY REQ UPGRADE TO Y -BG WN LAX WN BWI204.35USD204.35END PD
XF LAX4.5 ZP LAX4.20

OLN3WNR

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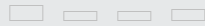
Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

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Southwest Airlines
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Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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Subject: [Business] Your Wednesday evening trip with Uber
Date: Wednesday, November 6, 2019 at 9:47:47 PM Eastern Standard Time
From: Uber Receipts
To: [REDACTED]
Attachments: map_3d84ef85-488a-45af-bb26-c4211a088b4c_wide, map_3d84ef85-488a-45af-bb26-c4211a088b4c



Total: **\$23.71**
Wed, Nov 06, 2019

Thanks for riding,
Matthew

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

Total **\$23.71**



Trip Fare \$18.36


Subtotal \$18.36

Tolls, Surcharges, and Fees \$5.35

Amount Charged



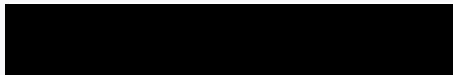
\$23.71

A temporary hold of \$21.38 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](#)

Receipt ID # 3d84ef85-488a-45af-bb26-c4211a088b4c

Uber Rewards



Has passed Uber Multi-Step Safety Screen

4.87 Rating

Patrick is known for:
Excellent Service

How was your ride?

[Rate Or Tip](#)

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

UberX

11.13 mi | 20 min



09:26pm

7 Friendship Rd, Baltimore,
MD

09:47pm

1006 Aliceanna St,
Baltimore, MD



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Courtyard by Marriott® Baltimore Downtown Inner Harbor
1000 Aliceanna St, Baltimore, Md 21202 P 443.923.4000
Marriott.com/BWIDT

Matthew Barge 261 Hudson St [REDACTED]		Room: 821 Room Type: GENR Number of Guests: 1 Rate: \$215.00	Clerk: TLN	
Arrive: 06Nov19	Time: 09:47PM	Depart: 07Nov19	Time: 07:42AM	Folio Number: 88141

DATE	DESCRIPTION	CHARGES	CREDITS
06Nov19	Room Charge	215.00	
06Nov19	State Occupancy Tax	12.90	
06Nov19	City Tax	20.43	
06Nov19	Garage Parking	23.00	
07Nov19	American Express		271.33

[REDACTED]
*Amount: 271.33 Auth: 513899 Signature on File
This card was electronically swiped on 06Nov19*

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

[REDACTED]. Your 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.

We hope that you enjoyed your stay. Please come back again.

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

Dates

Wed, Nov 6 – Thu, Nov 7

EDIT

The special rate you selected is not available for the dates you requested.

Standard Rates

Deals and Packages

i Please note-The hotel does not have rollaway beds. Please do not request.

i To book an accessible room, select a room type first.





Guest room, 1 King, Sofa bed

ROOM DETAILS

Member Rate

Rate Details

215 USD / night

SELECT

Government Rate was not available for this Baltimore Site Visit, so the lowest rate available was charged.

Regular Rate

Rate Details

219 USD / night

SELECT

SPECIAL OFFER

SPECIAL OFFER

SPECIAL OFFER

2K Everyday

Rate Details

239 USD / night

SELECT

Other Options

[Hotels nearby](#)

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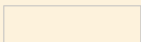
- [Tracking Preferences >](#) • [Tracking Preferences > >](#) • [Terms of Use >](#)
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prod10,0F8FDC83-791A-5FE7-8B9B-ED4FB7E69FBA

prod10,0F8FDC83-791A-5FE7-8B9B-ED4FB7E69FBA

Subject: [Business] Your Thursday morning trip with Uber
Date: Thursday, November 7, 2019 at 8:03:40 AM Eastern Standard Time
From: Uber Receipts
To: [REDACTED]
Attachments: map_45a7de85-bb33-465e-b4e1-7fb15caeb902_wide, map_45a7de85-bb33-465e-b4e1-7fb15caeb902



Total: **\$22.93**
Thu, Nov 07, 2019

Thanks for riding, Matthew

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

Total \$22.93



Trip Fare	\$20.08
-----------	---------

Subtotal	\$20.08
----------	---------

Tolls, Surcharges, and Fees <input type="checkbox"/>	\$2.85
--	--------

Amount Charged



\$22.93

Receipt ID # 45a7de85-bb33-465e-b4e1-7fb15caeb902

Uber Rewards



Has passed Uber Multi-Step Safety Screen

4.86 Rating

Babatunde is known for:
Excellent Service

How was your ride?

Rate Or Tip

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

UberX

8.82 mi | 19 min

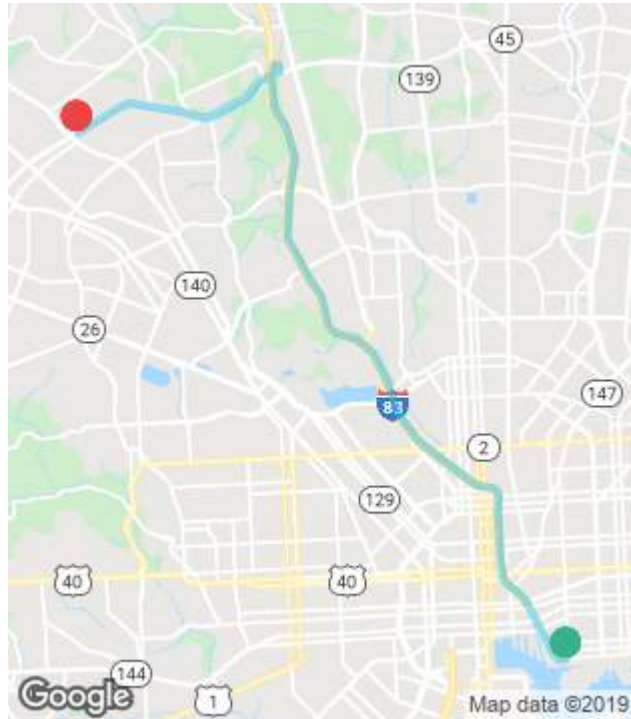


07:43am

1006 Aliceanna St,
Baltimore, MD

08:03am

3500-3532 W Northern
Pkwy, Baltimore, MD



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Get \$5 off your next ride when you refer a friend
to try Uber. Share code: yg6v6

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Subject: [Business] Your Thursday afternoon trip with Uber
Date: Thursday, November 7, 2019 at 4:05:23 PM Eastern Standard Time
From: Uber Receipts
To: [REDACTED]
Attachments: map_e017dde0-22aa-4305-b861-ebf971b42dd9, map_e017dde0-22aa-4305-b861-ebf971b42dd9_wide



Total: **\$8.14**
Thu, Nov 07, 2019

Thanks for riding, Matthew

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

Total \$8.14



Trip Fare	\$5.29
-----------	--------

Subtotal	\$5.29
----------	--------

Tolls, Surcharges, and Fees <input type="checkbox"/>	\$2.85
--	--------

Amount Charged



\$8.14

Receipt ID # e017dde0-22aa-4305-b861-ebf971b42dd9

Uber Rewards

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]



[Redacted] passed Uber Multi-Step Safety Screen

4.87 Rating

Kevin is known for:
Excellent Service

How was your ride?

Rate Or Tip

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

UberX

0.61 mi | 3 min

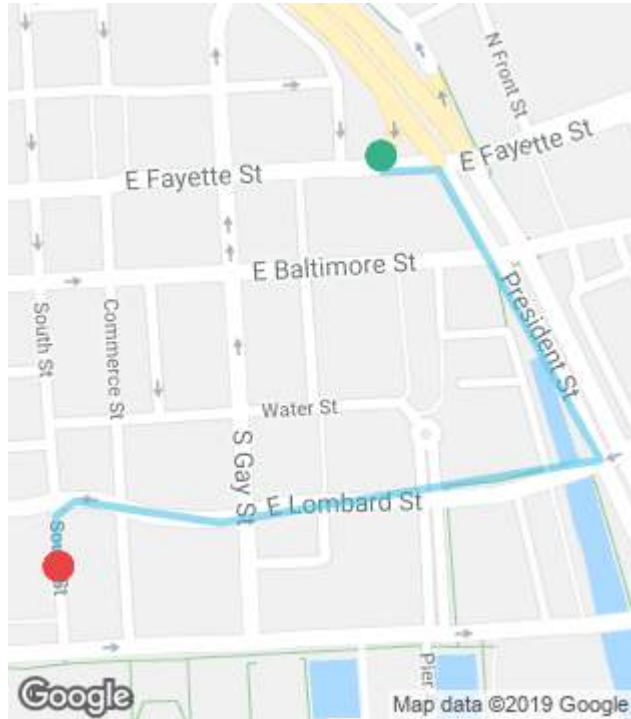


04:01pm

601 E Fayette St, Baltimore, MD

04:05pm

151 South St, Baltimore, MD



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10038	BARGE/M	157.00	11/08/19	12:00	49575
ROOM	NAME	RATE	DEPART	TIME	ACCT#
EH			11/07/19	13:43	
TYPE			ARRIVE	TIME	
28					
ROOM CLERK	ADDRESS	PAYMENT			MBV#: [REDACTED]

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/07	GOV'T 10038, 1	157.00		
11/07	STATE TX 10038, 1	9.42	A	
11/07	CITY TAX 10038, 1	14.92	B	
11/08				\$181.34

CURRENT BALANCE .00

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	
		TAXED AMOUNT	TAX
N	BOTTLE CITY TAX		.00
	NET CHARGES	TAX	FOLIO
	181.34	.00	181.34

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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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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.

Subject: [Business] Your Friday morning trip with Uber
Date: Friday, November 8, 2019 at 7:06:29 AM Eastern Standard Time
From: Uber Receipts
To: [REDACTED]
Attachments: map_5d809ae5-cbff-4356-86c6-4e704d6f2155_wide, map_5d809ae5-cbff-4356-86c6-4e704d6f2155



Total: \$16.07
Fri, Nov 08, 2019

Thanks for riding,
Matthew

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


Total **\$16.07**



Trip Fare \$13.22

Subtotal \$13.22
Tolls, Surcharges, and Fees \$2.85

 \$16.07

A temporary hold of \$16.07 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](#)

Receipt ID # 5d809ae5-cbff-4356-86c6-4e704d6f2155



4.93 Rating

Abul is known for:

Excellent Service

How was your ride?

RATE OR TIP

Issued by Rasier

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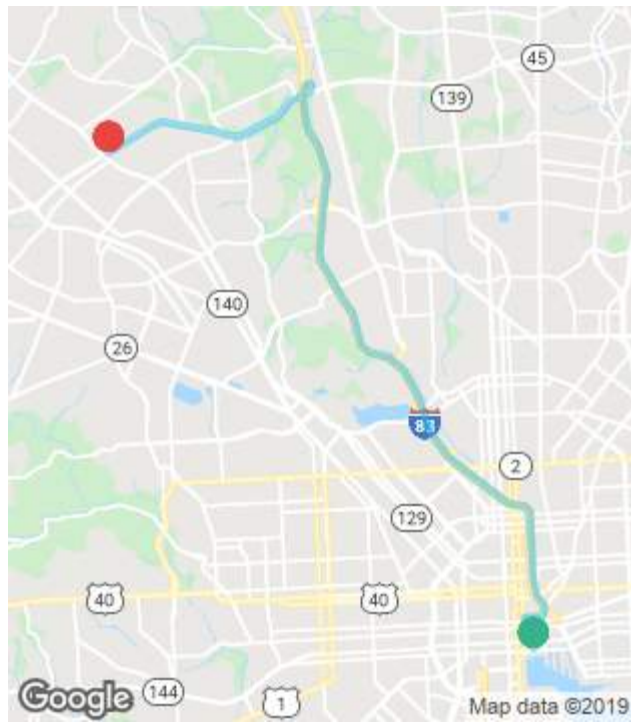
UberX

8.62 mi | 16 min



06:49am
300 E Pratt St, Baltimore, MD

07:06am
3500-3532 W Northern Pkwy,
Baltimore, MD



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Uber. Share code: yg6v6

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Subject: [Business] Your Friday afternoon trip with Uber
Date: Friday, November 8, 2019 at 3:16:13 PM Eastern Standard Time
From: Uber Receipts
To: [REDACTED]
Attachments: map_189b924f-68be-4b6f-a530-4cfd7b968ea8_wide, map_189b924f-68be-4b6f-a530-4cfd7b968ea8



Total: \$10.55
Fri, Nov 08, 2019

Thanks for riding, Matthew

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

Total **\$10.55**



Trip Fare \$7.70

Subtotal \$7.70

Tolls, Surcharges, and Fees \$2.85

Amount Charged



\$10.55

Receipt ID # 189b924f-68be-4b6f-a530-4cfd7b968ea8



4.91 Rating

Doristine is known for:
Excellent Service

How was your ride?

RATE OR TIP

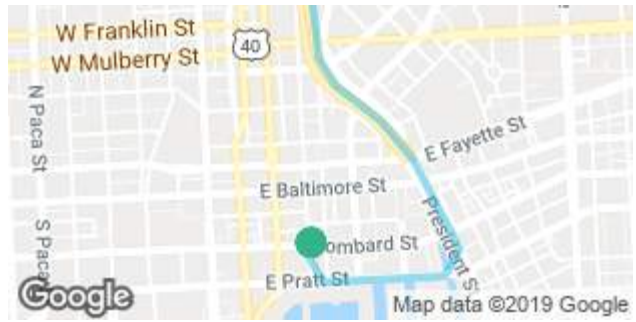
Issued by Rasier

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UberX 2.19 mi | 17 min

02:58pm
151 South St, Baltimore, MD
03:15pm
1500N N Charles St,
Baltimore, MD





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Get \$5 off your next ride when you refer a friend to try

Uber. Share code: yg6v6

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Subject: Amtrak: eTicket and Receipt for Your 11/08/2019 Trip - MATTHEW BARGE
Date: Sunday, October 27, 2019 at 8:55:06 PM Central Daylight Time
From: etickets@amtrak.com
To: [REDACTED]
Attachments: Barge Matthew 201910272155060926.pdf

SALES RECEIPT



Purchased: 10/27/2019 6:55 PM PT

Thank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Merchant ID 00632
1 Massachusetts Ave NW
Washington, DC 20001
800-USA-RAIL
Amtrak.com

Reservation Number - 3C0078

BALTIMORE PENN, MD - NEW YORK PENN, NY (One-Way)

OCTOBER 27, 2019

Billing Information

MATTHEW BARGE 261 HUDSON ST APT 3V NEW YORK, NY 10013-		
[REDACTED] (Purchase)	Total	\$201.00
Authorization Code 182372		

Purchase Summary - Ticket Number 3000632602295

TRAIN 2172: BALTIMORE (PENN STATION), MD - NEW YORK (PENN STATION), NY Depart 4:30 PM, Friday, November 8, 2019

1 ACELA BUSINESS CLASS SEAT	\$201.00
Ticket Terms & Conditions	
ACELA SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE	
Subtotal	\$201.00
Total Charged by Amtrak	\$201.00

Passengers

Matthew Barge

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- Try the FindYourWay app for personalized train and station information at New York Penn Station. Download it on Google Play or the Apple App Store today.
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- Questions? Contact us online at [Amtrak.com/contact](https://www.amtrak.com/contact) or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.



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Need help? Ask Julie



TRAIN STATUS

MODIFY TRIP

→ One-Way

Baltimore, MD
Penn Station

New York, NY
Penn Station

11/8/2019

\$172.00

136 Northeast Regional

2h 42m

Baltimore, MD
Penn Station

New York, NY
Penn Station

1 Traveler
Details

[Terms & Conditions](#)

3:48 pm Fri, Nov 8

6:30 pm

Departure

Add-Ons

Travelers

Payment

Confirmation



LOG IN

If you already have an Amtrak.com user profile, log in here. If you don't have a user profile, continue as a guest by completing the information in the next section.

Email Address or Member Number

Password

LOG IN

[Forgot password?](#)

GUEST (CONTINUE WITHOUT LOGIN)



eTicket Delivery

You will receive your eTicket as a PDF attachment to your email receipt upon completing this reservation. If you receive email on your phone, simply show the barcode on the screen to the conductor — no printing required. You can also open your reservation in the Amtrak mobile app to show your eTicket.



Invoice

Saturday, November 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]

Nov 9 – Dec 9, 2019

\$180.00

Card ending in:	[REDACTED]	All prices in US Dollar.
Subtotal:	\$180.00	
Discount:	--	
Sales Tax:	\$15.98	
Due:	\$0.00	
Paid:	\$195.98	

All prices in US Dollar.



Invoice

Tuesday, November 12, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: Business (Monthly) - [REDACTED]

Nov 11 – Dec 11, 2019

\$26.00

Card ending in:	[REDACTED]	All prices in US Dollar.
Subtotal:	\$26.00	
Discount:	--	
Due:	\$0.00	
Paid:	\$26.00	

All prices in US Dollar.

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

Invoice Number: INV00232061
Invoice Date: 11/17/2019
Due Date: 11/17/2019
Payment Terms: Due Upon Receipt
PO Number:
Currency: USD
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
Email: [REDACTED]

Items:

Description	Service Period	Qty	Rate	Amount
Consumer Edition (CE) - Monthly Adventurer License CE: Adventurer License	11/18/2019- 12/17/2019	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

Only 50% of this cost will be charged to the Baltimore PD Monitor for Survey Gizmo

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.

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Thursday, December 5, 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		Time	Rate	Total	Description	Hours
November	4	CE Plan reviews and feedback to Team		0.5	\$ 235.00	\$ 117.50		
November	5	Conference Call: CE Standing Call, follow-ups and document review.		1	\$ 235.00	\$ 235.00		
November	6				\$ 235.00	\$ -	Document review and Team communications	0.7
November	12	Conference Call: CE Standing Call, follow-ups and document review.		1.2	\$ 235.00	\$ 282.00		
November	18	Monthly NL Meetings and FB Live Session		2	\$ 235.00	\$ 470.00		
November	19	Conference Call: CE Standing Call, follow-ups and document review.		1	\$ 235.00	\$ 235.00	Assess NL recommendations and varying CD models for engagement	0.9
November	26	Conference Call: CE Standing Call, follow-ups and document review.		0.7	\$ 235.00	\$ 164.50		
November	27				\$ 235.00	\$ -	Review documents and consider varying form of CE nationally to support NL's	1.5
TOTAL HOURS:				6.4	TOTAL:	\$ 1,504.00	TOTAL UNBILLED HOURS:	3.1

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 1,504.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 1,504.00
Unbilled Hours	3.10

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

INITIALS
JRD

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
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5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake (Exec. Ass't)	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Thursday, December 5, 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		Time	Rate	Total	Description	Hours
November	1	Administrative Tasks, Emails, SME support and document review/ note taking, scheduling support		1.3	\$ 37.50	\$ 48.75		
November	4	Conference Call: Recruitment Hiring and Retention. Notes and team follow-up communication. Website updates for public comment and feedback		3.3	\$ 37.50	\$ 123.75		
November	5	Administrative Tasks, Emails, SME support and document review/ note taking.		1.1	\$ 37.50	\$ 41.25		
November	6	Conference Call: Bi-Weekly Staffing Study Call. Notes and team follow-up communication. Administrative Tasks, Emails, SME support and document review/ note taking.		2.1	\$ 37.50	\$ 78.75		
November	7	Administrative Tasks, Emails, SME support and document review/ note taking.		0.5	\$ 37.50	\$ 18.75		
November	11	Administrative Tasks, Emails, SME support and document review/ note taking. Website Updates for Public Comment		1.7	\$ 37.50	\$ 63.75		
November	12	Administrative Tasks, Emails, SME support and document review/ note taking.		1.1	\$ 37.50	\$ 41.25		
November	13	Conference Call: Staffing and Supervision Bi-Weekly Call. Conference Call: Bi-Weekly Tech Call. Administrative Tasks, Emails, SME support and document review/ note taking.		2.2	\$ 37.50	\$ 82.50		
November	14	Administrative Tasks, Emails, SME support and document review/ note taking.		1.8	\$ 37.50	\$ 67.50		
November	15	Administrative Tasks, Emails, SME support and document review/ note taking. Calendar update with Court hearing topics. All Team Meeting planning with H. Aden		3.5	\$ 37.50	\$ 131.25		
November	18	Conference Call: Recruitment Hiring and Retention. Notes and team follow-up communication. Survey analysis for youth policy feedback.		2.7	\$ 37.50	\$ 101.25		

21CP Solutions Monthly Invoice

November	19	Administrative Tasks, Emails, SME support and document review/ note taking. Scheduling support for MT members		2	\$ 37.50	\$ 75.00		
November	20	Conference Call: Bi-Weekly Staffing Study Call. Notes and team follow-up communication. Administrative Tasks, Emails, SME support and document review/ note taking.		1.6	\$ 37.50	\$ 60.00		
November	21	Administrative Tasks, Emails, SME support and document review/ note taking. Budget review and assessment		1.5	\$ 37.50	\$ 56.25		
November	22	Conference Call: Staffing Plan. Notes and team follow-up communication		1.2	\$ 37.50	\$ 45.00		
November	25	Administrative Tasks, Emails, SME support and document review/ note taking.		2.1	\$ 37.50	\$ 78.75		
November	26	Administrative Tasks, Emails, SME support and document review/ note taking.		1.1	\$ 37.50	\$ 41.25		
November	27	Conference Call: Staffing and Supervision Bi-Weekly Call. Conference Call: Bi-Weekly Tech Call. Administrative Tasks, Emails, SME support and document review/ note taking. Website Update for public comment		3.5	\$ 37.50	\$ 131.25		
TOTAL HOURS:				34.3	TOTAL:	\$ 1,286.25	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 1,286.25
Subtotal Expenses:	\$ -
TOTAL:	\$ 1,286.25
Unbilled Hours	0.00

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

INITIALS
JRD

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
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5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore
INVOICE SUBMITTED BY:	Joyce
INVOICE FOR MONTH OF:	November
DATE SUBMITTED:	Sunday, December 8, 2019

Complete
these four
cells to
populate
rate
columns.



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
November	4	Conference call with BPD, DOJ, MT on Policy 322		0.5	\$ 235.00	\$ 117.50		
November	5	Reviewed and commented on eLearning on Sex Trafficking of a Minor (1 hr). Conference call with BPD, DOJ and MT on SA Investigation training (1 hor)		2	\$ 235.00	\$ 470.00		
November	15	Reviewed and commented on 2nd draft of staffing plan		4	\$ 235.00	\$ 940.00		
November	16	Reviewed and commented on community policing report and slide deck for SA Investigator Training		1	\$ 235.00	\$ 235.00		
November	18	Conference call with BPD, DOJ, MT on Community policing and follow ups.		1	\$ 235.00	\$ 235.00		
November	21	Reviewed and Commented on the 3rd draft of staffing plan		2.5	\$ 235.00	\$ 587.50		
November	30				\$ 235.00	\$ -	Admin	4
TOTAL HOURS:				11	TOTAL:	\$ 2,585.00	TOTAL UNBILLED HOURS:	4

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
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						0		\$ -
						0		\$ -

Additional Notes:

TOTAL:	\$ -
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Subtotal Time:	\$ 2,585.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 2,585.00
Unbilled Hours	4.00

INITIALS NMJ

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
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5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget:** a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore
INVOICE SUBMITTED BY:	Meares
INVOICE FOR MONTH OF:	November
DATE SUBMITTED:	Tuesday, December 3, 2019

Complete these four cells to populate rate columns.



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
November	1	BPD training call w/MT, DOJ, BPD		0.5	\$ 235.00	\$ 117.50		
November	5	Training review for summit		1.3	\$ 235.00	\$ 305.50		
November	6	Training review for summit		2	\$ 235.00	\$ 470.00		
November	7	Conf. call re: training summit (.8) / Training review for summit (1.5)		2	\$ 235.00	\$ 470.00		
November	8	Training call with BPD and DOJ SSA		2.5	\$ 235.00	\$ 587.50		
November	16	SSA Training		3	\$ 235.00	\$ 705.00		
November	17	SSA Training review and emails		1	\$ 235.00	\$ 235.00		
November	18	Matthew Barge - SSA Training Review MT Call		1	\$ 235.00	\$ 235.00		
November	21	BPD MT call on SSA training		0.5	\$ 235.00	\$ 117.50		
TOTAL HOURS:				13.8	TOTAL:	\$ 3,243.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES										
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total		
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense			
						0		\$ -		
						0		\$ -		
						0		\$ -		
						0		\$ -		
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						0		\$ -		
Additional Notes:								TOTAL:	\$ -	
Subtotal Time:		\$ 3,243.00								
Subtotal Expenses:		\$ -								
TOTAL:		\$ 3,243.00								
Unbilled Hours		0.00								
Your initials here signify that the charges on this invoice are accurate:						INITIALS TM				

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE:** Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.
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7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	O'Toole	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Saturday, November 30, 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		Time	Rate	Total	Description	Hours
November	5	Prep and Conference Call Training Plan		0.6	\$ 235.00	\$ 141.00		
TOTAL HOURS:				0.6	TOTAL:	\$ 141.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 141.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 141.00
Unbilled Hours	0.00

INITIALS
kmo

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
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6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Ramsey	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Sunday, December 1, 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		Time	Rate	Total	Description	Hours
November	1	Review of BPD Draft Directives. Document review for week's meeting and call with Commissioner on 11/4		2	\$ 235.00	\$ 470.00		
November	4	Conference Call: Weekly Recruitment, Hiring, and Retention. Document Review and prep for call. Weekly Conference Call with Commissioner		2.1	\$ 235.00	\$ 493.50		
November	5	Weekly Community Engagement Call. Document review and policy feedback.		1.1	\$ 235.00	\$ 258.50	Administrative tasks, team communication and document review	0.5
November	6	Conference Call: Bi-Weekly Staffing Study Call. Document review.		1.2	\$ 235.00	\$ 282.00		
November	7	Review of BPD Directives and policy for feedback		1	\$ 235.00	\$ 235.00		
November	8				\$ 235.00	\$ -	Administrative tasks, team communication and document review	0.4
November	11	Review of BPD Draft Directives		2.2	\$ 235.00	\$ 517.00		
November	12	Review of BPD Draft Directives. Conference Call: Community Engagement		2.5	\$ 235.00	\$ 587.50		
November	13	Conference Call: Staffing and Supervision. Communication with Team		1.1	\$ 235.00	\$ 258.50		
November	14				\$ 235.00	\$ -	Administrative tasks, team communication and document review	0.3
November	15	Review of BPD Draft Directives. Document review for week's meeting and call with Commissioner on 11/4			\$ 235.00	\$ -		

21CP Solutions Monthly Invoice

November	18	Weekly Conference Call with Commissioner. Conference Call: Recruitment, Retention, and Hiring. Conference Call; Community Policing Plan		4.1	\$ 235.00	\$ 963.50		
November	19	Weekly Community Engagement Call. Conference Call: Community Policing. Document review and feedback to team.		1.6	\$ 235.00	\$ 376.00		
November	20	Conference Call: Bi-Weekly Staffing Study Call. Document Review and Team Communication		1.9	\$ 235.00	\$ 446.50		
November	21	Third Thursday Conference Call with BPD and DOJ		1.5	\$ 235.00	\$ 352.50	Administrative tasks, team communication and document review	1
November	25	Weekly Conference Call with Commissioner		1	\$ 235.00	\$ 235.00		
November	26	Weekly Community Engagement Call		1	\$ 235.00	\$ 235.00		
November	27				\$ 235.00	\$ -	Administrative tasks, team communication and document review	1.2
TOTAL HOURS:				24.3	TOTAL:	\$ 5,710.50	TOTAL UNBILLED HOURS:	3.4

21CP Solutions Monthly Invoice

EXPENSES									
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total	
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense		
						0		\$	-
						0		\$	-
Additional Notes:							TOTAL:	\$	-
Subtotal Time:	\$	5,710.50							
Subtotal Expenses:	\$	-							
TOTAL:	\$	5,710.50							
Unbilled Hours		3.40							
Your initials here signify that the charges on this invoice are accurate:					INITIALS				
					CHR				

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Smoot	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Saturday, November 30, 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		Time	Rate	Total	Description	Hours
November	3	Prep for R&R Mtg		1	\$ 235.00	\$ 235.00		
November	4	Meetings w/ BPD Recruiting, Retention, Rank and File Engagement, Mtg new Commander of Recruiting		8	\$ 235.00	\$ 1,880.00	Travel to Baltimore (4 hrs Pro Bono)	4
November	5	Breakfast Mtg.		1	\$ 235.00	\$ 235.00	Travel FR Baltimore (4 hrs Pro Bono)	4
November	8	Retention Plan Review w/ comments & correspondence		0.8	\$ 235.00	\$ 188.00		
November	13	Retention Plan work w/ comments & revisions		1	\$ 235.00	\$ 235.00		
November	21	Staffing & Supervision Ver 3 review		1.3	\$ 235.00	\$ 305.50		
November	26	Doc review and conf call w/ CB re recruiting, potential modification of candidate review +		1	\$ 235.00	\$ 235.00		
TOTAL HOURS:				14.1	TOTAL:	\$ 3,313.50	TOTAL UNBILLED HOURS:	8

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
11/4/19	Air	Southwest	STL-BWI O/W			Air	\$ 428.98	\$ 428.98
11/4/19	Food			Yes	\$ 53.25			\$ 53.25
11/4/19	Transportation	Uber	Rides from airport to/fr meetings			Transportation	\$ 31.22	\$ 31.22
11/4/19	Mileage		SPI - STL O/W (106 x .58)			Mileage	\$ 61.48	\$ 61.48
11/5/19	Food			Yes	\$ 53.25			\$ 53.25
11/5/19	Transportation	Southwest	DCA-STL O/W			Transportation	\$ 308.98	\$ 308.98
11/5/19	Mileage		STL-SPI O/W (106 x .58)			Mileage	\$ 61.48	\$ 61.48
11/4-5/19	Parking	STL				Parking	\$ 35.00	\$ 35.00
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -

Additional Notes: **TOTAL:** \$ **1,033.64**

Subtotal Time:	\$	3,313.50
Subtotal Expenses:	\$	1,033.64
TOTAL:	\$	4,347.14
Unbilled Hours		8.00

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

Super Park Lot E
St. Louis Lambert International Airport
314.890.2800

Receipt

L/R #03	A Payment No.00011142
T/D #01	Ticket No.036641
Entry Time	11/04/2019 (Mon) 8:24
Exit Time	11/05/2019 (Tue) 12:56
Parking Time	1Day 4:32
Parking Fee	Rate A \$35.00

Account #	[REDACTED]
Slip #	11391
Auth Code	0000521585
Credit Card Amount	\$35.00

Total	\$35.00

Thank You for Your Visit
Please Come Again !

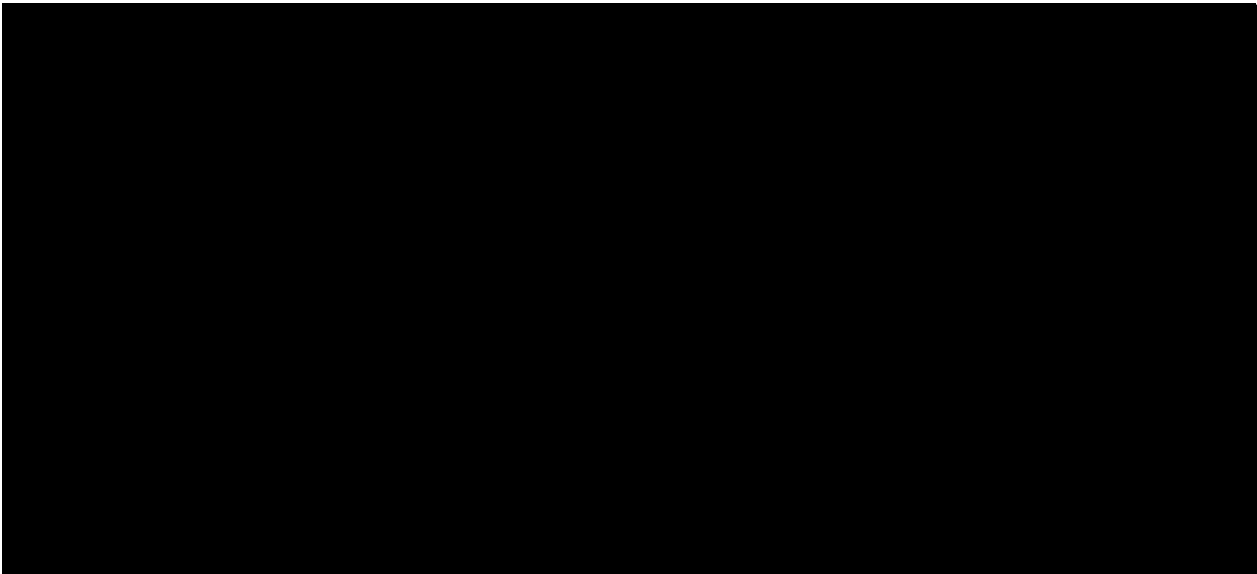
THANK YOU FOR CHOOSING SUPER PARK!
QUESTIONS OR COMMENTS
314.890.2800

YOUR TRIP TO:

STL - Lambert-Saint Louis International Airport



1 HR 43 MIN | 106.1 MI



0.82 total miles

3.32 total miles

4.53 total miles



4. Take the I-55 S exit, EXIT 97A, toward St Louis.

Then 0.56 miles

5.08 total miles



5. Merge onto I-55 Bus S.

Then 0.11 miles

5.19 total miles



6. I-55 Bus S becomes I-55 S.

Then 72.04 miles

77.23 total miles



7. Merge onto I-270 W via EXIT 20B toward Kansas City (Crossing into Missouri).

Then 23.60 miles

100.83 total miles



8. Merge onto I-170 S via EXIT 26A toward I-170 S/Clayton.

Then 3.08 miles

103.92 total miles



9. Merge onto I-70 W via EXIT 7B toward Kansas City.

Then 0.75 miles

104.67 total miles



10. Take EXIT 238A toward Lambert-St Louis Airport.

Then 0.65 miles

105.32 total miles



11. Merge onto Lambert International Blvd.

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

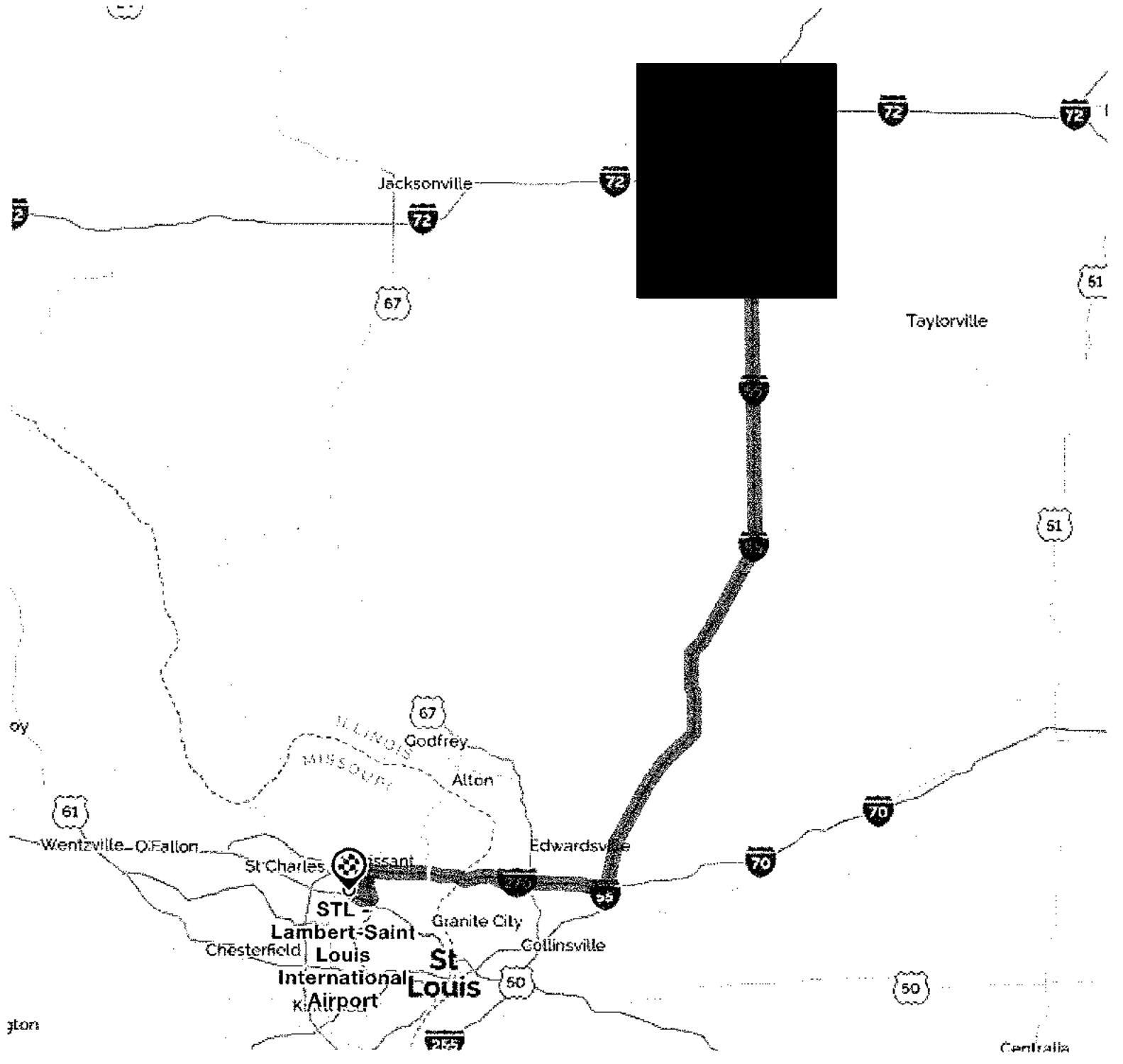
106.06 total miles



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 11/05 St. Louis trip (PWYVXL): Your reservation is confirmed.
Date: October 29, 2019 at 7:32 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!

NOVEMBER 5

DCA  STL

Wash. D.C. (Reagan) to St. Louis

Confirmation # **PWYVXL**


Confirmation date: 10/29/2019

PASSENGER	Sean Smoot
RAPID REWARDS #	[REDACTED]
TICKET #	5262135909304
EXPIRATION ¹	October 29, 2020
EST. POINTS EARNED	1,645

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Tuesday, 11/05/2019 Est. Travel Time: **2h 20m** Wanna Get Away®

FLIGHT # 2146	DEPARTS DCA 11:35AM Wash. D.C. (Reagan)		ARRIVES STL 12:55PM St. Louis
-------------------------	---	---	---

Payment information

Total cost



Payment

Total Cost

Air - PWYVXL

Base Fare	\$	274.12
U.S. Transportation Tax	\$	20.56
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	4.20
U.S. Passenger Facility Chg	\$	4.50
Total	\$	308.98

Payment

Date: October 29, 2019

Payment Amount: \$308.98

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: 5262135909304

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.

[Get it now >](#)



Save up to 30%

and earn up to 2,400 Rapid Rewards® points
with Budget® on your trip

Budget

From: Southwest Airlines southwestairlines@ifly.southwest.com
Subject: Sean Smoot's 11/04 Baltimore trip (PWG7VB): Your reservation is confirmed.
Date: October 29, 2019 at 7:30 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!

NOVEMBER 4

STL  BWI

St. Louis to Baltimore

Confirmation # **PWG7VB**

Confirmation date: 10/29/2019

PASSENGER	Sean Smoot
RAPID REWARDS #	[REDACTED]
TICKET #	5262135909202
EXPIRATION ¹	October 29, 2020
[REDACTED]	[REDACTED]

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Monday, 11/04/2019 Est. Travel Time: 2h Anytime

FLIGHT # 2024	DEPARTS STL 09:50AM St. Louis		ARRIVES BWI 12:50PM Baltimore
----------------------	---	---	---

Payment information

Total cost

Payment

Total Cost

Air - PWG7VB

Base Fare	\$	385.75
U.S. Transportation Tax	\$	28.93
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	4.20
U.S. Passenger Facility Chg	\$	4.50
Total	\$	428.98

Payment

Date: October 29, 2019

Payment Amount: \$428.98

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: 5262135909202

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.

[Get it now >](#)



Save up to 30%

and earn up to 2,400 Rapid Rewards® points
with Budget® on your trip

 **Budget**

Request a Ride

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Free rides

Profile Settings

04 November 2019, 2:44pm Baltimore-Maryland

\$9.96

Your UberX trip with Tarazi

712 E Baltimore St, Baltimore, MD 21202, US

02:44 PM

1500 N Charles St, Baltimore, MD 21201, US

02:57 PM

Rate ★ ★ ★ ★ ★

Details →

04 November 2019, 11:39am Baltimore-Maryland

\$21.26

Your UberX trip with Hong

Baltimore-Washington International Airport

11:39 AM

601 E Fayette St, Baltimore, MD 21202, US

12:14 PM

Rate ★ ★ ★ ★ ☆

Details →

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Villasenor	
INVOICE FOR MONTH OF:	November	
DATE SUBMITTED:	Monday, December 2, 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		Time	Rate	Total	Description	Hours
November	4	Prepare for and participate in the bi-weekly call on Officer Recruitment, Retention, Safety and Wellness. (was 15 minutes late to call due to Dr. appt.)		0.8	\$ 235.00	\$ 188.00		
November	5	Prepare for and participate in bi-weekly Training Call (1hr) Review of latest version of SSA training leeson plans and powerpoints (1.5)		2.5	\$ 235.00	\$ 587.50		
November	6	Numerous emails concerning training as well as continue review of latest SSA training lesson plans and powerpoint files. Provide feedback for MT Comments		3.5	\$ 235.00	\$ 822.50		
November	7	Prepare for and participate in Transportation of Persons in Custody call in preparation of Dec. 10 Site visit. Discussed weighting and provision of feedback on that topic.		1	\$ 235.00	\$ 235.00		
November	15	Review SSA Training that has been submitted to BOX		1	\$ 235.00	\$ 235.00		
November	16	Review SSA Training that has been submitted to BOX and provide feedback.		2	\$ 235.00	\$ 470.00		
November	17	Review SSA Training that has been submitted to BOX and provide feedback.		2.5	\$ 235.00	\$ 587.50		
November	18	Participate in MT internal conference call ref. status of SSA/FIP training. Continue review of latest iteration of SSA/FIP training material and provide comment.		5	\$ 235.00	\$ 1,175.00		
November	19	Prepare for and participate in Training call		1	\$ 235.00	\$ 235.00		
November	20	SSA emails and training review. Review and comment on BWC Policy		4	\$ 235.00	\$ 940.00		
November	21	Prepare for and participate in call ref. SSA training topics (Seatbelt use and Level 1 Force issue - 1 hr), review and comment on proposed training. (3 hr)		4	\$ 235.00	\$ 940.00		
November	22	Internal MT Training call to discuss timeline (.5), review QOL policy and LP (1) finish reviewing BWC LP(1) start review of other training topics (2)		4.5	\$ 235.00	\$ 1,057.50		
November	25	Prepare for and participate in Bi-weekly Policy Call		0.5	\$ 235.00	\$ 117.50		
November	26	Prepare for and participate in new Weekly Training call.		0.8	\$ 235.00	\$ 188.00		
November	29	Various emails, reading and review of published documents and training files.		1	\$ 235.00	\$ 235.00		
TOTAL HOURS:				34.1	TOTAL:	\$ 8,013.50	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -

Additional Notes: **TOTAL:** \$ -

Subtotal Time:	\$ 8,013.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 8,013.50
Unbilled Hours	0.00

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

INITIALS
RAV

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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
INVOICE SUBMITTED BY:	Bowman		
DATE SUBMITTED:	12/2/2019		
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
November	1	Reviewed/responded to 7 messages incl surveillance plane, MPCTC approvals, SSA LPs and elearning	1.1	\$ 235.00	\$ 258.50		
November	2			\$ 235.00	\$ -		
November	3			\$ 235.00	\$ -		
November	4	Reviewed/responded to 8 messages including MPCTC Approved Sex Trafficking of Minors eLearning, Use of Force Policies Go-Live, 2ND PUBLIC COMMENT PERIOD: Policy 322, Member-Involved Sexual Misconduct, and Stops, Searches, and Arrests.	1.4	\$ 235.00	\$ 329.00		
November	5			\$ 235.00	\$ -		
November	6			\$ 235.00	\$ -		
November	7			\$ 235.00	\$ -		
November	8	Reviewed/responded to 24 messages, incl MPCTC First Line Supervisor's School, ID theft and Sex Trafficking, Training calls, 2020 meeting and hearing schedule, SSA III, and Youth Interrogations Question.	1.9	\$ 235.00	\$ 446.50		
November	9			\$ 235.00	\$ -		
November	10			\$ 235.00	\$ -		

INVOICE

November	11	Reviewed/responded to 32 messages incl 2020 Meeting and Hearing Schedule, training, staffing and policy calls, MPCTC Approved Training, Officer stories, CITIZEN HEARING BOARD MEMBER TRAINING PROGRAM, Sexual Assault Investigator Training SART Comment period, Meeting With Mayor Young, and Proposed Final Draft Retention Plan Available for 2nd Public Comment Period.	2.5	\$	235.00	\$	587.50
November	12			\$	235.00	\$	-
November	13			\$	235.00	\$	-
November	14			\$	235.00	\$	-
November	15	Reviewed/responded to 9 messages incl Proposed Final Draft Retention Plan Available for 2nd Public Comment Period, PIB intake November 1, 2019, SSA III, MPCTC Approvals, Use of Force Policies - Go Live Date, and IDD link.	1	\$	235.00	\$	235.00
November	16			\$	235.00	\$	-
November	17			\$	235.00	\$	-
November	18			\$	235.00	\$	-
November	19			\$	235.00	\$	-
November	20			\$	235.00	\$	-
November	21			\$	235.00	\$	-
November	22	Reviewed/responded to 16 messages, ref 2020 Scheduling Order, training calls, Moving MP deadlines, MPCTC Approved IDD eLearning, and POSTED FOR PUBLIC COMMENT: SSA & FIP 2 In-Class Training (2.1).	2.1	\$	235.00	\$	493.50
November	23			\$	235.00	\$	-
November	24			\$	235.00	\$	-
November	25	Prepared for and participated in bi-weekly policy call . Followup call with Taz and transcribed call notes and delivered to rest of SSA team. Reviewed/responded to 3 messages .	1.9	\$	235.00	\$	446.50
November	26			\$	235.00	\$	-
November	27			\$	235.00	\$	-
November	28			\$	235.00	\$	-
November	29	Reviewed/responded to 18 messages ref training and staffing calls, 4th semi-annual report, moving deadlines, and Posted for a 2nd Comment Period: Draft Youth Interrogations Policy & Use of Force Memo.	2.3	\$	235.00	\$	540.50
November	30			\$	235.00	\$	-
November	31			\$	235.00	\$	-
			14.2	TOTAL:	\$ 3,337.00		0

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	3,337.00
Subtotal Expenses:	\$	-
TOTAL:	\$	3,337.00

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:	November		
INVOICE SUBMITTED BY:	Dupont		
DATE SUBMITTED:	12/5/2019		
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		Unbilled Hours
November	1	Review of Gap Analysis and role with Consent Decree with CPIC Leadership, Discussion of Gap Analysis recommendations with Monitoring Team (K. Thompson) and local advocate agency, discussion of chagne in BPD in-service scedules with BPD Training Division	1.1	\$ 235.00	\$ 258.50	Discussion of role of local mental health agency with Monitoring Team (K. Thomposon)	0.4
November	2			\$ 235.00	\$ -		
November	3			\$ 235.00	\$ -		
November	4	Review of feedback on Gap Analysis from local advocacy agencies, BPD Training committee Meeting	2.8	\$ 235.00	\$ 658.00		
November	5	CPIC Data Committee Meeting,, review of GAP Analysis timeline with CPIC Leadership	2	\$ 235.00	\$ 470.00		
November	6			\$ 235.00	\$ -		
November	7	Feedback on Gap Analysis for local agency	0.3	\$ 235.00	\$ 70.50	Discussion of GAP Analysis feedback for local advocacy groups with Monitoring Team (K. Thompson) and advocacy leadership	0.5
November	8			\$ 235.00	\$ -		
November	9	Discussion of changes in local mental health governance/advisory structure	0.2	\$ 235.00	\$ 47.00		
November	10			\$ 235.00	\$ -		
November	11			\$ 235.00	\$ -		
November	12	Development of extension request with court and approval request for BPD crisis in-service, coordination of request with Monitoring Team (S. Rosenthal), CPIC, City, and BPD Compliance, Training and Legal divisions.	4	\$ 235.00	\$ 940.00		

November	13	Discussion with BPIC Leadership regarding GAP Analysis results, review of CPIC meeting notes.	0.4	\$	235.00	\$	94.00	
November	14			\$	235.00	\$	-	
November	15			\$	235.00	\$	-	
November	16			\$	235.00	\$	-	
November	17			\$	235.00	\$	-	
November	18	BPD/CPI Training Committee Meeting, Technical Assistance to BPD Training Committee for sample Dispatch Curriculum, Review of latest version of Gap Analysis report, review of material for DRM symposium, discussion of prioritizing recommendations with local advocacy groups.	3.9	\$	235.00	\$	916.50	
November	19	Discussion of Dispatch Curriculum development issues with BPD Training Division	0.4	\$	235.00	\$	94.00	
November	20	Discussion of DRM Symposium with local advocacy group	0.2	\$	235.00	\$	47.00	Travel to Baltimore, Consent Decree discussion with local advocacy group, correspondence with BPD Training Division 9.8
November	21	On-site Disability Rights Maryland Symposium on local mental health/substance abuse, behavioral health needs.	8	\$	235.00	\$	1,880.00	Travel to Symposium, and meetings with Monitor(K. Thompson) and on-site visit to judicial agency, Meeting with Monitor (K. Thompson), on-site visit with 4
November	22	On-site DRM Symposium on local MH/SA/Behavioral Health needs, Discussion of priority setting at DRM Symposium with local advocacy group.	3.2	\$	235.00	\$	752.00	Travel from Baltimore, Meeting with DOJ to discuss progress with Consent Decree, local advocates to discuss DRM Symposium 11.8
November	23			\$	235.00	\$	-	
November	24			\$	235.00	\$	-	
November	25	Review of material and feedback from BPD recruit training pilot project.	0.8	\$	235.00	\$	188.00	Discussion of GAP Analysis report with subject matter expert 0.3
November	26			\$	235.00	\$	-	Review and Discussion of Semi-Annual report requirements (S. Rosenthal), review of Monitoring Team report (R. Kelly - editor) 0.5
November	27			\$	235.00	\$	-	
November	28			\$	235.00	\$	-	
November	29			\$	235.00	\$	-	
November	30			\$	235.00	\$	-	
November	31			\$	235.00	\$	-	
			27.3	TOTAL:	\$	6,415.50		27.3

Subtotal Expenses:	\$	989.44
TOTAL:	\$	7,404.94
Unbilled	\$	27.30 hours

Invoice #105-026

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

INITIALS

RTD

FB IA

SKIP TO BOOK

MEM - BWI Round Trip Nov 20-22 1 Passenger MODIFY

Randy

Amount Due
(1 Passenger)

\$391.00 USD

Express Checkout

Start Over 1 2 Confirmation

Outbound Change Flight	DL1281, DL2679 MEM ▶ BWI	Wed, Nov 20	THU, NOV 21 5:59pm - 12:30am	1 stop, 5h 31m Main	▼
Return Change Flight	DL1271, DL953 BWI ▶ MEM	Fri, Nov 22	5:42pm - 10:55pm	1 stop, 6h 13m Main	▼

[Changeable / Nonrefundable](#) [View Upgrade Eligibility](#)



Comfort+

- Complimentary Delta Studio[®] entertainment
- Up to 3" of Extra Legroom
- Dedicated Overhead Bin Space

\$101.00
10,100 miles

UPGRADE

Per Person Entire Trip

[View Seats](#)

View a map of the plane and select your seats

SELECT SEATS



First

- Spacious Seat with Extra Legroom
- Board First with First Class Boarding
- 2 Free Checked Bags

\$351.00
35,100 miles

UPGRADE

Per Person Entire Trip

[Wi-Fi & Trip Extras](#)

Buy a Wi-Fi pass or Trip Extras.

ADD TRIP EXTRAS

Baggage Allowance Per Passenger

[View Details](#)

Outbound MEM - BWI	Carry-On Free	1st Bag \$30.00 (50lb/23kg)	2nd Bag \$40.00 (50lb/23kg)
Return BWI - MEM	Carry-On Free	1st Bag \$30.00 (50lb/23kg)	2nd Bag \$40.00 (50lb/23kg)

13

Checked baggage size must not exceed 62 inches (157cm) when you total Length + Width + Height.

MEM - BWI Round Trip Nov 20-22 1 Passenger MODIFY

Randy

Passenger Info

Please make sure your full name is entered exactly as it appears on your government-issued identification. When booking a reservation, this Secure Flight Passenger Data is required for compliance with U.S. and foreign government regulatory programs, including TSA Secure Flight.

Amount Due (1 Passenger) **\$391.00 USD**

Passenger 1

I'm not traveling

First Name	Middle Name (optional)	Last Name	Suffix
Randolph	Thomas	Dupont	--

Frequent Flyer Program (optional)	Frequent Flyer Number
Delta Air Lines/SkyMiles	

Secure Flight Information on File

Known Traveler # (optional)	Redress # (optional)
	Redress # (optional)

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Learn more on eligible corporate rewards programs, [Delta SkyBonus*](#), [Air France/KLM BlueBiz*](#), [Aeromexico Club Premier Corporate](#) or [GOL VoeBiz](#).

Contact Info

Edit

You will receive flight and mishandled baggage notifications via the contact information entered above.

Upgrade Request

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Customize your upgrade preferences in My Trips.

Save Preferences to Profile

Payment

[Use other forms of payment](#)

To redeem Delta Gift Cards, Certificates, or eCredits go to delta.com/redeem

		Randolph Dupont	
--	--	-----------------	--

All fields are required unless noted

Saved Cards

				+Add new card
--	--	--	--	-------------------------------

[+Add new card](#)

BWI TAXI MANAGEMENT, INC.
BALTIMORE/WASHINGTON
INTERNATIONAL AIRPORT
MARYLAND...21240

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410-859-1102
Operator of

²
BWI 27252-023
AIRPORT CAB

RECEIVED FROM:

NAME Msgna

TRANSPORTATION TO Baltimore East

DATE 11/21 20 19

CAB NO. 314

METER FARE	40	00
BAGGAGE		
TOLLS		
OTHER		
TIP		
TOTAL	40	00

Chauffeur 

Please refer to rate schedules in each taxicab. Should you have any questions regarding lost articles or service, please call BWI Taxi Management, Inc. (410-859-1102) or the Maryland Aviation Administration (410-859-7033). Thank you

3A

Top Level Sedans, LLC

Private Sedan Service
301/437-5163

DATE 11/22/2019 PRICE \$ 20⁰⁰
11/21/19

PICK-UP MARRIOTT WATERFRONT

DESTINATION COPPIN STATE UNIVERSITY

DRIVER'S NAME SHAN PERSAUD

TIME BEGIN 7:15 AM TIME FINISHED 7:45 AM TIME WAITING _____
7:15 *7:45 AM* *7:45 AM*

Thank You

3B

Top Level Sedans, LLC

Private Sedan Service
301/437-5163

DATE 11/21/19 PRICE \$ 18⁰⁰

PICK-UP COPPIN STATE UNIVERSITY

DESTINATION FOOD MARKET RESTAURANT

DRIVER'S NAME SHAN PERSAUD

TIME BEGIN 5:30 PM TIME FINISHED 6:15 PM TIME WAITING _____

Thank You

84A

Top Level Sedans, LLC

Private Sedan Service

301/437-5163

DATE 11/22/2019 PRICE \$ 20⁰⁰

PICK-UP MARRIOTT WATER FRONT

DESTINATION COPPIN ST AND UMURDSTY

DRIVER'S NAME SIAM PERSANO

TIME BEGIN 8:15 TIME FINISHED 8:45 TIME WAITING _____

Thank You

4B

Top Level Sedans, LLC

Private Sedan Service

301/437-5163

DATE 11/22/19 PRICE \$ 50⁰⁰

PICK-UP ① 750 EAGLE BLVD
② MARRIOTT WATER FRONT

DESTINATION AIRPORT

DRIVER'S NAME SIAM PERSANO

TIME BEGIN 2:00 PM TIME FINISHED 3:15 PM TIME WAITING 15 min

Thank You

5

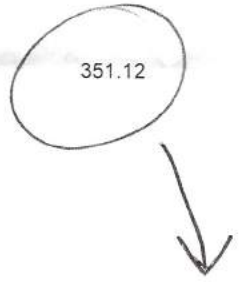


BALTIMORE MARRIOTT WATERFRONT

GUEST FOLIO

3230 DUPONT/RANDOLPH/MR 152.00 11/22/19 08:17
 ROOM NAME: [REDACTED] RATE DEPART TIME ACCT#
 CK [REDACTED] ROSE RD [REDACTED] 11/20/19 21:20
 TYPE [REDACTED] ARRIVE TIME
 146
 PASSPORT: AXXXXXXXXXXXX [REDACTED]
 ROOM ADDRESS MBV# XXXXX [REDACTED]
 CLERK PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/20	ROOM 3230, 1	152.00		
11/20	STATE TX 3230, 1	9.12		
11/20	CITY TAX 3230, 1	14.44		
11/21	ROOM 3230, 1	152.00		
11/21	STATE TX 3230, 1	9.12		
11/21	CITY TAX 3230, 1	14.44		
11/22	CCARD-AX		351.12	
	PAYMENT RECEIVED BY: [REDACTED]			.00



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*Note reduced to lowest Verable rate
 available - WINTER RATES 131.67 per/day
 total of 263.³⁴*



BALTIMORE MARRIOTT WATERFRONT
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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

Clear

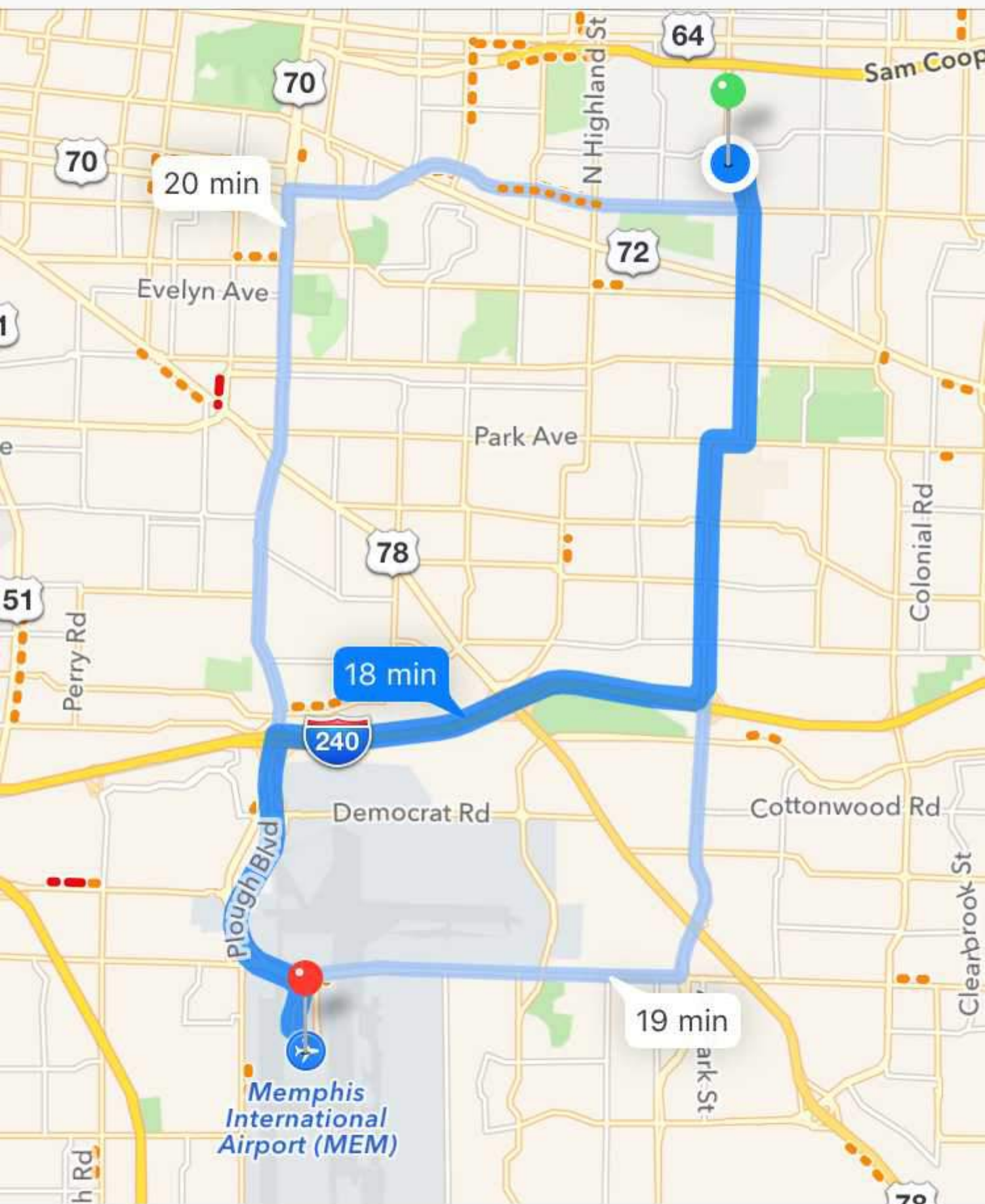
To Memphis International Airport



Drive

Walk

Transit



18 minutes

10 mi · I-240 W

Details



Start



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>November</u>	
INVOICE SUBMITTED BY:	Maxey	
DATE SUBMITTED:	12/1/2019	
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	
November	4	Call re: Policy 322, Member-Involved Sexual Misconduct; 2018-0022 download and review	1.2	\$ 235.00	\$ 282.00			
November	6	Review PIB manual against previous comments/CRB comments	1.7	\$ 235.00	\$ 399.50			
November	14	Review PIB manual; draft internal email	0.7	\$ 235.00	\$ 164.50			
November	15			\$ 235.00	\$ -	MT phone call; external email re: PIB	0.5	
November	24			\$ 235.00	\$ -	Review final tabulation for IA case review	0.5	
November	25	Validate final tabulation with master case list and clean up case number data	1.3	\$ 235.00	\$ 305.50			
November	27			\$ 235.00	\$ -	Review PIB intake manual revisions	0.5	
November	29	Detailed review of PIB manual and revisions; prep for Monday call	1.3	\$ 235.00	\$ 305.50			
			6.2	TOTAL:	\$ 1,457.00			1.5

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	1,457.00
Subtotal Expenses:	\$	-
TOTAL:	\$	1,457.00

Unbilled Hours 1.50

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

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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
INVOICE SUBMITTED BY:	CMPI (BCMC – Kelly)		
DATE SUBMITTED:	12/1/2019		
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
November	1			\$ 235.00	\$ -		
November	2			\$ 235.00	\$ -		
November	3			\$ 235.00	\$ -		
November	4			\$ 235.00	\$ -		
November	5			\$ 235.00		Monitor Team Check in Call	0.7
November	6			\$ 235.00	\$ -		
November	7	Presented to the Madison Park Improvement Association. Spoke mostly about how the consent decree doesn't change any laws but only mandates that they are enforced constitutionally. Their biggest issue is getting responses when they call about the nuisance open air-drug market at and near the Bruce Manor/Pedestal Gardens Apt. complex. The NSO reported no major changes in the crime trends in the area and the residents agree. There were 27 people in attendance, all recieved flyers and cards.	2.2	\$ 235.00	\$ 517.00		
November	8			\$ 235.00	\$ -	Monitor Team Check in Call	0.8
November	9			\$ 235.00	\$ -		
November	10			\$ 235.00			

November	11		\$	235.00		
November	12		\$	235.00	\$	-
November	13	Met with member organization of the Campaign for Justice Safety and jobs to discuss collaboratively organizing another People's Town Hall / Policy workshop for the upcoming public comment period for BPD's proposed Community Policing Plan. The meeting was held at the Jews United for Justice Offices on Maryland Avenue. Representatives were present from CASA, JUFJ< CPP, ACLU, NAACP-LDF, BLOC, Making Changes and SURJ	1.4	\$	235.00	\$ 329.00
November	14	Attended the Call to Action meeting at City Hall then had a meeting with Sunny Schnitzer, Deputy Chief of staff for Mayor Jack Young about finding ways to get more residents involved/engaged in the efforts to reduce crime and improve public safety. Once again we reach the roadblock of having the capacity or in my view, being willing to invest in a trust and relationship building process. She will be be more intentional about dessiminating information about opportunities to submit public comment. She said she would be meeting with Judge Bredar in a few days and will set a subsequent meeting after the Holidays./ Presented with Seth to the National Association of Social Workers at the Enoch Pratt Library in Govans. They have been working and collaborating with me to find out how they can leverage the trust in their position to help inform the process.	5.7	\$	235.00	\$ 1,339.50
November	15	Met with Lt. Col. Brown to discuss her units, NSU and CDIU to participate in the upcoming CJSJ People's Town Hall to workshop the upcoming Community Policing Plan. She agreed to have participants from both units /	1.5	\$	235.00	\$ 352.50
						Co-facilitated a workshop for Youth Interrogation Policy 1207 with the Youth Advocacy Organization Beyond Youth Organizing(feedback submitted)
						2.4
November	16		\$	235.00	\$	-
November	17		\$	235.00	\$	-
November	18	Neighborhood Liaison Monthly meeting / Facebook Live session	2	\$	235.00	\$ 470.00
November	19		\$	235.00	\$	-
November	20		\$	235.00	\$	-
November	21		\$	235.00	\$	-
November	22	Tabled at the Avenue Market Community event and Turkey giveaway hosted by Tammy Rivera, Upton Planning Committee and the Pennsylvania Main Street Association.	2.3	\$	235.00	\$ 540.50

November	23	Tabled at the community gathering at the Y in Druid Hill, there were over 100 residents that cycled through the entirety of the engagement, I presented about our/my role in the consent decree process, handed out over 50 flyers and had 17 people sign up for the monthly monitor. Was joined by Earl Saunders of the DOJ for about the last hour or so who also engaged residents while there.	2.6	\$	235.00	\$	611.00	
November	24			\$	235.00	\$	-	Monthly Monitor Draft 2.5
November	25			\$	235.00	\$	-	
November	26			\$	235.00	\$	-	Monitor Team Check in Call 0.6
November	27			\$	235.00	\$	-	
November	28			\$	235.00	\$	-	
November	29			\$	235.00	\$	-	
November	30			\$	235.00	\$	-	
November	31			\$	235.00	\$	-	
			17.7	TOTAL:	\$ 4,159.50			7

Baltimore Consent Decree Monitor
INVOICE

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
TOTAL:				\$	1,671.60

Subtotal Time:	\$	4,159.50
Subtotal Expenses:	\$	1,671.60
TOTAL:	\$	5,831.10

Unbilled Hours 7.00

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

J.H. Furst Printing Co., Inc.

242 South Eden Street
Baltimore, MD 21231
410-342-0060 FAX: 410-342-0129

Invoice

DATE	INVOICE #
10/11/2019	80410

BILL TO
Baltimore Community Mediation Center 3333 Greenmount Ave. Baltimore, MD 21218

		REP
		O
QUANTITY	DESCRIPTION	AMOUNT
10,000	Consent Decree Brochure Shipping	1,218.00 28.60
Total		\$1,246.60

1.5% per month (18% per annum) finance charge on unpaid balance over 31 days from date of shipment.

INVOICE FOR CD Monitoring team

INVOICE #001

PREPARED FOR

G&R MULTISERVICES INC

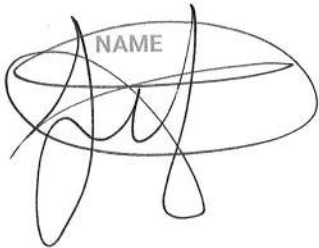
4517 Eastern Ave
Baltimore, MD 21224
410-327-6005

PREPARED DATE
10/15/2019

EXP. DATE
10/20/19

CLIENT	DATE	interpreter		
Translation	10/15	2hour		\$225
Translation devices	10/15	25*12		\$200
Total				\$425

AGREED AND ACCEPTED:

NAME


TITLE

DATE

Name:

Weekly Log

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>November</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
	INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton					
	DATE SUBMITTED:	12/6/2019					
	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
November	1			\$ 75.00	\$ -		
November	2			\$ 75.00	\$ -		
November	3			\$ 75.00	\$ -		
November	4	Checked and answered email. Collecting NLs monthly invoices. Answered residents questions on social media about consent decree processes. Canvassed in Southeast district	2.5	\$ 75.00	\$ 187.50		
November	5	Called into weekly CE team conference call. Canvassed in Central and Western district	3	\$ 75.00	\$ 225.00		
November	6	Made NL visit to Eastern district. Canvassed in Eastern district.	2.7	\$ 75.00	\$ 202.50		
November	7	Posted to social media about NL weekly engagements. Made NL visits to Northwest, Southwest, Western, and Southern districts.	5	\$ 75.00	\$ 375.00		
November	8	Made NL visits to central and Northeast district. Canvassed in Northeast district	3.5	\$ 75.00	\$ 262.50		
November	9			\$ 75.00	\$ -		
November	10			\$ 75.00	\$ -		
November	11	Checked and answered email. Canvassed in Southeast district	2.5	\$ 75.00	\$ 187.50		
November	12	Attended weekly conference call with CE team. Posted to social media about FB live sessions. Attended monthly Faith leader meeting and discussed polices that were up for public comment along with community engagement efforts coming up.	3.2	\$ 75.00	\$ 240.00		
November	13	Made visit to Eastern district NL. Canvassed eastern district and dropped off brochures to businesses on Monument Street.	3	\$ 75.00	\$ 225.00		
November	14	Made NL visits to NW, SW, Northern, and Southern districts. Canvassed Southern district and talked to residents on Patapsco Avenue.	4.5	\$ 75.00	\$ 337.50		

Name:

Weekly Log

November	15	Made NL visit to NE NL. Canvassed Northeast district and dropped off brochures to businesses on Belair Road.	3	\$	75.00	\$	225.00
November	16			\$	75.00	\$	-
November	17			\$	75.00	\$	-
November	18	Prepared and facilitated monthly NL meeting. Attended and broadcasted our bi-monthly Facebook Live session.	6	\$	75.00	\$	450.00
November	19	Attended weekly conference call with CE team. Canvassed in Southeast district.	2	\$	75.00	\$	150.00
November	20	Made NL visit to Eastern district. Canvassed in Eastern district.	2.5	\$	75.00	\$	187.50
November	21	Made NL visits in NW, SW, Southern, and Western districts. Canvassed in Northwest districts.	4.6	\$	75.00	\$	345.00
November	22	Made NL visits to NE and Central Districts. Canvassed in Central district.	3.2	\$	75.00	\$	240.00
November	23			\$	75.00	\$	-
November	24			\$	75.00	\$	-
November	25	Checked and answered emails. Canvassed the Southeast district.	2	\$	75.00	\$	150.00
November	26	Attended weekly conference call with CE Team. Canvassed the Western district.	2.5	\$	75.00	\$	187.50
November	27			\$	75.00	\$	-
November	28			\$	75.00	\$	-
November	29			\$	75.00	\$	-
November	30			\$	75.00	\$	-
November	31			\$	75.00	\$	-
			55.7	TOTAL:	\$	4,177.50	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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Alvonia Allen	
	DATE SUBMITTED:	12/2/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
November	1			\$ 20.00	\$ -		
November	2			\$ 20.00			
November	3			\$ 20.00	\$ -		
November	4			\$ 20.00	\$ -		
November	5			\$ 20.00	\$ -		
November	6	Attended St. Agnes/Violetville Comm Assoc Meeting	0.5	\$ 20.00	\$ 10.00		
November	7	Weekly engagement Engagement Ssite at the Pratt Library	2	\$ 20.00	\$ 40.00		
November	8			\$ 20.00			
November	9			\$ 20.00	\$ -		
November	10			\$ 20.00	\$ -		
November	11			\$ 20.00	\$ -		
November	12			\$ 20.00	\$ -		
November	13				\$ -		
November	14	Weekly engagement Engagement Ssite at the Pratt Library	2	\$ 20.00	\$ 40.00		
November	15			\$ 20.00			
November	16			\$ 20.00	\$ -		

November	17					
November	18	Monthly CD Meeting/ also viewed live session on fb	2	\$	20.00	\$ 40.00
November	19			\$	20.00	\$ -
November	20			\$	20.00	\$ -
November	21	Weekly engagement Engagement Ssite at the Pratt Library	2	\$	20.00	\$ 40.00
November	22			\$	20.00	\$ -
November	23	Went to Pratt Library to hand out pamphlets and speak with Mayoral candidate after fire.	0.5	\$	20.00	\$ 10.00
November	24			\$	20.00	\$ -
November	25			\$	20.00	\$ -
November	26			\$	20.00	\$ -
November	27			\$	20.00	\$ -
November	28			\$	20.00	\$ -
November				\$	20.00	\$ -
November	30			\$	20.00	\$ -
November	31			\$	20.00	\$ -
			9	TOTAL:	\$ 180.00	0

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218		<p>INSTRUCTIONS</p> <p>1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.</p> <p>2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.</p> <p>3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day or travel stipend will be paid.</p> <p>5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting to</p> <p>6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.</p>
INVOICE FOR MONTH OF:	<u>November</u>	
INVOICE SUBMITTED BY:	Howard Roberts	
DATE SUBMITTED:	12/6/2019	
YEAR:	2019	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
November	1	Attended community activity at Madison Square Rec ... distributed brochures after gathering ... 20 to 25 in attendance ... did circulate with group afterwards sharing info	2	\$ 20.00	\$ 40.00		
November	2			\$ 20.00	\$ -		
November	3	Did distribute brochures at St. Ann's after service ... did speak briefly to 10 to 15 ... attended pre-Thanksgiving event in school hall ... past out another 15 brochures after gathering .	2	\$ 20.00	\$ 40.00		
November	4	Did brochure cars on Broadway during NA/AA meeting ... big group for a Monday ... spoke to 10 to 12 as meeting ended ... trying to be a regular there on Mondays and Wednesday prior to heading to regular meeting site at EBCAC.	1	\$ 20.00	\$ 20.00		
november	5						
November	6			\$ 20.00	\$ -		
November	7	Did tabling at Eastside Community Action Center today ... staff had a party during normal hours on Nov 6th ... distributed brochures and updated bulletin board while clients waited to be seen ... did commercial once ... 15 to 25 attending ... people seemed especially open to / positive about knowing that the police are being monitored	2	\$ 20.00	\$ 40.00		

November	8		\$	20.00	\$	-
November	9		\$	20.00	\$	-
November	10		\$	20.00	\$	-
November	11		\$	20.00	\$	-
November	12		2 \$	20.00	\$	40.00
		Did visit the food distribution event at Oliver this month ... its always a big crowd before Thanksgiving ... distributed 30-40 brochures ... did commercial at least 6 times ... nearly 100 attending if not more				
November	13	Did drive -by on Caroline, Greenmount, Ensor and North aves. ... dropped in on the churches that had mail slots, 2 senior citizen buildings near Chase & Greenmount and 22nd street ... left 5-10 brochures at each site ... gave short overviews to front office staff at senior citizen sites.	2 \$	20.00	\$	40.00
November	14		\$	20.00	\$	-
November	15		\$	20.00	\$	-
November	16		\$	20.00	\$	-
November	17		\$	20.00	\$	-
November	18	Revisited the market on monument ... handed out 10-15 brochures , left another 5 at a few food stations ... Place was packed ... good day.	1 \$	20.00	\$	20.00
November	19		1 \$	20.00	\$	20.00
		Did turn-around Tuesday at Zion Baptist ... left 10 brochures ... spoke to 6.				
November	20	Tabled at EBCAC ... small group ... 5 to 8 attending ... did commercial 2 times ... very open.	1 \$	20.00	\$	20.00
November	21	Dropped brochures at new church on Caroline and North ave ... Latino congregation ... left 15.	1 \$	20.00	\$	20.00
November	22		\$	20.00	\$	-
November	23		\$	20.00	\$	-
November	24		\$	20.00	\$	-
November	25					
November	26		\$	20.00	\$	-
November	27		\$	20.00	\$	-
November	28		\$	20.00	\$	-

November	29		\$	20.00	\$	-	
			15	TOTAL:	\$	300.00	0

TOTAL:	\$	325.00
Unbilled Hours		0.00

Your initials here signify that the charges on this invoice are accurate:	INITIALS HR
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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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Boykins	
	DATE SUBMITTED:	12/4/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

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

November	17		\$	20.00	\$	-
November	18		\$	20.00	\$	-
November	19		\$	20.00	\$	-
November	20		\$	20.00	\$	-
November	21	Although I had not been at my engagement via St. Gregory's Soup Kitchen for the 1st two weeks of this month for personal reasons; no one had anything to report and/or concerns about anything, let alone BPD. However, a few signed up for the MM and those that stopped by said" they are appreciative that someone is there to listen/to help, but they are staying our of BPD's way, and from the looks of it; they don't really have to, because BPD are staying out of theirs." Also, I was blessed to have and to provide tickets to the Goodwill Resource Fair of which 60 were provided to those who expressed interest.	2.5 \$	20.00	\$	50.00
November	22		\$	20.00	\$	-
November	23		\$	20.00	\$	-
November	24		\$	20.00	\$	-
November	25		\$	20.00	\$	-
November	26		\$	20.00	\$	-
November	27	Attended the Goodwill Resource Fair at the Baltimore Convention Center. So happy nothing prevented my attendance. There were roughly 2,000 guests for lunch and boy were they hungry for food and knowledge. I handed out 83 brochures to those who stopped by and signed up 12 for the MM. The dialog was great, but no one had any concerns they wanted to address. The ones who sigend up for the MM, are those who were interested in the opportunity to provide feedback via the various training subjects. The word on the street from those who shared, is that BPD is not doing much of anything but attempting to enhance their online presence by positng their attendance at community events and helping kids at school. Some say its a safe bet. I will add that my station was changed and I ended up next to Elizabeth from the Fed SAO's Reentry Office. We chatted about the last event we saw one another and she shared that she would send me info on the next reentry event.	6.5 \$	20.00	\$	130.00
November	28		\$	20.00	\$	-
November	29		\$	20.00	\$	-
November	30		\$	20.00	\$	-
November	31		\$	20.00		
			9 TOTAL:	\$ 180.00		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>November</u>	
	INVOICE SUBMITTED BY:	Jackson	
	DATE SUBMITTED:	12/4/2019	
	YEAR:	2019	

Complete these four cells before starting spreadsheet. Rates and other info will self-populate.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

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

November	17		\$	20.00	\$	-
November	18	Harlem Park Elementary School Discussion and Pamphlet overview with Administration and some staff - monthly Team staff meeting at 3333 Greenmount Ave.	2	\$ 20.00	\$	40.00
November	19		\$	20.00	\$	-
November	20	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
November	21	Garrett Heights School Discussion and Pamphlet overview with Administration and some staff	1	\$ 20.00	\$	20.00
November	22	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
November	23		\$	20.00	\$	-
November	24		\$	20.00	\$	-
November	25		\$	20.00	\$	-
November	26		\$	20.00	\$	-
November	27	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
November	28		\$	20.00	\$	-
November	29		\$	20.00	\$	-
November	30		\$	20.00	\$	-
November	31		\$	20.00	\$	-
			9	TOTAL:	\$	180.00
						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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Tsiongas	
	DATE SUBMITTED:	12/3/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
November	1			\$ 20.00	\$ -		
November	2			\$ 20.00	\$ -		
November	3			\$ 20.00	\$ -		
November	4	Monthly Meeting with MAJR, held at Living Classrooms Broadway Overlook Community Center, 1501 E Fayette St. "Maryland Alliance for Justice Reform (MAJR) is a bi-partisan, statewide alliance seeking legislative changes indispensable to bring Maryland into the 21st century with corrections policies that are evidence-based, humane and effective." Discussion with group around supporting incarcerated/reentering population.	2	\$ 20.00	\$ 40.00		
November	5	Attended "Changes to Youth Interrogation Policies" public meeting put on by CJSJ. Orgs in attendance included, ACLU, CASA, CPP, SURJ. Participated in table discussions on BPD Youth Interrogation Policy.	2	\$ 20.00	\$ 40.00		
November	6			\$ 20.00	\$ -		
November	7			\$ 20.00	\$ -		
November	8			\$ 20.00	\$ -		
November	9	Attended community forum put on by DBFA with BPD Commissioner Michael Harrison. Included updates from Commissioner on Consent Decree requirements, technology etc.	1.5	\$ 20.00	\$ 30.00		
November	10			\$ 20.00	\$ -		
November	11			\$ 20.00	\$ -		
November	12	Community tabling at SE Branch library.	2	\$ 20.00	\$ 40.00		
November	13			\$ 20.00	\$ -		

November	14		\$	20.00	\$	-
November	15		\$	20.00	\$	-
November	16		\$	20.00	\$	-
November	17		\$	20.00	\$	-
November	18		\$	20.00	\$	-
November	19		\$	20.00	\$	-
November	20		\$	20.00	\$	-
November	21	Phone call with MAJR "Maryland Alliance for Justice Reform (MAJR) is a bi-partisan, statewide alliance seeking legislative changes indispensable to bring Maryland into the 21st century with corrections policies that are evidence-based, humane and effective." Discussion around policy changes across the state relating to criminal justice reform.	1.5	\$ 20.00	\$	30.00
November	22		\$	20.00	\$	-
November	23		\$	20.00	\$	-
November	24		\$	20.00	\$	-
November	25		\$	20.00	\$	-
November	26	Community tabling at SE Branch library.	1	\$ 20.00	\$	20.00
November	27		\$	20.00	\$	-
November	28		\$	20.00	\$	-
November	29		\$	20.00	\$	-
November	30		\$	20.00	\$	-
November	31		\$	20.00	\$	-
			10	TOTAL:	\$	200.00
						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: November		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY: Dunaway		
	DATE SUBMITTED: 12/6/2019		
	YEAR: 2019		

Sample Description:
 Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
November	1			\$ 20.00	\$ -		
November	2			\$ 20.00	\$ -		
November	3			\$ 20.00	\$ -		
November	4			\$ 20.00	\$ -		
November	5			\$ 20.00	\$ -		
November	6			\$ 20.00	\$ -		
November	7			\$ 20.00	\$ -		
November	8			\$ 20.00	\$ -		
November	9			\$ 20.00	\$ -		
November	10			\$ 20.00	\$ -		
November	11			\$ 20.00	\$ -		
November	12			\$ 20.00	\$ -		
November	13			\$ 20.00	\$ -		
November	14	Attended my Weekly Tabling at Cherry Hill library	1	\$ 20.00	\$ 20.00		
November	15			\$ 20.00	\$ -		
November	16			\$ 20.00	\$ -		

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
			TOTAL:	\$	25.00

Subtotal Time:	\$	80.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	105.00
Unbilled Hours		0.00

Your initials here signify that the charges on this invoice are accurate:	INITIALS MBD
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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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Roberts, M.	
	DATE SUBMITTED:	9/30/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
November	1		0	\$ 20.00	\$ -		
November	2		0	\$ 20.00	\$ -		
November	3		0	\$ 20.00	\$ -		
November	4		0	\$ 20.00	\$ -		
November	5		0	\$ 20.00	\$ -		
November	6		0	\$ 20.00	\$ -		
November	7	Outreach: Govans Library Office Hours - This was a great evening. There were people who were attending a Blue Water Baltimore activity station and I was able to interact with them. One gentleman, Terrise Washington, came specifically to talk surveillance drones. Mr. Washington and I talked for 45 minutes about several topics relative to the Consent Decree	1.3	\$ 20.00	\$ 26.00		
November	8		0	\$ 20.00	\$ -		
November	9	Outreach: Communications through email and social media - Emails and Facebook message about scheduling meetings. One future meeting will take place on 11/12 with representatives from the Northern Police District Community Resource Council.	0.5	\$ 20.00	\$ 10.00		
November	10		0	\$ 20.00	\$ -		
November	11		0	\$ 20.00	\$ -		
November	12		0	\$ 20.00	\$ -		

November	13	Outreach: CVCBD Security Advisory Committee. This is a normal meeting but there was a special topic to discuss the concern of WMS merchants that the BPD officers have been informing them that they cannot do their jobs because of the Consent Decree. During the meeting, we discussed what police officers were able to do. We also agreed that there would be a follow-u meeting. There were two police officers in the room. One officer stated that it was difficult for them to do their job because of the constraints being placed on them.	0.5	\$	20.00	\$	10.00
November	14	Outreach: Two events. Govans Library Office Hours & CHM Ladies Meeting - The library was full for several reasons. First, there was a wreath making workshop. There was a consent decree workshop being hosted by Ray. There was generally speaking heavy walk-in traffic. The gentleman who visited me last week came back again with more questions about the Consent Decree. The residents wanted to hear more about the consent decree. They had questions about why police officers are not doing anything. I had to let them know that some of the questions were not under my responsibilities.	2.5	\$	20.00	\$	50.00
November	15		0	\$	20.00	\$	-
November	16		0	\$	20.00	\$	-
November	17		0	\$	20.00	\$	-
November	18	Monthly Liaison Meeting	1	\$	20.00	\$	20.00
November	19		0	\$	20.00	\$	-
November	20		0	\$	20.00	\$	-
November	21	Outreach: Govans Library Office Hours	1	\$	20.00	\$	20.00
November	22		0	\$	20.00	\$	-
November	23		0	\$	20.00	\$	-
November	24		0	\$	20.00	\$	-
November	25			\$	20.00	\$	-
November	26		0	\$	20.00	\$	-
November	27		0	\$	20.00	\$	-
November	28		0	\$	20.00	\$	-
November	29		0	\$	20.00	\$	-
November	30	Outreach:Govans Library Office Hours	0.3	\$	20.00	\$	6.00
November	31		0	\$	20.00	\$	-
			7.1	TOTAL:	\$	142.00	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>November</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Curtis	
	DATE SUBMITTED:	12/9/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
November	1			\$ 20.00	\$ -		
November	2			\$ 20.00	\$ -		
November	3			\$ 20.00	\$ -		
November	4			\$ 20.00	\$ -		
November	5			\$ 20.00	\$ -		
November	6			\$ 20.00	\$ -		
November	7	Assisted the Southwest liaison with their weekly Consent Decree engagement	2	\$ 20.00	\$ 40.00		
November	8			\$ 20.00	\$ -		
November	9			\$ 20.00	\$ -		
November	10			\$ 20.00	\$ -		
November	11			\$ 20.00	\$ -		
November	12	Attended SDKG Community Association & Park Circle Community Assocaiton & Bridging 2 Park Heights community events (100 people)	3	\$ 20.00	\$ 60.00		
November	13	Attended Pimlico Resource and School Fair and passed out brochures (70 people)	1	\$ 20.00	\$ 20.00		
November	14			\$ 20.00	\$ -		
November	15			\$ 20.00	\$ -		
November	16			\$ 20.00	\$ -		

November	17		\$	20.00	\$	-
November	18		\$	20.00	\$	-
November	19		\$	20.00	\$	-
November	20	Canvassed Forest Park High School and attended Park Heights Renaissance Monthly Meeting with CD materials. 60 people attended	3 \$	20.00	\$	60.00
November	21		\$	20.00	\$	-
November	22	Passed out literature at International Education Week at BCCC (130 students)	1 \$	20.00	\$	20.00
November	23		\$	20.00	\$	-
November	24		\$	20.00	\$	-
November	25		\$	20.00	\$	-
November	26	Tables at the Pimlico Thanksgiving and resource fair (200 + people)	3 \$	20.00	\$	60.00
November	27		\$	20.00	\$	-
November	28		\$	20.00	\$	-
November	29	Attendd the Northwest Baltimore Meet and Greet (50 people)	2 \$	20.00	\$	40.00
November	30		\$	20.00	\$	-
November	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>November</u>	INVOICE SUBMITTED BY: <u>Watts</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
November	1	Nancy by SNAC Engagement	2	\$ 20.00	\$ 40.00		
November	2			\$ 20.00	\$ -		
November	3			\$ 20.00	\$ -		
November	4			\$ 20.00	\$ -		
November	5			\$ 20.00	\$ -		
November	6			\$ 20.00	\$ -		
November	7			\$ 20.00	\$ -		
November	8	Nancy by SNAC Engagement - Met with Civic Works to schedule presentation to their staff. Sat with Senator Mary Washington to explain process	3	\$ 20.00	\$ 60.00		
November	9			\$ 20.00	\$ -		
November	10			\$ 20.00	\$ -		
November	11			\$ 20.00	\$ -		
November	12			\$ 20.00	\$ -		
November	13			\$ 20.00	\$ -		
November	14			\$ 20.00	\$ -		
November	15	Traveled to Annapolis and spoke with Baltimore City Delegates and Senators who attended the Legislative Black Caucus event about the Consent Decree	2	\$ 20.00	\$ 40.00		
November	16	Attended Legislative Black Caucus and spoke to Delegate Talmadge Branch about process of the Consent Decree	1	\$ 20.00	\$ 20.00		

November	17		\$	20.00	\$	-
November	18	Attended Consent Decree Monthly meeting and participated in FB Live session	2	\$ 20.00	\$	40.00
November	19		\$	20.00	\$	-
November	20		\$	20.00	\$	-
November	21		\$	20.00	\$	-
November	22		\$	20.00	\$	-
November	23	Facilitated WOLB Radio Show and had Ray Kelly as call in guest on radio show to discuss consent decree	1	\$ 20.00	\$	20.00
November	24		\$	20.00	\$	-
November	25		\$	20.00	\$	-
November	26	Attended the Reservoir Hill Community Association meeting and gave presentation to live group as well as their streaming to members not able to attend	2	\$ 20.00	\$	40.00
November	27		\$	20.00	\$	-
November	28		\$	20.00	\$	-
November	29		\$	20.00	\$	-
November	30		\$	20.00	\$	-
November	31		\$	20.00	\$	-
			13	TOTAL:	\$	260.00
						0

