

Seth A. Rosenthal

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October 30, 2019

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

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

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

RE: *Baltimore Police Monitoring Team – September 2019 Invoice*

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

Narrative Summary

This invoice accounts for time worked from September 1 – September 30, 2019 by Team members Ken Thompson, Seth Rosenthal, Charles Ramsey, Theron Bowman, Randy Dupont, Steve Parker, Hassan Aden, Matthew Barge, Kevin Bethel, Jessica Drake (as both community engagement team member and executive assistant), Nola Joyce, Tracey Meares, Kathleen O’Toole, Sean Smoot,

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Roberto 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 \$118,375.32. Of the time submitted in this invoice, 93.3 hours, or 13.8%, were *pro bono*, or unbilled and donated to the City of Baltimore. By recording 13.8% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of \$28,765.50. In addition, two associates from the Venable law firm performed a total of 25.3 hours of work *pro bono*. Their *pro bono* work saved the City an additional \$12,017.50.

Work performed in September 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 stops/searches/arrests, interactions with individuals with behavioral health disabilities, technology and data collection and maintenance, interactions with youth, impartial policing, misconduct investigations and discipline, training, sexual assault investigations, First Amendment protected activities, supervision, staffing, recruitment, hiring, officer assistance and support, compliance reviews and outcome assessments
- Reviewing and conferring with BPD on Training Academy needs and expectations, the training plan for 2019-20, and e-learning and in-class training curricula on stops, searches and arrests, sexual assault investigations, impartial policing, and interactions with individuals with behavioral health disabilities and in crisis
- Observing and providing feedback on Academy training on use of force and fair and impartial policing
- Work on revisions to BPD policies in the area of misconduct investigations and discipline (including development of an investigations manual for the Public Integrity Bureau and a policy on negotiated resolution of minor misconduct cases), disclosure of exculpatory evidence in criminal cases, interactions with youth, officer-involved sexual misconduct, and peer counseling
- Continuing comprehensive review of PIB internal affairs investigations in 2018
- Work on refining prisoner transport audits

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- Reviewing and commenting on BPD reports and methodologies for assessing data on investigative stops, First Amendment protected activities, and sexual assaults
- Providing input on methodology for assessing the efficacy of the memorandum of understanding between BPD and Baltimore School Police
- Reviewing, analyzing and obtaining updates from BPD about incidents that are under investigation by PIB or otherwise have drawn scrutiny
- Addressing issues relating to interactions with individuals with behavioral health disabilities, including meeting with CPIC, discussing analysis of needs of the City's behavioral health system, and reviewing crisis intervention training
- Monitoring BPD handling of First Amendment activity in connection with presidential visit
- Consulting BPD on developing community policing and staffing plans
- Consulting BPD on developing and implementing recruitment, hiring and retention plans
- Meetings and communications with Judge Bedard to inform him and receive his feedback about the progress of the project
- Preparing memorandum for Court on independent investigation of Gun Trace Task Force scandal
- Preparing updated second-year monitoring plan
- Preparing and updating content for the team's website
- Engaging with residents on social media

Invoice Summary

Invoice Totals

	Previously Billed (FY 2020)	September 2019 Billed	Fiscal YTD 2020 Billed
Services	\$269,812.00	\$116,989.25	\$386,801.25
Expenses	\$13,039.51	\$1,386.07	\$14,425.58
TOTAL Services and Expenses	\$282,851.51	\$118,375.32	\$401,226.83

FY2020 Budget¹	\$1,591,162.20
Funds Remaining in FY2020 Budget	\$1,189,935.37
Percentage of Funds Used in FY2020 Budget	25.22%
Fiscal 2020 YTD Value of pro bono Services	\$135,771.25

Breakdown of Billable Hours & Expenses

September	Total Hours	Billed Hours	Pro Bono Hours	Total Services Billed	Total Expenses Billed
Thompson	59.9	41.5	18.4	\$19,712.50	\$0.00
Rosenthal	42.2	32.1	10.1	\$15,247.50	\$0.00
Aden	41.5	38	3.5	\$8,930.00	\$0.00
Barge	32.9	32	0.9	\$7,520.00	\$372.29
Bethel	48	35	13	\$8,225.00	\$0.00
Drake	12.7	6	6.7	\$1,410.00	\$0.00
Drake (Exec. Ass't)	40.5	40.5	0	\$1,518.75	\$90.62
Joyce	26.5	24.5	2	\$5,757.50	\$0.00
Meares	4.3	4.3	0	\$1,010.50	\$0.00
O'Toole	36.3	30.7	5.6	\$7,214.50	\$0.00
Ramsey	35.5	31.5	4	\$7,402.50	\$0.00
Smoot	57.2	37.7	19.5	\$8,859.50	\$698.16
Villasenor	18	18	0	\$4,230.00	\$0.00
Ray Kelly	25.2	19	6.2	\$4,465.00	\$0.00
Darnyle Wharton	50	50	0	\$3,750.00	\$0.00
Neighborhood Liaisons	102.7	102.7	0	\$2,054.00	\$225.00
Dupont	24.4	22	2.4	\$5,170.00	\$0.00
Bowman	20.2	19.2	1	\$4,512.00	\$0.00
Total	678	584.7	93.3	\$116,989.25	\$1,386.07

Individual Invoices and Supporting Documentation

The remainder of this invoice includes the individual invoices of all Team members who submitted invoices for September 2019, as well as receipts for travel, transportation, accommodations,

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

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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.

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

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

Sincerely,



Seth Rosenthal
Deputy Monitor

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may NOT bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	INVOICE FOR MONTH OF:	<u>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Thompson	
	DATE SUBMITTED:		
	YEAR:	2019	

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

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
September	1			\$ 475.00	\$ -			
September	2			\$ 475.00	\$ -			
September	3	Review Monitoring Team submission and forward to Court; review material in preparation for meeting with D.C. Brian Madeau; complete review of Investigation Chapter; review PRB Orientation updates to Stops, Searches and Arrest; communication with R. Dupont re: CPIC issues	2.9	\$ 475.00	\$ 1,377.50	Telephone conference with Rev. Ray re: tomorrow's vigil; work on Administrative issues	1.3	
September	4	Review final draft of Sexual Assault Report for filing with the Court; meet with new head of P.I.B. B. Madeau; attend Community Vigil at St. Edwards re: Stop the Violence	3.5	\$ 475.00	\$ 1,662.50	Review Corner Crawl report from D. Wharton; review K. Mark request to S. Rosenthal response re: missing records and deadlines; review communication from R. Dupont re: GAP Analysis issues and conversation with CPIC members re: emergency petition issues; review monitor panel outline prepared by J. Arnie	1.3	
September	5	Prepare for and attend monthly conference with the Court to discuss the topic of Misconduct and Discipline	5.2	\$ 475.00	\$ 2,470.00	Communication with DOJ & BPD regarding proposed Agenda for Oct. Public Forum; review Monitoring Team personnel materials and coordinate with S. Rosenthal re: setting up meeting to discuss	1.2	
September	6			\$ 475.00	\$ -	Work on Administrative tasks regarding Community Engagement Team issues	1	
September	7			\$ 475.00	\$ -			
September	8			\$ 475.00	\$ -			
September	9	Review Draft School Police MOU Assessment; review select Lesson Plan material in BOX re: Response to Behavioral Health Crisis in preparation for meeting with Judges Green and Lipman	2.8	\$ 475.00	\$ 1,330.00			

September	10	Review draft Community Survey; Review material and related communications pertaining to Consent Decree requirements in the area of Stops, Searches and Arrest and its impact on police tactics; several communications with R. Kelly re: upcoming public forum	2	\$ 475.00	\$ 950.00		
September	11	Review parties feedback re: Community Survey and conversation with S. Rosenthal re: same; communicate with R. Dupont re: GAP analysis issues; reach out to BPD regarding best protocol for me to monitor BPD response to 1st Amendment activities re: Presidential list Protests	1.1	\$ 475.00	\$ 522.50	Review bio sketch to be used at upcoming Ft. Worth Consent Decree conference; work on presentation	1.5
September	12	Attend roll call and subsequent attendance at Headquarters re: monitoring BPD response to 1st Amendment Activities re: Presidential visit; review correspondence from parties re: 1st Amendment Assignment Methodology	4.2	\$ 475.00	\$ 1,995.00	Several communications with R Dupont re: CPIC issues; communicate with Judge Lippman re: potential state support	1.3
September	13	Review notes provided by M. Molinaro re: SSA Summit; review correspondence re: youth policies edits to 2nd year monitoring plan; review material from D.C. Murphy re: funding issue; telephone conference with C. Coe re: potential modification of October Public Forum format; reach out to Parties re: Modifying Monthly Meeting Schedule	1.1	\$ 475.00	\$ 522.50		
September	14			\$ 475.00	\$ -		
September	15			\$ 475.00	\$ -		
September	16	Review updated Second Year Monitoring Plan	0.5	\$ 475.00	\$ 237.50		
September	17	Re-review materials submitted in connection with In Service Training re: Response to Behavioral Health Disabilities; review DOJ's Response to BPD inquiry re: Stops Searches and Arrests Training issues; participate in Community Engagement Team Meeting	2.4	\$ 475.00	\$ 1,140.00	Multiple communications with parties re: logistics for October Quarterly Hearing; participate in telephone conference re: October Quarterly Hearing; telephone conference with R Dupont re: CPIC Meeting next week and meeting with Judge Lippman and Green	1.6
September	18	Review several items of correspondence from C. Coe re: training issues and response to BPD inquiry re: securing and interviewing witnesses; review materials in preparation for next week's CPIC meeting, including issues raised by J. Lippman re: data exchanges; review selected lesson plans	3	\$ 475.00	\$ 1,425.00	Correspond with parties re: issues to be addressed at both monthly meeting and quarterly hearing; work on logistics in connection with modification to November monthly meeting	0.5
September	19	Review memo to public and proposed policy re: mentor involved sexual misconduct; telephone conference with R. Dupont re: CPIC issues; review C. Coe's response to BPD inquiry re: search of transgender person	0.9	\$ 475.00	\$ 427.50	Review materials in preparation for participation as Panelist at next month's Consent Decree Forum	1.2
September	20	Participate in conference call with Parties re: 1st Amendment Agreement Methodology; meet with S. Rosenthal and Venable team to discuss GTTF issues; review several communications from parties re: protocols for vetting training	1.3	\$ 475.00	\$ 617.50	Work on logistics for upcoming monthly meeting and quarterly hearing	1
September	21			\$ 475.00	\$ -		
September	22			\$ 475.00	\$ -		
September	23			\$ 475.00	\$ -	Telephone conference with T. Mygatt re: Hiring issue; telephone conference with M. Goodrich re: technology meeting in December; telephone conference with R. Dupont re: proposed discussion with Judges Lippman and Green re: CPIC issues	1

September	24	Review CPIC Agenda and related materials; review draft GAP Analysis; review training matrix; telephone conference with R. Dupont re: CPIC issues; participate in Community Engagement Team meeting; correspond with the Court re: Hiring issue	4.6	\$ 475.00	\$ 2,185.00	Work on modifications to Monthly Meeting Schedule and related logistics	0.5
September	25	Review correspondence re: 1st Amendment Assignment Methodology; review Policy 804, 1st Amendment Protective Activities	0.5	\$ 475.00	\$ 237.50		
September	26	Prepare for and attend CPIC meeting; meet with J. Lippman re: GAP analyses issues	2.7	\$ 475.00	\$ 1,282.50	Attend Baltimore Community Mediation event; correspond with Court re: Commission to Restore Trust	2.5
September	27			\$ 475.00	\$ -		
September	28			\$ 475.00	\$ -		
September	29			\$ 475.00	\$ -		
September	30	Review and provide comments re: GTTF research issues; review OPD comments re: PIB Investigation Manual; review Draft Public Order Mobile Field Force SOP; review revised Stops Searches & Arrest Training outline and evaluate same in connection with relevant section of Consent Decree and related policies	2.8	\$ 475.00	\$ 1,330.00	Work with Court and Parties re: scheduling meeting with Mayor Young; continue working on presentation for Consent Decree Conference in Ft. Worth; several telephone conference with Rev. Ray re: Community meeting re: Stop the Violence at the Harlem Avenue site	2.5
September	31			\$ 475.00	\$ -		
			41.5	TOTAL:	\$ 19,712.50		18.4

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:		September			
INVOICE SUBMITTED BY:		Rosenthal			
DATE SUBMITTED:		10/22/2019			
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
September	1			\$ 475.00	\$ -		
September	2	Review updated drafts of SSA/FIP II training modules and emails with Barge, O'Toole, Villasenor and Meares re same; emails with IUR and parties re community survey	1.1	\$ 475.00	\$ 522.50		
September	3	Continue reviewing updated drafts of SSA/FIP II training modules and conference calls and emails with Barge, O'Toole, Villasenor and Meares re same; emails with Court, Bowman and parties re various monitoring plan deliverables; review and comment on updated draft of exculpatory evidence disclosure policy and emails with DOJ and BPD re same	4.5	\$ 475.00	\$ 2,137.50	Community engagement team meeting; review final version of arrestee survey and prepare submission to Court and posting for website	1.4
September	4			\$ 475.00	\$ -	Emails re youth policies; review draft BPD notice of annual sexual assault report and emails re same; emails re community engagement team re corner crawl and next community forum	0.5
September	5	Emails with parties re final revisions to exculpatory evidence disclosure policy; review and emails with parties re draft BPD motion to vacate stops reporting deadlines in second year plan; emails with Barge et al re discussions with DOJ re modifications to draft SSA/FIP II training curriculum	1.3	\$ 475.00	\$ 617.50	Emails with Goodrich re tech procurement policy approval status; emails with Villasenor and O'Toole re observations and comments on UOF/FIP I training	0.4
September	6			\$ 475.00	\$ -	Telephone conference with S. Sullivan re various issues; confer with Thompson re community engagement; confer with Aden re potential new team member Maxey	0.8
September	7	Emails from Barge and with BPD re SSA/FIP II training curriculum	0.2	\$ 475.00	\$ 95.00		
September	8	Emails with IUR and Barge re upcoming meetings with parties re community survey	0.2	\$ 475.00	\$ 95.00		
September	9	Call with IUR and parties re community survey report, emails with IUR re same, and follow up with Barge; review draft BPD request for vacating various deadlines in monitoring plan; emails with Foglesong re BPD community focus groups report	1.6	\$ 475.00	\$ 760.00		
September	10	Prepare notice of approval of Policy 321 and emails with parties re same; prepare comments on observations of UOF/FIP I training on August 22, 28 and 29 and emails with Barge, Villasenor, O'Toole and BPD re same; prepare notice of approval of Policy 606 and new mission statement; biweekly training call	2.8	\$ 475.00	\$ 1,330.00	Community engagement team call; emails with court re Fort Worth conference; confer with Thompson re community survey; emails with court and stops team re CD stops provision and today's press re same; emails with Thompson re proposed new team member Maxey	1.2
September	11	Draft updated monitoring plan and email with parties re same; finalize notice of approval of Policy 321 for filing	2.7	\$ 475.00	\$ 1,282.50		

September	12	Confer with DOJ re new outcome assessments experts from CJI and First Amendment-protected activities methodology; emails with Aden and BPD re updated monitoring plan; review DOJ suggestions for community survey and email with Barge re same	0.7	\$	475.00	\$	332.50	Confer with Thompson and court re observation of planned protest	
September	13	Attend meeting at Academy on SSA/FIP II training curriculum and confer with Barge re same; emails with MT members and parties re extending certain deadlines under updated monitoring plan; emails with IUR and Barge re DOJ comments on community survey report	4.6	\$	475.00	\$	2,185.00	Attend training for Academy instructors on adult learning techniques; meeting with Wharton re community engagement; emails with Foglesong re arrestee survey	0.2
September	14			\$	475.00	\$	-		2.5
September	15	Work updated second year monitoring plan and emails with MT and BPD re same	0.8	\$	475.00	\$	380.00		
September	16	Finalize updated second year monitoring plan and draft supporting memorandum; prepare notice of approval of e-learning on sexual assault calls for service	3	\$	475.00	\$	1,425.00	Emails with parties re proposed addition of B. Maxey to MT; emails with parties re exculpatory evidence disclosure policy approval; emails with community engagement team re website updates and next court hearing; telephone conference with Mr. C from Rose Street CC; emails with IUR and Barge re DOJ feedback on community survey report	0.6
September	17			\$	475.00	\$	-	Emails re Thursday calls	0.1
September	18	Confer with Thompson re project requested by Court	0.2	\$	475.00	\$	95.00	Emails with barge re various; emails re training conducted outside BPD; emails re DOJ feedback on SSA/FIP II training	0.4
September	19	Confer with Thompson and Salsbury re project requested by court; telephone conference with Barge, Meares and Villasenor re SSA/FIP II training; draft notice of approval of exculpatory evidence disclosure policy; emails re DOJ feedback on SSA/FIP training; emails with IUR and Barge re community survey; emails with Dupont re training curriculum on interactions with individuals with disabilities	1.7	\$	475.00	\$	807.50	Emails with Drake re updated monitoring plan	0.1
September	20	Call with parties re First Amendment protected activities assessments; review draft SSA/FIP II modules on legitimacy and fair and impartial policing, edit further, and circulate to Barge, Villasenor, Meares and O'Toole; review NOPD fair and impartial policing training and circulate to Barge, et al.; emails with court re research project	1.7	\$	475.00	\$	807.50	Emails on training outside BPD; review of video of police encounter forwarded by court and emails with MT leadership re same	0.4
September	21			\$	475.00	\$	-		
September	22	Review and revise notice of approval of recruit behavioral health awareness training for filing and confer with Dupont re same	0.6	\$	475.00	\$	285.00		
September	23			\$	475.00	\$	-	Emails with Barge re SSA/FIP II training comments; telephone conference with DOJ and Aden re new MT member Maxey	0.4
September	24	Confer with Barge re various issues; emails with parties re revisions to Policy 720 (LGBTQ interactions)	0.6	\$	475.00	\$	285.00	Community engagement team meeting; emails with parties and Joyce re e-learning on sexual assault investigations and sexual assault investigations policy revision	0.5
September	25			\$	475.00	\$	-	Emails with parties and review notice of revisions to Policy 720 (LGBTQ interactions)	0.3
September	26	Emails with parties re BPD 1st Amendment protected activities assessment	0.2	\$	475.00	\$	95.00	Emails with court and Venable associates re research project for court	
September	27	Telephone conference with Barge and IUR re community survey and emails with parties re same	0.3	\$	475.00	\$	142.50	Review OPD comments on draft PIB investigations manual	0.2
September	28			\$	475.00	\$	-		
September	29	Initial review of draft memo to court re independent investigation	0.5	\$	475.00	\$	237.50		
September	30	Review and revise memo to court re independent investigation	2.8	\$	475.00	\$	1,330.00		
September	31			\$	475.00	\$	-		
			32.1	TOTAL:	\$	15,247.50			10.1

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:	\$ 15,247.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 15,247.50
Unbilled Hours	10.1

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

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:	Aden	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Saturday, October 05, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
September	3	Call with MT workgroup working on PIB case file outcome assessment. Call with S. Smoot re: project management, priorities and upcoming site visits. Call and email and correspondence with M. Barge and S. Sullivan re: upcoming activities in training, including additional AICC LAPD certifications for more BPD instructors.		2.5	\$ 235.00	\$ 587.50		
September	4	Email and correspondence re: various project areas. Meeting with the newly appointed PIB PC and CDIU staff and leadership. Meeting with the monitor to discuss several project management priorities, upcoming meetings and associated logistics. Review and preparation for Court hearing on Misconduct and Discipline.		3.5	\$ 235.00	\$ 822.50	Travel Time	1.5
September	5	Meeting with the monitor. Meeting with Judge Bredar, the MT and PC Nague (incoming PIB PC). Court Hearing on Misconduct and Discipline.		6.5	\$ 235.00	\$ 1,527.50	Travel Time	2.0

21CP Solutions Monthly Invoice

September	6	Email and correspondence with MT members and City re: ongoing and upcoming reviews, assignments and other deliverables. Call with S. Rosenthal re: project management and MT workgroup assignments. Call with N. Joyce re: concerns around the process for conducting Sexual Misconduct Investigations through HR rather than PIB/IA.		2.5	\$ 235.00	\$ 587.50		
September	10	Email and correspondence with parties and MT re: various CD related deliverables, upcoming filings and logistics for upcoming calls and meetings.		1.5	\$ 235.00	\$ 352.50		
September	11	Email and correspondence re: PIB matters, ongoing OPR assessment work, call with M. Barge re: outcome assessments and other logistics and project management. Call with S. Sullivan re: a follow up audit for the Court in PIB/IA and all associated logistics. Review of Second Year Monitoring Plan (with a focus on necessary date adjustments.)		2	\$ 235.00	\$ 470.00		
September	12	Call with S. Sullivan re: Training, PIB CD mandated training and associated timelines. Continued review of the Second Year Monitoring Plan.		1.5	\$ 235.00	\$ 352.50		
September	13	Review of policy 322 Officer-Involved Sexual Misconduct and 1701 Equal Employment Opportunity and Diversity Policy in preparation for a call with the parties to discuss some contemplated process changes. A follow up to that call with DCs Nadeau and Murphy. Email and correspondence.		2	\$ 235.00	\$ 470.00		
September	17	Email and correspondence re: Training and PIB matters. Project management.		1.5	\$ 235.00	\$ 352.50		
September	18	Review of MT invoices and internal approval for submission. Email and correspondence. Planning and logistics for October public hearing.		2	\$ 235.00	\$ 470.00		
September	19	Call with M. Barge re: outcome assessments and the ongoing IA case file review. Review of IA case files. Email and correspondence with the Court and various MT workgroups. Research and correspondence into a PIB Investigative Manual matter pertaining to officer involved sexual misconduct.		4	\$ 235.00	\$ 940.00		
September	20	Email and correspondence re: various CD related subject areas. Review of several documents related to PIB/IA.		2	\$ 235.00	\$ 470.00		
September	23	Email and correspondence and review and preparation for upcoming training call. Call with CRT and MT leadership regarding administrative matters and MT team composition.		1.5	\$ 235.00	\$ 352.50		
September	25	Email and correspondence re: outcome assessments, PIB, training etc..		0.5	\$ 235.00	\$ 117.50		
September	27	Email and correspondence with MT workgroup re: outcome assessments budget and timelines. Review and preparation for September 30 call with CRT re: PIB training plan and associated timelines and deliverables.		2.5	\$ 235.00	\$ 587.50		
September	30	Call with DOJ re: joint comments for the City on the PIB Training Plan outline. Email and correspondence with the City and DOJ re: PIB Training Plan outline. Calls with MT workgroups re: outcome assessments and project management.		2	\$ 235.00	\$ 470.00		
TOTAL HOURS:				38	TOTAL:	\$ 8,930.00	TOTAL UNBILLED HOURS:	3.5

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

Subtotal Time:	\$	8,930.00
Subtotal Expenses:	\$	-
TOTAL:	\$	8,930.00
Unbilled Hours		3.50

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

INITIALS
HMA

21CP Solutions Monthly Invoice

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

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:	Barge	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Thursday, October 03, 2019	



Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
September	2	Revise and edit SSA/FIP II training materials; email communications w/ MT re: same.		2.4	\$ 235.00	\$ 564.00		
September	3	Conference call w/ MT re: OPR assessment. Various email communications w/ DOJ, MT re: SSA/FIP II training, OPR assessment. Conference call w/ H. Aden re: OPR assessment. Conference call w/ T. Meares re: SSA/FIP II training.		3	\$ 235.00	\$ 705.00		
September	4	Conference call w/ DOJ re: SSA/FIP II training. Various email communications re: PIB investigations, staffing plan, SSA report, OPR assessment.		0.8	\$ 235.00	\$ 188.00		
September	5	Various email communications re: stops report, OPR assessment, PIB investigations. Revise and edit SSA/FIP II training materials; communicate w/ DOJ re: same.		0.5	\$ 235.00	\$ 117.50		
September	6	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, community survey.		0	\$ 235.00	\$ -		0.3

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September	7	Various email communications w/ BPD, MT re: OPR assessment, community survey, SSA/FIP II training.		0	\$ 235.00	\$ -		0.1
September	8	Email communications w/ S. Rosenthal re: community survey.		0	\$ 235.00	\$ -		0.1
September	9	Conference call w/ BPD, DOJ, Morgan State, MT re: community survey; conference call w/ S. Rosenthal re: same. Various administrative activities re: OPR assessment; email communications w/ K. O'Toole re: same.		0.7	\$ 235.00	\$ 164.50		
September	10	Conference call w/ BPD, DOJ, MT re: training. Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, UOF/FIP I training.		0.2	\$ 235.00	\$ 47.00		0.2
September	11	Conference call w/ H. Aden re: PIB, OPR assessment. Conference call w/ S. Rosenthal re: SSA/FIP II training, revised monitoring plan; email communications w/ DOJ re: same. Conference call w/ S. Ryals, M. Bartness re: SSA/FIP II training; email communications re: same.		0.8	\$ 235.00	\$ 188.00		
September	12	Various email comomunications w/ BPD, DOJ, MT re: First Amendment outcome assessment, monitoring plan, outcome assessments generally, OPR assessment. Conference call w/ S. Rosenthal, S. Ryals re: First Amendment outcome assessment, SSA/FIP II training. Email communications w/ S. Rosenthal, N. Pratt-Harris re: community survey. Review OPR cases for OPR assessment.		1.8	\$ 235.00	\$ 423.00		
September	13	Conference call w/ BPD, DOJ, MT re: SSA/FIP II training; various email communications re: same. Email communications w/ DOJ re: outcome assessments.		4.3	\$ 235.00	\$ 1,010.50		
September	16	Email communications w/ BPD, MT re: PIB training, SSA/FIP II training, outcome assessments. Perform various administrative activities re: OPR assessment. Conference call w/ K. Bethel re: OPR assessment. Communicate w/ DOJ, C. Cole re: outcome assessments.		1.3	\$ 235.00	\$ 305.50		
September	17	Email communications w/ MT, DOJ re: supervision/staffing, use of force assessment, First Amendment assessment. Email communications w/ C. Cole re: outcome assessments. Review cases for OPR assessment. Conference call w/ K. Thompson re: monthly Court meeting re: outcome assessments.		1.2	\$ 235.00	\$ 282.00		
September	18	Various email communciations w/ BPD, DOJ, MT re: search and seizure policy, upcoming monthly meetings w/ Court, First Amendment assessment, outside training reviews, additional outcome assessments. Conference call w/ C. Cole re: outcome assessments. Review cases for OPR assessment.		1.9	\$ 235.00	\$ 446.50		
September	19	Various email communciations w/ BPD, DOJ, MT re: training, community survey, OPR outcome assessment. Review cases for OPR assessment. Conference call w/ T. Meares, S. Rosenthal, R. Villasenor re: SSA/FIP II training.		3.6	\$ 235.00	\$ 846.00		
September	20	Conference call w/ BPD, DOJ, MT re: First Amendment assessment methodologies. Various email communications w/ MT re: outcome assessments. Conference call w/ H. Aden, S. Smoot re: outcome assessments.		1.6	\$ 235.00	\$ 376.00		

21CP Solutions Monthly Invoice

September	23	Review cases for OPR assessment. Conduct various administrative, logistics tasks re: OPR assessment. Various email communications w/ BPD, DOJ, MT re: OPR assessment, SSA/FIP II training.		1.8	\$ 235.00	\$ 423.00		
September	24	Participate in bi-weekly training call w/ BPD, DOJ, MT. Various email communications w/ MT re: training. Conduct various administrative tasks re: OPR assessment; communications w/ N. Joyce re: same. Review cases for OPR assessment. Conference call w/ S. Rosenthal re: training, OPR assessment.		2.3	\$ 235.00	\$ 540.50		
September	25	Various email communications w/ BPD, DOJ, MT re: First Amendment assessment methodology, community survey.		0	\$ 235.00	\$ -		0.2
September	26	Conference call w/ CJ re: outcome assessments; conference calls w/ C. Cole, S. Smoot re: same. Various email communications w/ MT re: First Amendment assessment methodology, PIB investigator training. Conference call w/ DOJ re: outcome assessments.		2.3	\$ 235.00	\$ 540.50		
September	27	Various email communications w/ BPD, DOJ, MT re: community survey. Conference call w/ H. Aden re: OPR assessment. Conference call w/ N. Pratt-Harris, S. Rosenthal re: community survey.		0.8	\$ 235.00	\$ 188.00		
September	30	Conference call w/ BPD, DOJ, MT re: First Amendment assessment methodology. Various email communications re: First Amendment, OPR assessments, training.		0.7	\$ 235.00	\$ 164.50		
TOTAL HOURS:				32	TOTAL:	\$ 7,520.00	TOTAL UNBILLED HOURS:	0.9

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	
9/9/2019	IT Expenses	Squarespace	Gmail email address monthly charges				\$ 189.44	\$ 189.44
9/11/2019	IT Expenses	Squarespace	Monthly website maintenace charges				\$ 26.00	\$ 26.00
9/17/2019	IT Expenses	Survey Gizmo	Monthly online assesment tool fee*				\$ 73.49	\$ 73.49
9/24/2019	IT Expenses	Squarespace	Additional email charge for new B. Maxey email				\$ 3.36	\$ 3.36
9/24/2019	IT Expenses	Squarespace	BPDMonitor.info annual domain renewal fee				\$ 20.00	\$ 20.00
9/24/2019	IT Expenses	Squarespace	BPDMonitor.com annual domain renewal fee				\$ 20.00	\$ 20.00
9/24/2019	IT Expenses	Squarespace	BPDMonitor.net annual domain renewal fee				\$ 20.00	\$ 20.00
9/24/2019	IT Expenses	Squarespace	BPDMonitor.org annual domain renewal fee				\$ 20.00	\$ 20.00
* Mr. Barge also uses this electronic service for another project, reimbursement is sought for one-half of the total monthly invoice for the service.							TOTAL:	\$ 372.29

Subtotal Time:	\$ 7,520.00
Subtotal Expenses:	\$ 372.29
TOTAL:	\$ 7,892.29
Unbilled Hours	0.90

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

INITIALS
MB



Invoice

Monday, September 9, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: G Suite (Monthly) (bpdmonitor.com) - [REDACTED] \$174.00

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

All prices in US Dollar.



Invoice

Wednesday, September 11, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

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

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

All prices in US Dollar.





INVOICE

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

Invoice Number: INV00220089
Invoice Date: 09/17/2019
Due Date: 09/17/2019
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: 659992
Sold to Contact: Matthew Barge
Email: [REDACTED]

Items:

Description	Service Period	Qty	Rate	Amount
Consumer Edition (CE) - Monthly Adventurer License CE: Adventurer License	09/18/2019-10/17/2019	1	\$135.00	135.00

Additional Information:	Subtotal:	\$135.00
	Tax:	\$11.99
	Total:	\$146.99
	Adjustments:	\$73.50
	Payments:	\$146.99
	Invoice Balance:	\$0.00

Actual Amount Requested for Reimbursement: \$73.49

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



Invoice

Tuesday, September 24, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Unused time on G Suite (Monthly) after Sep 24, 2019 - [REDACTED] -\$89.55

Remaining time on G Suite (Monthly) after Sep 24, 2019 - [REDACTED] \$92.64

[REDACTED]	[REDACTED] All prices in US Dollar.
Subtotal:	\$3.09
Discount:	--
Sales Tax:	\$0.27
Due:	\$3.36
Paid:	\$3.36

All prices in US Dollar.



Invoice

Tuesday, September 24, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Purchase of domain: bpdmonitor.info - [REDACTED] \$20.00

[REDACTED]	All prices in US Dollar.
Subtotal:	\$20.00
Discount:	--
Due:	\$20.00
Paid:	\$20.00

All prices in US Dollar.



Invoice

Tuesday, September 24, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Purchase of domain: bpdmonitor.com - [REDACTED] \$20.00

[REDACTED]	[REDACTED] All prices in US Dollar.
Subtotal:	\$20.00
Discount:	--
Due:	\$20.00
Paid:	\$20.00

All prices in US Dollar.



Invoice

Tuesday, September 24, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Purchase of domain: bpdmonitor.net - [REDACTED] \$20.00

[REDACTED]	[REDACTED] All prices in US Dollar.
Subtotal:	\$20.00
Discount:	--
Due:	\$20.00
Paid:	\$20.00

All prices in US Dollar.



Invoice

Tuesday, September 24, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Purchase of domain: bpdmonitor.org - [REDACTED] \$20.00

[REDACTED]	[REDACTED] All prices in US Dollar.
Subtotal:	\$20.00
Discount:	--
Due:	\$20.00
Paid:	\$20.00

All prices in US Dollar.

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:	Bethel	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Sunday, October 13, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
September	1	OPR File Review		2	\$ 235.00	\$ 470.00	OPR File Review	1
September	2	OPR File Review		3	\$ 235.00	\$ 705.00	OPR File Review	1
September	3	Youth Engagement Conference Call (BPD,Monitor, DOJ, City)		1	\$ 235.00	\$ 235.00		
September	10	OPR File Review		1	\$ 235.00	\$ 235.00		
September	11	OPR File Review		1	\$ 235.00	\$ 235.00		
September	12	OPR File Review		2	\$ 235.00	\$ 470.00	OPR File Review	1
September	13	Review Youth Interrogation Policy/OPR File Review		2	\$ 235.00	\$ 470.00		
September	14	OPR File Review		2	\$ 235.00	\$ 470.00	OPR File Review	1
September	15	OPR File Review		2	\$ 235.00	\$ 470.00	OPR File Review	1
September	16	OPR File Review		1	\$ 235.00	\$ 235.00		

21CP Solutions Monthly Invoice

September	20	Youth Engagement Conference Call (BPD,Monitor, DOJ, City)		1	\$ 235.00	\$ 235.00		
September	22	Youth Engagement Diversion Review (File Prepared for BPD Erika Grover)		1	\$ 235.00	\$ 235.00		
September	23	OPR File Review		2	\$ 235.00	\$ 470.00	OPR File Review	1
September	24	OPR File Review		1	\$ 235.00	\$ 235.00	OPR File Review	1
September	25	OPR File Review		3	\$ 235.00	\$ 705.00	OPR File Review	2
September	26	OPR File Review		1	\$ 235.00	\$ 235.00	OPR File Review	1
September	28	OPR File Review		3	\$ 235.00	\$ 705.00	OPR File Review	1
September	29	OPR File Review		3	\$ 235.00	\$ 705.00	OPR File Review	1
September	30	OPR File Review		3	\$ 235.00	\$ 705.00	OPR File Review	1
TOTAL HOURS:				35	TOTAL:	\$ 8,225.00	TOTAL UNBILLED HOURS:	13

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

Subtotal Time:	\$	8,225.00
Subtotal Expenses:	\$	-
TOTAL:	\$	8,225.00
Unbilled Hours		13.00

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

INITIALS
KB

21CP Solutions Monthly Invoice

Baltimore Consent Decree Monitor 750 E. Pratt, Suite 900 Baltimore, MD 21202	INSTRUCTIONS	<ol style="list-style-type: none"> 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.
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PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Tuesday, October 1, 19	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
September	3	Conference Call: CE Weekly Standing Call. Follow-Up emails and notes		1	\$ 235.00	\$ 235.00		
September	4				\$ 235.00	\$ -	Emails, phone calls and follow-up.	0.4
September	6				\$ 235.00	\$ -	Emails, phone calls and follow-up.	1.4
September	9				\$ 235.00	\$ -	Emails, phone calls and follow-up.	0.3
September	10	Conference Call: CE Weekly Standing Call. Follow-Up emails and notes		1.2	\$ 235.00	\$ 282.00		
September	11	Conference Call: Bi-Weekly Community Policing and Engagement. Pre Meeting document review, follow-ups and notes.		1.4	\$ 235.00	\$ 329.00	Emails, phone calls and follow-up.	0.5
September	13				\$ 235.00	\$ -	Emails, phone calls and follow-up.	1
September	16				\$ 235.00	\$ -	Emails, phone calls and follow-up.	0.3
September	17	Conference Call: CE Weekly Standing Call. Follow-up and Emails		1.1	\$ 235.00	\$ 258.50		
September	18				\$ 235.00	\$ -	Emails, phone calls and follow-up.	0.2
September	19				\$ 235.00	\$ -	Emails, phone calls and follow-up.	0.9

21CP Solutions Monthly Invoice

September	23				\$ 235.00	\$ -	Emails, phone calls and follow-up.	
September	24	Conference Call: CE Weekly Standing Call. Follow-up and Emails		0.7	\$ 235.00	\$ 164.50		
September	25	Conference Call: Bi-Weekly Community Policing and Engagement. Pre Meeting document review, follow-ups and notes.		0.6	\$ 235.00	\$ 141.00	Continued: Conference Call: Bi-Weekly Community Policing and Engagement. Pre Meeting document review, follow-ups	1.3
September	27				\$ 235.00	\$ -	Emails, phone calls and follow-up.	
September	30				\$ 235.00	\$ -	Emails, phone calls and follow-up.	0.4
TOTAL HOURS:				6	TOTAL:	\$ 1,410.00	TOTAL UNBILLED HOURS:	6.7

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

Subtotal Time:	\$ 1,410.00
Subtotal Expenses:	-
TOTAL:	\$ 1,410.00
Unbilled Hours	6.70

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

INITIALS
JRD

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

INSTRUCTIONS

- 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.**
- Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
- Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
- As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
- Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
- Do not forget: a) 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**
- 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:	September	
DATE SUBMITTED:	Tuesday, October 1, 19	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
September	3	Administrative Tasks, Emails, SME support and document review/ note taking. Website Updates for Public Comment on BPD Police		3.1	\$ 37.50	\$ 116.25		
September	4	Conference Call: Staffing and Supervision. Notes and organizational follow-up support for SME's. Administrative Tasks, phone calls and emails.		2.3	\$ 37.50	\$ 86.25		
September	5	Administrative Tasks, phone calls, website updates and emails.		1	\$ 37.50	\$ 37.50		
September	6	Administrative Tasks, phone calls, calendar reviews and emails.		1.2	\$ 37.50	\$ 45.00		
September	9	Conference Call: Recruitment, Hiring and Retention. Notes and follow-up support for SME's. Administrative Tasks, phone calls and emails.		2.7	\$ 37.50	\$ 101.25		
September	10	Conference Call: Bi-Weekly Training Plan Meeting. Notes and follow-up support for SME's. Administrative Tasks, phone calls and emails.		2.2	\$ 37.50	\$ 82.50		
September	11	Conference Call: Bi-Weekly Staffing Study Call. Notes and follow-up support for SME's. Administrative Tasks, phone calls and emails. Hotel Contract Negotiations		3	\$ 37.50	\$ 112.50		
September	12	Administrative Tasks, phone calls and emails.		0.8	\$ 37.50	\$ 30.00		
September	13	Administrative Tasks, phone calls, website updates and emails.		1.4	\$ 37.50	\$ 52.50		

21CP Solutions Monthly Invoice

September	16	Administrative Tasks, phone calls, website updates, calendar updates, ordered business cards for CE Team. MT Plan updates, and emails.		3.1	\$ 37.50	\$ 116.25	
September	17	Conference Call: Bi-Weekly Staffing and Supervision Call. Notes and follow-up support for SME's. Administrative Tasks, phone calls and emails.		1.8	\$ 37.50	\$ 67.50	
September	18	Administrative Tasks, phone calls, website updates, survey creation, and emails.		2.7	\$ 37.50	\$ 101.25	
September	19	Administrative Tasks, phone calls, website updates and emails.		1.1	\$ 37.50	\$ 41.25	
September	20	Administrative Tasks, phone calls and emails.		0.5	\$ 37.50	\$ 18.75	
September	23	Conference Call: Recruitment, Hiring and Retention. Notes and follow-up support for SME's. Administrative Tasks, phone calls and emails.		2.8	\$ 37.50	\$ 105.00	
September	24	Conference Call: Bi-Weekly Training Plan Meeting. Notes and follow-up support for SME's. Administrative Tasks, phone calls and emails.		1.7	\$ 37.50	\$ 63.75	
September	25	Conference Call: Bi-Weekly Staffing Study Call. BPD/ CRB Working Session. Notes and follow-up support for SME'. Administrative Tasks, phone calls and emails. Assess NL Weekly Logs		4.5	\$ 37.50	\$ 168.75	
September	26	Administrative Tasks, phone calls and emails. Review NL Weekly logs and complete website updates.		2.3	\$ 37.50	\$ 86.25	
September	27	Administrative Tasks, phone calls and emails.		1.2	\$ 37.50	\$ 45.00	
September	30	Administrative Tasks, phone calls and emails. Canceled OPR Assessment Meeting. Website and calendar updates		1.1	\$ 37.50	\$ 41.25	
TOTAL HOURS:				40.5	TOTAL:	\$ 1,518.75	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	
9/16/19	Office Supplies	Vista Print	Business Cards for Neighborhood Liaisons			Business Cards	\$ 90.62	\$ 90.62
								\$ -
								\$ -
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Additional Notes:							TOTAL:	\$ 90.62

Subtotal Time:	\$	1,518.75
Subtotal Expenses:	\$	90.62
TOTAL:	\$	1,609.37
Unbilled Hours		0.00

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

INITIALS
JRD



Jessica Drake [redacted]

Your Vistaprint Order Is Confirmed

1 message

Vistaprint <vistaprint@tm.vistaprint.com>

Mon, Sep 16, 2019 at 3:15 PM

Reply-To: Vistaprint <noreply@[redacted]>

Your Vistaprint Order Confirmation



[Add Vistaprint to your address book](#)

My Account [redacted]

THANK YOU FOR YOUR ORDER Your Order Number: [redacted] • [Track It](#)

Hi Jessica,

Here are your order details:

Order Date: **9/16/2019**
Delivery Option (*): **Standard**

You can expect to receive items in your order by:
Business card - standard matte September 24

Payment Type : Visa

Order Summary



[Edit Your Design](#)

Business cards - standard matte

Jessica Copy
Qty: 2000

Base Price \$76.50

Item Total **\$76.50**

Merchandise: \$76.50
Shipping Charges: \$8.99
Sales Tax: \$5.13
Total: \$90.62

Sold By

Vistaprint Netherlands BV
[Hudsonweg 8](#)
Venlo, The Netherlands 5928LW

Shipping To:

Darnyle Wharton
BCMC



Billed To:

Jessica Drake



Need Help?

[Click here to contact our Customer Care Team](#)



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This email address is unmonitored, so please don't reply.
Offers expire 10/11/2019. at 11:59 PM (PT).

Limit one promo code per order. Savings will be reflected in your shopping cart. Discounts may vary by quantity and design and can't be applied to shipping and processing, taxes, subscription or design services, previous purchases or products on the Vistaprint Promotional Products site, unless otherwise specified. Additional fees may apply for shipping and processing, and taxes, unless otherwise noted. Free offers valid only on the lowest quantity of each product and not valid on more than 2 items per order.

Vistaprint may change or cancel this offer at any time. See website for details.

Vistaprint, a Cimpress Company | [275 Wyman Street](#) | [Waltham, MA 02451](#)

PCI 1763878 PCO 912726 T 62

21CP Solutions Monthly Invoice

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

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:	Joyce	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Sunday, October 06, 2019	



Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
September	3	Conference call with Weiss Consulting concerning their work on the staffing plan.		0.5	\$ 235.00	\$ 117.50		
September	4	Conference call with DOJ, BPD, MT on the staffing plan and supervision		1	\$ 235.00	\$ 235.00		
September	9	Conference call with site on performance evaluations		1.5	\$ 235.00	\$ 352.50		
September	13	Conf call with BPD, DOJ, MT on Policy 322		0.5	\$ 235.00	\$ 117.50	Administrative - file maintenance, misc. emails, phone calls	1
September	14	Review of Misconduct Cases		3	\$ 235.00	\$ 705.00		
September	15	Review of Misconduct Cases		4.5	\$ 235.00	\$ 1,057.50		
September	18	Conference call with DOJ, BPD, MT on the staffing plan and supervision and a call with BPD, DOJ, MT on policy development addressing officer involved sexual misconduct.		2	\$ 235.00	\$ 470.00	Administrative - file maintenance, misc. emails, phone calls	0.5

21CP Solutions Monthly Invoice

September	20	Review of Misconduct Cases		3	\$ 235.00	\$ 705.00	
September	23	Review of Misconduct Cases		4.5	\$ 235.00	\$ 1,057.50	
September	24	Reviewed eLearning for sexual assault and Policy 708.		0.5	\$ 235.00	\$ 117.50	
September	25	Review of misconduct Cases		3.5	\$ 235.00	\$ 822.50	Administrative - file maintenance, misc. emails, phone calls 0.5
TOTAL HOURS:				24.5	TOTAL:	\$ 5,757.50	TOTAL UNBILLED HOURS:
							2

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

Subtotal Time:	\$	5,757.50
Subtotal Expenses:	\$	-
TOTAL:	\$	5,757.50
Unbilled Hours		2.00

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

INITIALS
NJ

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Mearns	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Friday, October 04, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
September	3	SSA training document review; Email Communications w/ MT Conference call w/MT/BPD		1.3	\$ 235.00	\$ 305.50		
September	13	BPD training materials review; Email Communications w/MT		1.0	\$ 235.00	\$ 235.00		
September	19	SSA training conference call and follow-up communication with MT		1.5	\$ 235.00	\$ 352.50		
September	23	Review of SSA policy & training documents		0.5	\$ 235.00	\$ 117.50		
TOTAL HOURS:				4.3	TOTAL:	\$ 1,010.50	TOTAL UNBILLED HOURS:	0

EXPENSES

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

Subtotal Time:	\$ 1,010.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 1,010.50
Unbilled Hours	0.00

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

21CP Solutions Monthly Invoice

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

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:	O'Toole	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Sunday, October 13, 2019	



Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
September	1				\$ 235.00	\$ -	Administrative Tasks - file maintenance, misc. emails, phone calls	0.4
September	3	Prepare for MT call on case reviews and participate in call, and separate MT curriculum call		1.7	\$ 235.00	\$ 399.50	Administrative Tasks - file maintenance, misc. emails, phone calls	0.3
September	5	Review draft report, my notes and provide feedback to MT		0.5	\$ 235.00	\$ 117.50		
September	8	OPR case reviews		1.4	\$ 235.00	\$ 329.00	Administrative Tasks - file maintenance, misc. emails, phone calls	0.6
September	10	Training Call		0.3	\$ 235.00	\$ 70.50		
September	13				\$ 235.00	\$ -	Administrative Tasks - file maintenance, misc. emails, phone calls	0.5
September	14				\$ 235.00	\$ -	Administrative Tasks - file maintenance, misc. emails, phone calls	0.4

21CP Solutions Monthly Invoice

September	18				\$ 235.00	\$ -	Administrative Tasks - file maintenance, misc. emails, phone calls	0.5
September	21	Case Reviews		5	\$ 235.00	\$ 1,175.00	Administrative Tasks - file maintenance, misc. emails, phone calls	0.3
September	24	Training call and case reviews		4.6	\$ 235.00	\$ 1,081.00	Administrative Tasks - file maintenance, misc. emails, phone calls	0.5
September	25	Case Reviews		1.5	\$ 235.00	\$ 352.50	Administrative Tasks - file maintenance, misc. emails, phone calls	0.2
September	26				\$ 235.00	\$ -	Administrative Tasks - file maintenance, misc. emails, phone calls	0.3
September	27	Case Reviews		2.1	\$ 235.00	\$ 493.50		
September	28	Case Reviews		5	\$ 235.00	\$ 1,175.00	Administrative Tasks - file maintenance, misc. emails, phone calls	0.6
September	29	Case Reviews		4.1	\$ 235.00	\$ 963.50	Administrative Tasks - file maintenance, misc. emails, phone calls	0.7
September	30	Case Reviews		4.5	\$ 235.00	\$ 1,057.50	Administrative Tasks - file maintenance, misc. emails, phone calls	0.3
TOTAL HOURS:				30.7	TOTAL:	\$ 7,214.50	TOTAL UNBILLED HOURS:	5.6

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	
								\$ -
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							TOTAL:	\$ -
Subtotal Time:	\$	7,214.50						
Subtotal Expenses:	\$	-						
TOTAL:	\$	7,214.50						
Unbilled Hours		5.60						

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

INITIALS
KMO

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

- 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.**
- Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
- Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
- As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
- Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
- Do not forget: a) 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**
- 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:	September	
DATE SUBMITTED:	Tuesday, October 1, 19	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
September	3	Conference Call: CE Standing Weekly Call. Document Review, prep and follow-ups with Team/Parties.		1.5	\$ 235.00	\$ 352.50	Administrative Tasks including emails and calls to SME's and MT Leads.	0.5
September	4	Conference Call: Bi-Weekly Staffing and Supervision. Document Review, prep and follow-ups with Team/Parties.		2.2	\$ 235.00	\$ 517.00		
September	5	Weekly Call with BPD Leadership. Document Review, emails and follow-ups with Team/Parties.		1.4	\$ 235.00	\$ 329.00		
September	6				\$ 235.00	\$ -	Administrative Tasks including emails and calls to SME's and MT Leads.	0.8
September	9	Conference Call: Recruitment, Hiring and Retention. Document Review, emails and follow up with Team/ Parties		3	\$ 235.00	\$ 705.00	Administrative Tasks including emails and calls to SME's and MT Leads.	0.2
September	10	Conference Call: CE Standing Weekly Call. Conference Call: Training Plan Meeting. Document Review, prep and follow-ups with Team/Parties.		2.5	\$ 235.00	\$ 587.50		
September	11	Conference Call: Community Policing and Engagement. Document Review, prep and follow-ups with Team/Parties.		2	\$ 235.00	\$ 470.00	Administrative Tasks including emails and calls to SME's and MT Leads.	0.3
September	12	Weekly Call with BPD Leadership. Document Review, emails and follow-ups with Team/Parties.		1.7	\$ 235.00	\$ 399.50		

21CP Solutions Monthly Invoice

September	13				\$ 235.00	\$ -	Administrative Tasks including emails and calls to SME's and MT Leads.	0.2
September	16	Conference Call: Bi-Weekly Policy Discussion Call. Document Review, prep, and follow-up with Team/ Parties		1.4	\$ 235.00	\$ 329.00		
September	17	Conference Call: CE Standing Weekly Call. Document Review, prep and follow-ups with Team/Parties.		1.4	\$ 235.00	\$ 329.00	Administrative Tasks including emails and calls to SME's and MT Leads.	0.4
September	18	Conference Call: Bi-Weekly Staffing and Supervision. Document Review, prep and follow-ups with Team/Parties.		2.2	\$ 235.00	\$ 517.00		
September	19	Weekly Call with BPD Leadership. Document Review, emails and follow-ups with Team/Parties.		1.8	\$ 235.00	\$ 423.00		
September	20	Document review, emails, and follow-ups with Team/Parties.		1	\$ 235.00	\$ 235.00	Administrative Tasks including emails and calls to SME's and MT Leads.	0.6
September	23	Conference Call: Recruitment, Hiring and Retention. Document Review, emails and follow up with Team/ Parties		2.1	\$ 235.00	\$ 493.50	Administrative Tasks including emails and calls to SME's and MT Leads.	0.3
September	24	Conference Call: CE Standing Weekly Call. Conference Call: Training Plan Meeting. Document Review, prep and follow-ups with Team/Parties.		3.3	\$ 235.00	\$ 775.50		
September	25	Conference Call: Staffing Study. Conference Call: Community Policing and Engagement Bi-Weekly Call. Document Review, prep and follow-ups with Team/Parties.		2.7	\$ 235.00	\$ 634.50		
September	26	Weekly Call with BPD Leadership. Document Review, emails and follow-ups with Team/Parties.		1.3	\$ 235.00	\$ 305.50	Administrative Tasks including emails and calls to SME's and MT Leads.	0.7
TOTAL HOURS:				31.5	TOTAL:	\$ 7,402.50	TOTAL UNBILLED HOURS:	4

EXPENSES

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

Subtotal Time:	\$ 7,402.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 7,402.50
Unbilled Hours	4.00

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

INITIALS
CR

21CP Solutions Monthly Invoice

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

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:	Smoot	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Saturday, October 05, 2019	



Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
September	3	Conf Call MT re OPR assessments batches 1&2		1.0	\$ 235.00	\$ 235.00	Administrative - file maintenance, misc emails, phone calls	2
September	9	Conf Call MT DOJ BPD re OSW, Recruitment and retention (inc prep)		2.0	\$ 235.00	\$ 470.00		
September	13	OPR Case AssesmentReviews - 1 case		2.9	\$ 235.00	\$ 681.50	Administrative - file maintenance, misc. emails, phone calls	2
September	14	OPR Case AssesmentReviews - 6 cases		8.0	\$ 235.00	\$ 1,880.00	Administrative - file maintenance, misc. emails, phone calls	2
September	15	OPR Case AssesmentReviews - 1 case		2.0	\$ 235.00	\$ 470.00		
September	17	Preparation, Document Review & On-site Meeting		3.3	\$ 235.00	\$ 775.50	Travel time to Baltimore	4
September	18	Meetings w BPD staff, Command, and Monitoring Team re: staffing, supervision, retention, recruiting, and rank & file engagement, upcoming meetings with and additional concerns of the court		8.0	\$ 235.00	\$ 1,880.00	Administrative - file maintenance, misc. emails, phone calls	1.5

21CP Solutions Monthly Invoice

September	19	Meetings re OPR reviews & BPD promotions		4.5	\$ 235.00	\$ 1,057.50	Travel time from Baltimore		4
September	24	OPR Case AssessmentReviews - 2 cases		3.8	\$ 235.00	\$ 893.00	Administrative - file maintenance, misc. emails, phone calls		2
September	27	OPR Case AssessmentReviews - 1 case		2.2	\$ 235.00	\$ 517.00	Administrative - file maintenance, misc. emails, phone calls		2
TOTAL HOURS:				37.7	TOTAL:	\$ 8,859.50	TOTAL UNBILLED HOURS:		19.5

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	
9/17/2019	Air	Southwest	O/W Airfare STL - DCA				\$ 263.98	\$ 263.98
9/17/2019	Mileage		O/W Travel SPI-STL 106mix.58				\$ 61.48	\$ 61.48
9/17-19/19	Lodging	Renaissance					\$ 344.20	\$ 344.20
9/17-19/19	Parking		STL (split with another client)				\$ 28.50	\$ 28.50
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL:	\$ 698.16
Subtotal Time:		\$ 8,859.50						
Subtotal Expenses:		\$ 698.16						
TOTAL:		\$ 9,557.66						
Unbilled Hours		19.50						
Your initials here signify that the charges on this invoice are accurate:					INITIALS SMS			

From: Southwest Airlines southwestairlines@ifly.southwest.com
Subject: Sean Smoot's 09/17 Wash. D.C. (Reagan) trip [REDACTED]: Your reservation is confirmed.
Date: September 4, 2019 at 2:21 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!

SEPTEMBER 17

STL  DCA

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

Confirmation #	[REDACTED]	Confirmation date: 09/04/2019
PASSENGER	Sean Smoot	
RAPID REWARDS #	[REDACTED]	
TICKET #	[REDACTED]	
EXPIRATION ¹	April 13, 2020	
EST. POINTS EARNED	1,394	

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Tuesday, 09/17/2019 Est. Travel Time: 2h Wanna Get Away®

FLIGHT # 1109	DEPARTS STL 01:05PM St. Louis		ARRIVES DCA 04:05PM Wash. D.C. (Reagan)
----------------------	---	---	---

Payment information

Total cost [REDACTED] Payment [REDACTED]

Total Cost

Air - [REDACTED]		
Base Fare	\$	232.26
U.S. Transportation Tax	\$	17.42
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	4.20
U.S. Passenger Facility Chg	\$	4.50
Total	\$	263.98

Payment

Travel Funds UTA3JM
Date: September 4, 2019

Payment Amount: \$16.00

Travel Funds TIMT9H
Date: September 4, 2019

Payment Amount: \$247.98

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: 5262116387094

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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Don't miss out on automatic check-in

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with Budget® on your trip

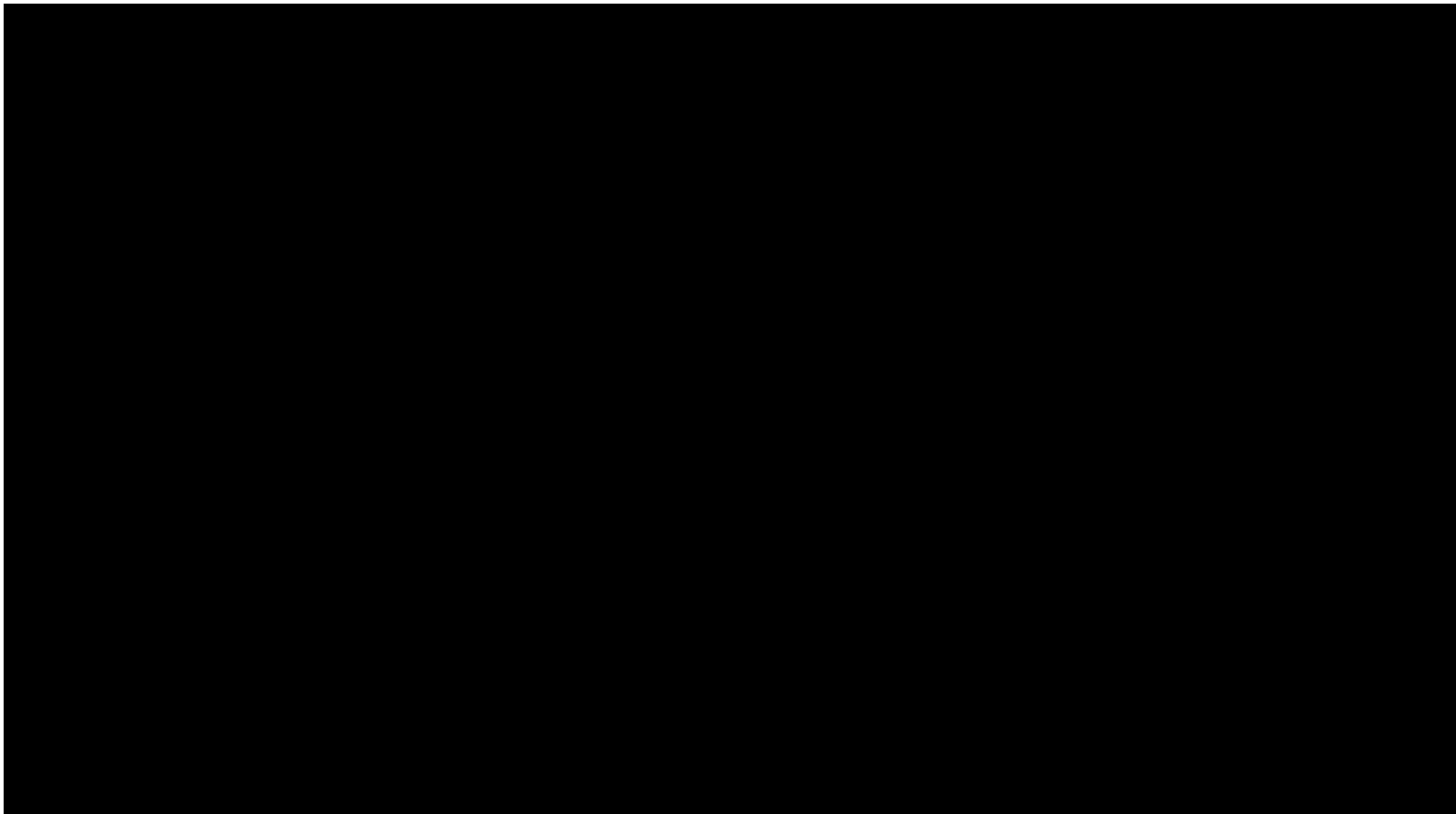
Budget



YOUR TRIP TO:

STL - Lambert-Saint Louis International Airport

1 HR 43 MIN | 106.1 MI



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

Page 49 of 114

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

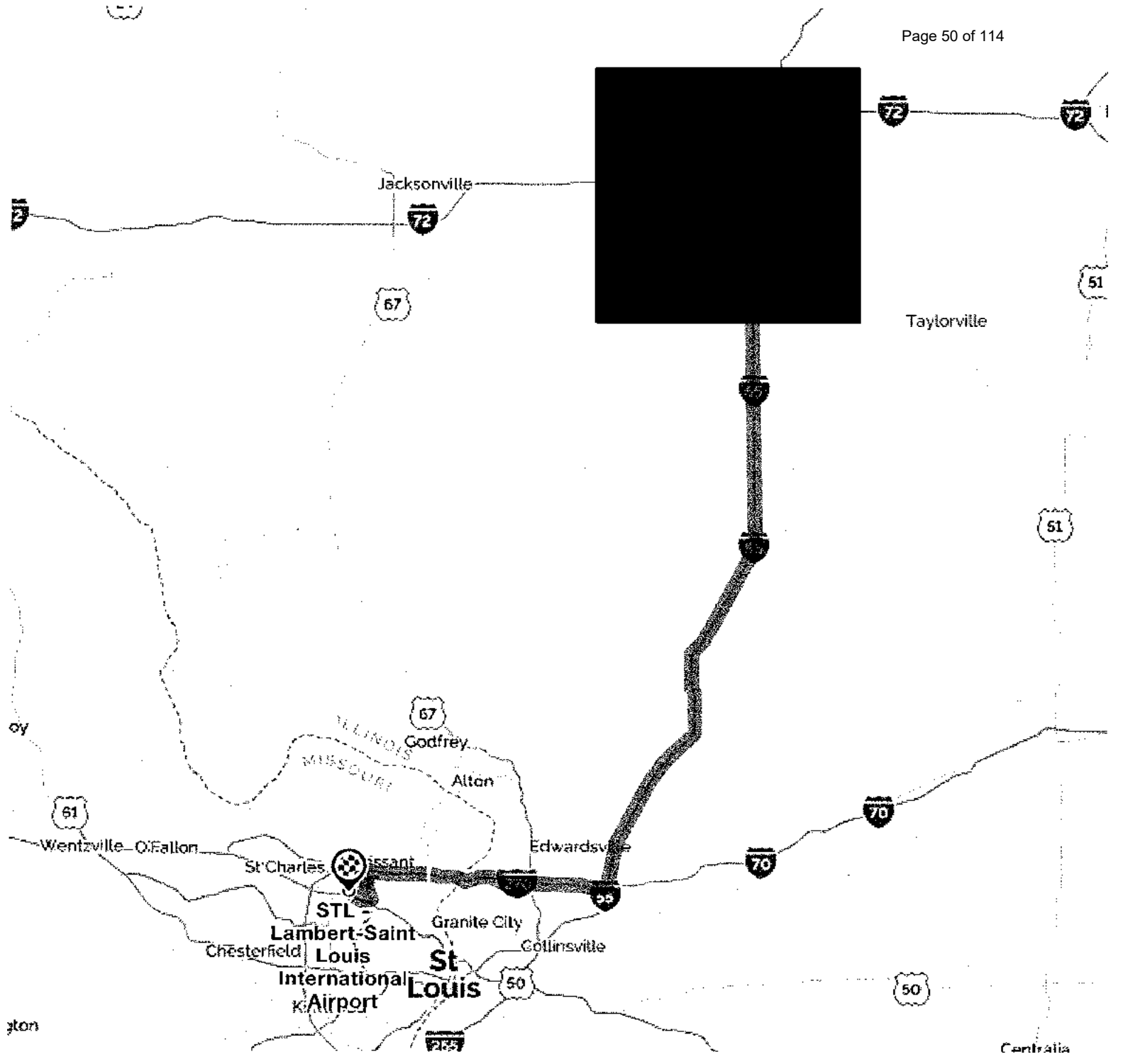
106.06 total miles



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.



Summary of Charges

Guest Information	SEAN SMOOT ██████████ ████████████████████	Dates of Stay	09/17/2019 - 09/18/2019
		Room number	12115
		Guest number	██████
		Member Number	██████████
		Group Number	

Date	Description	Reference	Charges	Credits
09/17/2019	TELECOMM	FREEHSIA	0.00	
09/17/2019	GOV'T	12117, 1	149.00	
09/17/2019	STATE TX	12117, 1	8.94	
09/17/2019	CITY TAX	12117, 1	14.16	
09/18/2019	TELECOMM	FREEHSIA	0.00	
09/18/2019	GOV'T	12117, 1	149.00	
09/18/2019	STATE TX	12117, 1	8.94	
09/18/2019	CITY TAX	12117, 1	14.16	
██████████	██████████			344.20
Total balance				0.00 USD

Super Park Lot A
St. Louis Lambert International Airport
314.890.2800

F/C #45	A Payment No.00208075
T/D #40	Ticket No.066684
Cashier	ID #195
Entry Time	9/17/2019 (Tue) 11:32
Paid Time	9/20/2019 (Fri) 21:01
Parking Time	3 Days 9:29
Parking Fee	Rate B \$57.00



CREDIT CARD AMOUNT	\$57.00
Cash Amount	\$0.00

Total	\$57.00

Actual Amount Requested for Reimbursement: \$28.50

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

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



332 MICHIGAN AVE.
SUITE 1032-TG15
CHICAGO, ILL 60604

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Hours	Rate	Total	Description	Hours
September	1	Review Transport Audit Checklist with DOJ and comment on feedback prepared for BPD		1.0	\$ 235.00	\$ 235.00		
September	2	Review changes to SSA/FIP training curriculum that will be discussed with DOJ and ultimately provided to BPD. Review PJ3 training curriculum		1.5	\$ 235.00	\$ 352.50		
September	3	Internal MT phone call reference suggested changes that will be sent to DOJ and BPD in regard to SSA/FIP training curriculum and possibly incorporating the PJ3 training module.		1.0	\$ 235.00	\$ 235.00		
September	9	Prepare for and participate in the Officer Recruitment, Hiring and Retention/Officer Assistance and Support Bi-Weekly call.		1.5	\$ 235.00	\$ 352.50		
September	12	Prepare for and participate in a conference call ref. Youth policies.		1.0	\$ 235.00	\$ 235.00		
September	13	Prepare for and participate in SSA/FIP training curriculum Summit call.		4.5	\$ 235.00	\$ 1,057.50		

21CP Solutions Monthly Invoice

September	16	Reading emails and responding to topics concerning SSA/FIP questions that BPD presented to DOJ/MT. Internal email discussion about our response on how to deal with ingestion of potentially lethal substances.		1.0	\$ 235.00	\$ 235.00		
September	18	Internal MT phone call to discuss status of SSA/FIP training development and next step.		1.5	\$ 235.00	\$ 352.50		
September	23	Prepare for and participate in Recruitment/Retention and Officer Safety and Wellness conference call.		0.5	\$ 235.00	\$ 117.50		
September	24	Prepare for and participate in bi-weekly Training call.		1.0	\$ 235.00	\$ 235.00		
September	26	Review SSA/FIP training curriculum		1.5	\$ 235.00	\$ 352.50		
September	29	Review various policies submitted by BPD (SSA/FIP, Youth Interrogations, Sexual Assault Investigations, Mobile Field Force)		2.0	\$ 235.00	\$ 470.00		
TOTAL HOURS:				18.0	TOTAL:	\$ 4,230.00	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	
								\$ -
								\$ -
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								\$ -
								\$ -
								\$ -
							TOTAL:	\$ -
Subtotal Time:		\$	4,230.00					
Subtotal Expenses:		\$	-					
TOTAL:		\$	4,230.00					
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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
INVOICE SUBMITTED BY:	Bowman		
DATE SUBMITTED:	10/14/2019		
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	
September	1			\$ 235.00	\$ -			
September	2			\$ 235.00	\$ -			
September	3	Reviewed/responded to 9 messages ref Staffing and Supervision Bi-Weekly Call, Quarterly SSA data reports, Stops Report Call Notes, and Question about Consent Decree Deadlines.	1.2	\$ 235.00	\$ 282.00			
September	4	Reviewed/responded to 9 messages ref Question about Consent Decree Deadlines, Stops Report Call Notes, SSA III, and BPD Bloodborne Pathogens eLearning.	1.5	\$ 235.00	\$ 352.50			
September	5			\$ 235.00	\$ -			
September	6	Reviewed/responded to 10 messages ref Stops Report Call Notes, PIB Weekly Report 8/30/2019, SSA III, SSA feedback, Second SSA Training Summit and September 2019 Newsletter.	1	\$ 235.00	\$ 235.00			
September	7			\$ 235.00	\$ -			
September	8			\$ 235.00	\$ -			
September	9			\$ 235.00	\$ -			

September	10	Reviewed/responded to 34 messages including media reports, SSA III, PIB Weekly Report, Staffing and Supervision Bi-Weekly Call, Officer Suicide, Stops Report Call Notes, and Training call.	3.1	\$	235.00	\$	728.50		
September	11			\$	235.00	\$	-		
September	12			\$	235.00	\$	-		
September	13	Reviewed/responded to 29 messages ref SSA III, Updated Second-Year Monitoring Plan, SSA feedback, Second SSA Training Summit, staffing and Supervision Bi-Weekly Call, and SSA Second Summit Notes.	3	\$	235.00	\$	705.00		
September	14			\$	235.00	\$	-		
September	15			\$	235.00	\$	-	Review NY Daily News media reports ref BPD	0.5
September	16	Reviewed/responded to 7 messages, including Updated Second-Year Monitoring Plan, Upcoming Event on Policing Vulnerable Communities, Staffing and Supervision Bi-Weekly Call, and Proposed new MT member. Prepared for and participated in biweekly policy call.	1.2	\$	235.00	\$	282.00		
September	17			\$	235.00	\$	-		
September	18			\$	235.00	\$	-		
September	19	Reviewed/responded to 30 messages ref Training Points Issues, SSA feedback, SSA Second Summit Notes, media reports, public comments, training outside BPD, and Staffing and Supervision Bi-Weekly Call.	3.3	\$	235.00	\$	775.50		
September	20	Reviewed/responded to 8 messages ref FIP training, PIB Weekly Report 9/13/19, training outside BPD, and new MT member.	1.4	\$	235.00	\$	329.00		
September	21			\$	235.00	\$	-	Review CBS media report rer BPD	0.5
September	22			\$	235.00	\$	-		
September	23			\$	235.00	\$	-		
September	24			\$	235.00	\$	-		
September	25			\$	235.00	\$	-		
September	26			\$	235.00	\$	-		
September	27	Reviewed/responded to 12 messages ref Monthly Meeting Date Modifications, Training call, Training Points Issues, Sexual Assault Investigator Training, SSA feedback, SSA Training Outline, and Initial Draft: Mobile Field Force SOP.	2	\$	235.00	\$	470.00		
September	28			\$	235.00	\$	-		
September	29			\$	235.00	\$	-		
September	30	Prepared for and participated in policy call with BPD and DOJ. Prepared and distributed notes from the call. Reviewed/responded to 7 messages including policy call, policy meeting and PIB weekly reports,	1.5	\$	235.00	\$	352.50		
September	31			\$	235.00	\$	-		
			19.2	TOTAL:	\$	4,512.00			1

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	4,512.00
Subtotal Expenses:	\$	-
TOTAL:	\$	4,512.00

Unbilled Hours 1.00

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

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. 4. You may NOT bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
INVOICE FOR MONTH OF:	<u>September</u>		
INVOICE SUBMITTED BY:	Dupont		
DATE SUBMITTED:	10/7/2019		
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
September	1			\$ 235.00	\$ -	
September	2			\$ 235.00	\$ -	
September	3			\$ 235.00	\$ -	
September	4	Discussion with local advocate and review of data, follow up discussion with BPD Legal on issues of CPIC functioning.	1.6	\$ 235.00	\$ 376.00	
September	5			\$ 235.00	\$ -	
September	6			\$ 235.00	\$ -	
September	7			\$ 235.00	\$ -	
September	8			\$ 235.00	\$ -	
September	9			\$ 235.00	\$ -	
September	10	Review and discussion of DOJ feedback on BPD recruit curriculum, Discussion with local MH provider on presentation material.	1.5	\$ 235.00	\$ 352.50	
September	11	Discussion of BPD proposed crisis in-service curriculum and recruit training curriculum with BPD Compliance and local MH advocate.	1	\$ 235.00	\$ 235.00	
September	12	Discussion of Gap Analysis with local MH advocacy organization, discussion of BPD LEAD and HOT policies with CPIC Leadership	1.3	\$ 235.00	\$ 305.50	Discussion with BPD Training Staff, DOJ regarding proposed use of Mental Health First Aid Curriculum (MHFA). 0.5
September	13			\$ 235.00	\$ -	

September	14		\$	235.00	\$	-		
September	15		\$	235.00	\$	-		
September	16		\$	235.00	\$	-		
September	17		\$	235.00	\$	-	Discussion wit BHSB regading DRM Presentation, BPD crisis policies	0.5
September	18	Review of BPD proposed in-service curriculum (MHFA), discussion with Monitoring Team (K. Thompson) regarding planning and Gap Analysis report.	2.3	\$ 235.00	\$	540.50		
September	19	Review of BPD proposed in-service curriculum module on history and basic concepts. CPIC Training Committee Meeting, Discussion of GAP Analsyis wih local advocacy group.	3.1	\$ 235.00	\$	728.50	Monitoring Team correspondence regarding Gap Analysis	0.3
September	20	Development and review of Court document for Monitoring Team, Discussion of MHRA curriculum with BPD Compliance Division	3.7	\$ 235.00	\$	869.50		
September	21		\$	235.00	\$	-		
September	22		\$	235.00	\$	-		
September	23	Work on CPIC Crisis Training Overview documents, discussion with CPIC Training Staff	0.5	\$ 235.00	\$	117.50	Correspondence with Monitoring Team (K. Thompson, S. Rosenthal)	0.4
September	24	CPIC Policy Meeting. Discussion with BPD regarding CPIC Leadership, discussion of MHFA proposal with CPIC Training, Discussion of MHFA with DOJ, reviw of advocacy group presentation.	2.8	\$ 235.00	\$	658.00		
September	25	Work on CPIC Crisis Training Overview documents, follow up discussion with local advocacy group on crisis presenation.	1.3	\$ 235.00	\$	305.50		
September	26	CPIC Montly Community Meeting	1.7	\$ 235.00	\$	399.50	Dicussion of baseline data collectin with BPD Training, Correspondence with Monitoring Team on local advocacy issues.	0.7
September	27		\$	235.00	\$	-		
September	28	Dicussion of CPIC Monthly Community Meeting with local and state-wide advocacy groups..	1.2	\$ 235.00	\$	282.00		
September	29		\$	235.00	\$	-		
September	30		\$	235.00	\$	-		
September	31		\$	235.00	\$	-		
			22	TOTAL:	\$	5,170.00		2.4

Subtotal Expenses:	\$	-
TOTAL:	\$	5,170.00
Unbilled	\$	2.40 hours

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

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

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and rate information to populate the
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
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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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	CMPI (BCMC – Kelly)	
DATE SUBMITTED:	9/9/2019	
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
September	1			\$ 235.00	\$ -		
September	2			\$ 235.00	\$ -	Monitor Team Check in Call/ Community Engagement	0.6
September	3	Attended a community meeting facilitated by Senator Antonio Hayes at the Baltimore City Community College in West Baltimore where he discussed with association leaders the results of the SWOT Analysis conducted by his office which covered multiple areas of concern in th 40th District including public Safety and the Baltimore Police Department	1.3	\$ 235.00	\$ 305.50		
September	4			\$ 235.00	\$ -	Tabled at Out for Justice	2.7
September	5			\$ 235.00	\$ -		
September	6			\$ 235.00	\$ -		
September	7			\$ 235.00	\$ -		
September	8			\$ 235.00	\$ -	conference call with Natasha Pratt-Harris and Monitoring	0.8
September	9			\$ 235.00	\$ -		
September	10			\$ 235.00	\$ -		
September	11			\$ 235.00	\$ -		
September	12			\$ 235.00	\$ -		
September	13			\$ 235.00	\$ -		

September	14	Attended a community meeting facilitated by Senator Antonio Hayes at the Baltimore City Community College in West Baltimore where he discussed with association leaders the results of the SWOT Analysis conducted by his office which covered multiple areas of concern in th 40th District including public Safety and the Baltimore Police Department. Tabled at the Back to school Community lunch sponsored the West Baltimore Black Catholic Churches(St. Peter Claver, St. Pius V and St. Gregory the great. There were over 200 residents in attendance. Presented about the Consent decree, the monitoring team, our role and how the community can get involved in the process	4.6	\$	235.00	\$	1,081.00	
September	15			\$	235.00	\$	-	
September	16	Bi-Weekly Community Engaement Meeting at BPD HQ. Discussion focused on te completion of te focus groups facilitated by the Police Foundation followed by a conversation and updates pertaining to the upcoming community policing plan. Attende d te public hearing for City bill # 19-0409 , a proposed ordinance to ban the use of so called "gag orders' placed on victims of police misconduct when they reach a settlement with BPD.	3.7	\$	235.00	\$	869.50	
September	17			\$	235.00	\$	-	Monitor Team Check-in Call
September	18	Attended a meeting with Fusion Partnerships and potential participants in focus groups that, with support from the Open Society Institute, will be conducting meetings and a listening session to inform the micro-policing concept as it is rolled out in Baltimore. The meeting was a introduction to the process followed by a collaborative framing process for how these engagements will be facilitated and what they aim to achieve. Attended the Civilian Trainin Review Committee Meetin at te BPD Trainin Facility	5.4	\$	235.00	\$	1,269.00	
September	19			\$	235.00	\$	-	1.3
September	20			\$	235.00	\$	-	
September	21			\$	235.00	\$	-	
September	22			\$	235.00	\$	-	
September	23	Attended an event oranized by te Mayors office of African American Male Enaement at New Shiloh Baptist church which was followed by a community canvas where we talked with dozens of residents on the streets, handing out flyers, resource leads and contact information	2.2	\$	235.00	\$	517.00	
September	24			\$	235.00	\$	-	Monitor Team Check-in Call 0.8

September	25	Met with members of the campaign for Justice, Safety and Jobs leadership to discuss what they percieve as disregard to the community's feedback on the eLearning policy 708 which the workshopped at their Town Hall. They are in the process of drafting a letter of concern to all parties and are requesting a meeting with the Monitoring Team before their next Town Hall in November	1.8	\$	235.00	\$	423.00	
September	26			\$	235.00	\$	-	
September	27			\$	235.00	\$	-	
September	28			\$	235.00	\$	-	
September	29			\$	235.00	\$	-	
September	30			\$	235.00	\$	-	
September	31			\$	235.00	\$	-	
			19	TOTAL:	\$ 4,465.00			6.2

Baltimore Consent Decree Monitor
INVOICE

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

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

Unbilled Hours 6.20

INITIALS

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

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>September</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY: CMPI (BCMC)- Darnyle Wharton		
	DATE SUBMITTED: 10/6/2019		
	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	
September	1			\$ 75.00	\$ -			
September	2			\$ 75.00	\$ -			
September	3	Attended CE Team conference call. Checked and responded to emails.	1.5	\$ 75.00	\$ 112.50			
September	4	Created quarterly forum flyers for October and also created Facebook event and Eventbrite posting. Made visit to NL in Eastern district. Posted to social media.	3.5	\$ 75.00	\$ 262.50			
September	5	Posted flyer to social media pages. Made visit to NL in Northern district	2.1	\$ 75.00	\$ 157.50			
September	6	Made final collections for monthly invoices.	1.5	\$ 75.00	\$ 112.50			
September	7			\$ 75.00	\$ -			
September	8			\$ 75.00	\$ -			
September	9	Checked and responded to emails. Sent NL invoices off to executive assistant. Canvassed Southeast district on weekly log check	3.1	\$ 75.00	\$ 232.50			
September	10	Attended CE Team conference call. Created FB event and eventbrite event for Quarterly public forum and posted them to our social media pages. Emailed residents who registered on eventbrite for our last forum with the link to the upcoming one.	2.6	\$ 75.00	\$ 195.00			
September	11	Posted FB Live session flyer to social media pages. Made visit to NL in Eastern district.	2.1	\$ 75.00	\$ 157.50			
September	12	Made visit to NL in Northern district. Attended meeting with community leaders at Reisterstown library	4	\$ 75.00	\$ 300.00			
September	13	Checked and responded to emails. Had meeting with Deputy monitor.	1.3	\$ 75.00	\$ 97.50			

Name:

Weekly Log

September 17th - 28th '18
Page 78 of 114

September	14		\$	75.00	\$	-
September	15		\$	75.00	\$	-
September	16	Prepared for Monthly NL Meeting.	4	\$ 75.00	\$	300.00
September	17	Attended weekly call with CE Team. Attended community faith leaders meeting in western district. Canvassed in western and central district.	3.2	\$ 75.00	\$	240.00
September	18	Made NL visit to Eastern district and canvassed in that area.	2.5	\$ 75.00	\$	187.50
September	19	Made NL visit in Northern district and did canvassing in that area.	2.6	\$ 75.00	\$	195.00
September	20	Made NL visit to Northeastern district and did canvassing in that area.	2	\$ 75.00	\$	150.00
September	21		\$	75.00	\$	-
September	22		\$	75.00	\$	-
September	23	Checked and answered emails. Canvassed in Southeastern district.	3	\$ 75.00	\$	225.00
September	24	Attended weekly call with CE Team. Did canvassing in Northwestern district	3	\$ 75.00	\$	225.00
September	25	Made NL visit to Eastern district. Attended community meeting in Southern district about the quarterly forum.	3	\$ 75.00	\$	225.00
September	26		\$	75.00	\$	-
September	27	Made NL visit to Northeastern district	2	\$ 75.00	\$	150.00
September	28		\$	75.00	\$	-
September	29		\$	75.00	\$	-
September	30	Checked and answered emails. Canvassed in Southwestern district.	3	\$ 75.00	\$	225.00
September	31		\$	75.00	\$	-
			50	TOTAL:	\$	3,750.00
						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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Alvonia Allen	
	DATE SUBMITTED:		
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00			
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5	Attended weekly comm engagement Edmondson Library and distributed brochures and information	2	\$ 20.00	\$ 40.00		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00			
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11			\$ 20.00	\$ -		
September	12	Attended weekly Comm Engagement/Edmondson Library-distributed brochures and information.	2	\$ 20.00	\$ 40.00		
September	13	Attended Community Association Meeting-Lyndhurst /distributed brochures.	1.5	\$ 20.00	\$ 30.00		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00			
September	16			\$ 20.00	\$ -		

September	17					
September	18			\$	20.00	
September	19	Senior Symposium-Martin's West/ Pratt Library/Wildwood Elementary Back To School Night. Distributed brochures and information at the three sites	7.5	\$	20.00	\$ 150.00
September	20			\$	20.00	\$ -
September	21			\$	20.00	\$ -
September	22			\$	20.00	\$ -
September	23			\$	20.00	\$ -
September	24	Attended CRC Meeting for the SW District at Beechfield Recreation Center	1.5	\$	20.00	\$ 30.00
September	25			\$	20.00	\$ -
September	26			\$	20.00	\$ -
September	27			\$	20.00	\$ -
September	28			\$	20.00	\$ -
September				\$	20.00	\$ -
September	30			\$	20.00	\$ -
September	31			\$	20.00	\$ -
			14.5	TOTAL:	\$ 290.00	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 or travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting to 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
INVOICE FOR MONTH OF:	<u>September</u>	
INVOICE SUBMITTED BY:	Howard Roberts	
DATE SUBMITTED:	10/7/2019	
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
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3	Attended TURN-AROUND Tuesday at Zion Baptist - distributed brochures after session ... 5 to 10 in attendance ... did circulate with the brothers after session	1	\$ 20.00	\$ 20.00		
September	4	Did tabling at Eastside Community Action Center ... distributed brochures and updated bulletin board while clients waited to be seen ... did commercial ... 10 to 15 attending ... people seemed open to / positive about knowing that the police are being monitored ... all positive today.	2	\$ 20.00	\$ 40.00		
September	5						
September	6	Did stop at the St. Vincent Depaul Headstart program ... left 10-15 brochures ... teachers are back in force ... receptionist offered to place in boxes / teachers were meeting ... did share at length our efforts.	1	\$ 20.00	\$ 20.00		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		

September	9	Did stop at St. Frances Academy Community center ... left 10 brochures ... receptionist received graciously ... did share at length our efforts.	1	\$	20.00	\$	20.00
September	10		1	\$	20.00	\$	20.00
September	11	Visited the Graffiti and St. Ann churches on Greenmount ave. ... dropped brochures at each site ... none remained from previous visit to St. Ann's ... first time at the Graffiti church ... good energy received for information. Eastside Community Action Center office day ... good crowd early ... distributed 8-10 brochures ... 1 commercial given to large group	2	\$	20.00	\$	40.00
September	12			\$	20.00	\$	-
September	13	Did drive -by on Eager street ... dropped in on 2 churches ... left 5-15 brochures at each site (United & Friendship) ... gave short overviews.	1	\$	20.00	\$	20.00
September	14			\$	20.00	\$	-
September	15			\$	20.00	\$	-
September	16			\$	20.00	\$	-
September	17		2	\$	20.00	\$	40.00
September	18	Attended food pantry at Oliver center for morning registration / check in ... nearly 100 attending (many familiar faces ... this is monthly) ran out of cards & brochures ... distributed about 20-30. Was at Mama Mia's on Broadway ... big crowd (9 to 15 while I was there) ... placed a few brochures (the old BCD types) on different spots in space ... had a conversation (brief brief) with a few brothers ... think spot could be a regular drive by ... did also hit Popeyes and Hopkins big NA meeting near Kennedy Krieger ... good energy around 12-1ish Did Eastside Com Action Ctr., St. Wenceslaus off of Ashland ... and the market on monument ... handed out 10 brochures at market , left 5 at church (there were a few still there from last visit) ... slow day at action center , did restock area ... overal good day.	2	\$	20.00	\$	40.00
September	19	Dropped brochures at Knox Presbyterian, and Metopolitan Baptist (left in door areas) ... also left at 2 churches at Eager and Caroline ... cant find note with names	1	\$	20.00	\$	20.00
September	20			\$	20.00	\$	-
September	21			\$	20.00	\$	-
September	22			\$	20.00	\$	-

September	23	Dropped brochures at Israel Baptist,Healthcare for the Homeless and the Oliver Senior center ... brief conversations at each site for permissions ...	1	\$	20.00	\$	20.00
September	24			\$	20.00	\$	-
September	25						
September	26			\$	20.00	\$	-
September	27			\$	20.00	\$	-
September	28			\$	20.00	\$	-
September	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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Jackson	
	DATE SUBMITTED:	10/3/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5			\$ 20.00	\$ -		
September	6	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1	\$ 20.00	\$ 20.00		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11			\$ 20.00	\$ -		
September	12			\$ 20.00	\$ -		
September	13	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		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16	Monthly CD Staff Meeting at BMC	1	\$ 20.00	\$ 20.00		

September	17		\$	20.00	\$	-
September	18		\$	20.00	\$	-
September	19		\$	20.00	\$	-
September	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 \$	20.00	\$	20.00
September	21		\$	20.00	\$	-
September	22		\$	20.00	\$	-
September	23		\$	20.00	\$	-
September	24		\$	20.00	\$	-
September	25		\$	20.00	\$	-
September	26		\$	20.00	\$	-
September	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
September	28	Eastern District Corner Crawl with Cd Team (monument st. St 4 x 4 block radius) Engagement with businesses and residents. Pamphlet Distribution	2 \$	20.00	\$	40.00
September	29		\$	20.00	\$	-
September	30		\$	20.00	\$	-
September	31		\$	20.00	\$	-
			8	TOTAL:	\$	160.00
						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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Tsiongas	
	DATE SUBMITTED:	10/1/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
September	1			\$ 20.00	\$ -			
September	2			\$ 20.00	\$ -			
September	3			\$ 20.00	\$ -			
September	4			\$ 20.00	\$ -			
September	5			\$ 20.00	\$ -			
September	6			\$ 20.00	\$ -			
September	7			\$ 20.00	\$ -			
September	8			\$ 20.00	\$ -			
September	9	Attended monthly Patterson Park Neighborhood Association meeting and shared fliers for upcoming Quarterly Forum	1	\$ 20.00	\$ 20.00			
September	10			\$ 20.00	\$ -			
September	11			\$ 20.00	\$ -			
September	12	SE District tabling at Orleans Branch Public Library	2	\$ 20.00	\$ 40.00			
September	13			\$ 20.00	\$ -			
September	14			\$ 20.00	\$ -			
September	15			\$ 20.00	\$ -			
September	16			\$ 20.00	\$ -			

September	17			\$	20.00	\$	-
September	18			\$	20.00	\$	-
September	19			\$	20.00	\$	-
September	20			\$	20.00	\$	-
September	21	Tabling at Criminal Record Expungement/Resource Expo put on by Delta Sigma Theta Sorority and Iota Phi Theta Fraternity held at Our Daily Bread Employment Center	4	\$	20.00	\$	80.00
September	22			\$	20.00	\$	-
September	23			\$	20.00	\$	-
September	24			\$	20.00	\$	-
September	25			\$	20.00	\$	-
September	26	SE District tabling at Orleans Branch Public Library	2	\$	20.00	\$	40.00
September	27			\$	20.00	\$	-
September	28	Tabling at Community Day in Patterson Park for Civil Rights Week	4	\$	20.00	\$	80.00
September	29			\$	20.00	\$	-
September	30			\$	20.00	\$	-
September	31			\$	20.00	\$	-
			13	TOTAL:	\$	260.00	0

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	INVOICE FOR MONTH OF:	September	
	INVOICE SUBMITTED BY:	Dunaway	
	DATE SUBMITTED:	10/3/2019	
	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
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5			\$ 20.00	\$ -		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11			\$ 20.00	\$ -		
September	12			\$ 20.00	\$ -		
September	13			\$ 20.00	\$ -		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16			\$ 20.00	\$ -		

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	INVOICE FOR MONTH OF:	<u>September</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
September	1	Sent simple emails to Govans library and working on library flyer.	0.2	\$ 20.00	\$ 4.00		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5	Completed Outreach: Weekly Office Hours at Govans library	2	\$ 20.00	\$ 40.00		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11		0	\$ 20.00	\$ -		
September	12	Did Outreach during Mayor's Event & Weekly Office Hours & Rodman Recreation Center	5.5	\$ 20.00	\$ 110.00		
September	13			\$ 20.00	\$ -		
September	14	Outreach: Attended Community Event - We had several Seton Academy students and families visit our garden to do community service work. I left brochures out for people to take and I was able to walk around and talk with the families about the Consent Decree	0.3	\$ 20.00	\$ 6.00		

September	15		\$	20.00	\$	-
September	16		0 \$	20.00	\$	-
September	17		0 \$	20.00	\$	-
September	18		0 \$	20.00	\$	-
September	19		0 \$	20.00	\$	-
September	20		0 \$	20.00	\$	-
September	21		0 \$	20.00	\$	-
September	22		0 \$	20.00	\$	-
September	23	Outreach via email - Councilman Henry's staff member KC Kelleher contacted me because she had been contacted by someone who had a problem with the police. I informed her of the correct email address to share with the person who wanted to speak with me.	0.3 \$	20.00	\$	6.00
September	24		0 \$	20.00	\$	-
September	25		\$	20.00	\$	-
September	26	Completed Weekly Office Hours at library and Citizen Call	1.7 \$	20.00	\$	34.00
September	27		0 \$	20.00	\$	-
September	28	Community Outreach: Monitoring Team Corner Crawl - This was part of our monitoring team community blitz. I personally gave out 46 brochures and we talked to several people. I counted the people that I had a direct conversation with. One resident of interest was the resident who talked about the gangs and the police interaction with the gangs. He said that he was glad that we are doing the work but he thinks that we hvae a long way to go.	1.6 \$	20.00	\$	32.00
September	29	Clerical work: Emails, invoice, planning October office hours	0.6 \$	20.00	\$	12.00
September	30		0 \$	20.00	\$	-
September	31		0 \$	20.00	\$	-
			12.2	TOTAL:	\$	244.00
						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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Curtis	
	DATE SUBMITTED:	10/7/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5			\$ 20.00	\$ -		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10	SDKG & PARK CIRCLE COMMUNITY ASSOCIATION MEETING (45 PEOPLE)	2	\$ 20.00	\$ 40.00		
September	11			\$ 20.00	\$ -		
September	12			\$ 20.00	\$ -		
September	13			\$ 20.00	\$ -		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16			\$ 20.00	\$ -		

September	17			\$	20.00	\$	-
September	18			\$	20.00	\$	-
September	19			\$	20.00	\$	-
September	20			\$	20.00	\$	-
September	21			\$	20.00	\$	-
September	22			\$	20.00	\$	-
September	23	HILLTOP 4100 COMMUNITY ASSOCIATION AT THE POLICE STATION	2	\$	20.00	\$	40.00
September	24	LANGSTON HUGHES FREE FOOD PANTRY (BUT I HAD A TABLE AND WENT LIVE AND SPOKE ABOUT THE CONSENT DECREE	2	\$	20.00	\$	40.00
September	25	CRC AT THE POLICE STATION FOR THE NORTHWEST DISTRICT I SPOKE ON THE UPCOMING EVENT FOR THE CONSENT DECREE	2	\$	20.00	\$	40.00
September	26			\$	20.00	\$	-
September	27	B.O.L.O FLAG FOOTBALL CITYWIDE EVENT EVERY FRIDAY AT THE CC JACKSON OF YOUTH AND POLICE DEPT I PASS OUT INFO AND SPEAK TO FAMILIES	3	\$	20.00	\$	60.00
September	28	FAITH AND SCHOOL BOARD EVENT AT 200 NORTHAVE (I PASSED OUT INFOR AND SPOKE WITH THE BOARD ABOUT A FORUM IN ALL SCHOOLS	4	\$	20.00	\$	80.00
September	29			\$	20.00	\$	-
September	30			\$	20.00	\$	-
September	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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Watts	
	DATE SUBMITTED:	10/6/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
September	1			\$ 20.00	\$ -			
September	2			\$ 20.00	\$ -			
September	3			\$ 20.00	\$ -			
September	4			\$ 20.00	\$ -			
September	5			\$ 20.00	\$ -			
September	6			\$ 20.00	\$ -			
September	7			\$ 20.00	\$ -			
September	8			\$ 20.00	\$ -			
September	9			\$ 20.00	\$ -			
September	10	Linden Park Apartments. Was scheduled to speak, but owner of building was in attendance and took up all of the meeting time. Need to reschedule	1.5	\$ 20.00	\$ 30.00			
September	11	Engagement at Nancy by SNAC. Engaged with 4 people to discuss consent decree. Gave out 2 spanish brochures to students at MICA	1.5	\$ 20.00	\$ 30.00			
September	12			\$ 20.00	\$ -			
September	13			\$ 20.00	\$ -			
September	14			\$ 20.00	\$ -			
September	15			\$ 20.00	\$ -			
September	16			\$ 20.00	\$ -			

September	17		\$	20.00	\$	-
September	18		\$	20.00	\$	-
September	19		\$	20.00	\$	-
September	20	Engagement Nancy by SNAC. Met with Mykel Hunter and Producer from WEEA Radio. They have new segment on show and we are scheduling time for me to do call in to promote Quarterly Meeting in SW. Also, interacted with 3 people to explain concent decree	1.5	\$ 20.00	\$	30.00
September	21		\$	20.00	\$	-
September	22		\$	20.00	\$	-
September	23		\$	20.00	\$	-
September	24		\$	20.00	\$	-
September	25		\$	20.00	\$	-
September	26		\$	20.00	\$	-
September	27	Engaement Nancy by SNAC. Engaged with public school teacher to discuss who to reach school students	1.5	\$ 20.00	\$	30.00
September	28	Corner Crawl on Monument Street. Engaged with store owner who states Police never come when called and do not get out of cars when they do. Open air drug activity was in full view. Encountered a woman who sees guns being brought into the city from the county and she fears another uprising that will be greater than the one in West Balto.	3	\$ 20.00	\$	60.00
September	29		\$	20.00	\$	-
September	30		\$	20.00	\$	-
September	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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Boykins	
	DATE SUBMITTED:	10/2/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5			\$ 20.00	\$ -		
September	6			\$ 20.00	\$ -		
September	7	Street Engagement at Upton Metro Station. Handed out CD brochures and water in and around the Pennsylvania Avenue Metro Stop-adjacent to the Avenue Market. Upon introducing myself, I was granted permission to leave the CD brochures (total 15) in two stores on the avenue on opposites sides of the No Boundaries Coalition headquarters	1	\$ 20.00	\$ 20.00		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10	Email follow-up with M. Peter Moser Community Initiative c/o Sinai Hospital representative Mr. Ademola Ekulona - Program Coordinator. I did follow-up with a representative from Lifebridge via email-as the agreed method of contact, stemming from a conversation in June regarding the clientel he serves, many of whom have had issues with BPD in the past. He wanted to partner with the CD with getting them help when needed with processing and/or starting a paper trail of their concerns/encounters good, bad or indifferent.	1	\$ 20.00	\$ 20.00		
September	11			\$ 20.00	\$ -		

September	12	Visited Strength to Love II Hoop Farm in Sandtown Lorman Street. Made an attempt to speak with the Manager of a neighborhood "Hoop Farm". Although, I'd just missed him, a conversation ensued	2	\$	20.00	\$	40.00
September	13			\$	20.00	\$	-
September	14			\$	20.00	\$	-
September	15			\$	20.00	\$	-
September	16			\$	20.00	\$	-
September	17			\$	20.00	\$	-
September	18	Weekly Engagement at St. Gregory the Great Soup Kitchen. What a difference a day makes. Soup Kitchen was moved up a day, so that one of the Managers could attend the Mayor's Senior Symposium. Although residents were notified both verbal and posted signs a week prior, the total present is significantly less. However, I didn't do so bad with disseminating information.	2.5	\$	20.00	\$	50.00
September	19			\$	20.00	\$	-
September	20			\$	20.00	\$	-
September	21			\$	20.00	\$	-
September	22			\$	20.00	\$	-
September	23			\$	20.00	\$	-
September	24			\$	20.00	\$	-
September	25			\$	20.00	\$	-
September	26	Weekly Engagement at St. Gregory the Great Soup Kitchen. My engagement this week was very fulfilling. Some of the regulars actually read the brochures without coming just for the candy; and asked questions or wanted clarification. There were 1st time visitors who also took interest or stated that they would share the information. I also had an email chat with ademola Ekulone, he is a Program Coordinator with the Kujichagulai Center at Sinai Hospital. We conversed in person during an event earlier this year regarding issues some of his clients have been having, for which he expounded on during this conversation. The main concern/issue at hand is regarding crime victims property being taken, not returned with no record of the detective and/or officer and no paper trail. He is gathering what information he can or at the very least the name of the victim(s). the second he provides same, I will submit said info in the proper form.	2.5	\$	20.00	\$	50.00
September	27			\$	20.00	\$	-
September	28			\$	20.00	\$	-
September	29			\$	20.00	\$	-
September	30			\$	20.00	\$	-

September	31		\$	20.00	
			9	TOTAL:	\$ 180.00
					0

