

Seth A. Rosenthal

T 202.344.4741

F 202.344.8300

sarosenthal@venable.com

August 12, 2020

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

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

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

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

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

Narrative Summary

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

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

The sum of previously unbilled services and expenses reflected in this invoice is \$128,917.78. Of the time submitted in this invoice, 117.6 hours, or 15.3%, were *pro bono*, or unbilled and donated to the City of Baltimore. By recording 15.3% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of \$42,300.00.

Work performed in June 2020 included:

- Virtual community outreach and meetings between Monitoring Team members, including neighborhood liaisons, and community stakeholders, including a Facebook Live townhall meeting
- Addressing Consent Decree requirements for a second community survey
- Monitoring and reporting to the Court regarding BPD's response to protest activity following the killing of George Floyd
- Virtual and telephonic meetings regarding Consent Decree requirements on stops/searches/arrests, interactions with individuals with behavioral health disabilities, technology and data collection and maintenance, interactions with youth, impartial policing, misconduct investigations and discipline, training, sexual assault investigations, First Amendment protected activities, supervision, staffing, recruitment, hiring, officer assistance and support, compliance reviews and outcome assessments
- Planning with the parties the work that will continue to be done during the Covid-19 pandemic, including the technical assistance MT SMEs can provide
- Reviewing and conferring with BPD on Training Academy needs and expectations, including the need to fulfill state training requirements when in-service training is suspended due to the pandemic; the training plan for 2020 as affected by the pandemic; e-learning and in-class training curricula on stops, searches and arrests, impartial policing, Ethical Policing Is Courageous (EPIC), sexual assault investigations, field training officers, use of force, and interactions with individuals with behavioral health disabilities and in crisis; and training for Public Integrity Bureau investigators

- Work on revisions to BPD policies in the area of stops, searches and arrests, misconduct investigations and discipline, supervision, youth interactions, promotions, performance evaluations, Performance Review Board, and field training officers
- Developing a system for compliance scoring and a plan for Monitoring Team compliance reviews and outcome assessments
- Finalizing an instrument for the Monitoring Team’s forthcoming use of force compliance review
- Reviewing and conferring with BPD on its initial assessment of arrest data, its annual report on sexual assault investigations, and its officer safety and wellness assessment
- Addressing issues relating to interactions with individuals with behavioral health disabilities, including virtual meetings with CPIC, addressing behavioral health system deficiencies identified in an analysis of systemic needs, examining policies affecting interactions with individuals with behavioral health disabilities and in crisis, and identifying data needed to properly assess BPD and City responses to crisis events
- Consulting BPD on 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 and updating content for the team’s website
- Engaging with residents on social media

Invoice Summary

Invoice Totals

	Previously Billed (FY 2020)	June 2020 Billed	Fiscal YTD 2020 Billed
Services	\$1,349,755.00	\$127,763.75	\$1,477,518.75
Expenses	\$52,425.10	\$1,154.03	\$53,579.13
TOTAL Services and Expenses	\$1,402,180.10	\$128,917.78	\$1,531,097.88

FY2020 Budget¹	\$1,591,162.20
Funds Remaining in FY2020 Budget	\$60,064.32
Percentage of Funds Used in FY2020 Budget	96.23%
Fiscal 2020 YTD Value of pro bono Services	\$545,738.25

Breakdown of Billable Hours & Expenses

June	Total Hours	Billed Hours	Pro Bono Hours	Total Services Billed	Total Expenses Billed
Thompson	77.3	53.1	24.2	\$25,222.50	\$0.00
Rosenthal	69.6	32.7	36.9	\$15,532.50	\$0.00
Aden	58.5	50.0	8.5	\$11,750.00	\$0.00
Barge	30.5	28.5	2.0	\$6,697.50	\$295.47
Bethel	16.0	14.0	2.0	\$3,290.00	\$0.00
Wasileski	6.0	6.0	0.0	\$1,200.00	\$0.00
CJI: Zafft	8.0	8.0	0.0	\$1,080.00	\$0.00
Drake	29.8	26.6	3.2	\$6,251.00	\$0.00
Drake (Exec. Ass't)	33.9	33.9	0.0	\$1,271.25	\$0.00
Goodrich	2.0	2.0	0.0	\$470.00	\$0.00
Joyce	38.0	33.0	5.0	\$7,755.00	\$0.00
Meares	2.0	2.0	0.0	\$470.00	\$0.00
O'Toole	3.8	3.8	0.0	\$893.00	\$0.00
Ramsey	37.0	33.0	4.0	\$7,755.00	\$0.00
Smoot	67.7	51.7	16.0	\$12,149.50	\$858.56
Villasenor	39.6	36.6	3.0	\$8,601.00	\$0.00
Darnyle Wharton	60.0	60.0	0.0	\$4,500.00	\$0.00
Neighborhood Liaisons	135.0	135.0	0.0	\$2,700.00	\$0.00
Dupont	18.9	14.7	4.2	\$3,454.50	\$0.00
Bowman	23.4	17.8	5.6	\$4,183.00	\$0.00
Maxey	13.8	10.8	3.0	\$2,538.00	\$0.00
Total	770.8	653.2	117.6	\$127,763.75	\$1,154.03

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

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Individual Invoices and Supporting Documentation

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

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

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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	INVOICE SUBMITTED BY: Thompson		
	DATE SUBMITTED: 7/27/2020		
	YEAR: 2020		

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1	Review and assess BPD compliance with relevant policies in connection with George Floyd protests	8	\$ 475.00	\$ 3,800.00	Continued assessment of BPD compliance with relevant policies pertaining to protests	4
June	2	Review COVID updates; several communications with S. Sullivan re: protest schedule and related matters, going forward; telephone conference with S. Rosenthal and the Court re: monitoring teams observation of BPD performance re: last night's protest events; review 1st Thursday updates and related correspondence re: same; review documents re: citizen internal affairs complaint and related correspondence between monitoring team members	1.2	\$ 475.00	\$ 570.00	Work on logistics for the June monthly meeting with the Court; telephone conference with S Rosenthal re: this morning Community Engagement call and reach out to R. Kelly re: same	1.2
June	3	Review Draft OPR Assessment Report; review COVID updates	2.4	\$ 475.00	\$ 1,140.00	Multiple communications with BPD and Monitoring Team members re: status of the various occurring today	1.2
June	4	Review COVID updates; brief communication with the court re: protests updates; review protests schedules and monitor today's activities; review PIB case updates; complete review of draft Misconduct Investigation Report and conference same with relevant members of the Monitoring Team	2.7	\$ 475.00	\$ 1,282.50	Review social media responses to community/BPD efforts to keep protests peaceful; speak with several community members re: BPD's handling of protests, to date; evaluate potential topics for discussion at this month's monthly meeting with the Court	1.3
June	5	Continue to monitor BPD engagement with participants in protest Including frequent communications with members of the monitoring team, on the ground; review COVID updates; communicate with the Court re: protest updates	2.8	\$ 475.00	\$ 1,330.00	Telephone conversations with multiple residents re: BPD performance in connection with protests: work on logistics for this month's meeting with the Court	0.6
June	6	Multiple communications with the Court and S. Rosenthal re: relevant Consent Decree; monitor protest events including feedback from S. Rosenthal and team members on the ground	2.1	\$ 475.00	\$ 997.50		
June	7			\$ 475.00	\$ -		
June	8	Monitor today's protest activities; review monthly Hiring and attrition Report; review CPIC Data Subcommittee Notes; review COVID updates	1.5	\$ 475.00	\$ 712.50	Review materials related to defunding discussion; handle several media inquiries	1
June	9	Review COVID updates; participate in Community Engagement Committee meeting; communicate with S Rosenthal and the Court re: potential City of Baltimore compliance issues; prepare for and participate in Facebook Live meeting with the community	2.4	\$ 475.00	\$ 1,140.00	Review citizen PIB complaint; review materials re: status of protests	0.8
June	10	Review updated COVID materials; review Community Policing Training materials; review draft Procedural Justice Policy 325; review PIB assessment materials	1.3	\$ 475.00	\$ 617.50		

Name:

Weekly Log

September 17th - 28th ' 18

June	11	Review COVID updates; review sections of PIB Investigative Manual; prepare draft response to questions from Tuesday's Facebook Live; review sections of Performance Review Board initial policy	1.4	\$	475.00	\$	665.00	Conduct follow-up of a citizen's internal affairs complaint; work on logistics for the monthly meeting; work on draft response to media inquiry; review multiple communications re: City Budget issues	1.4
June	12	Review protests updates and insure appropriate coverage; review COVID updates; review draft Procedural Justice Policy	0.6	\$	475.00	\$	285.00	Review publications relevant to the consent Decree; attend BPD Budget Hearing (Virtually) and monitor same	5.7
June	13			\$	475.00	\$	-		
June	14			\$	475.00	\$	-		
June	15	Review COVID updates; Review 24 Hour Police Involved shooting Report; review directive from court regarding protocol for next week's monthly meeting and advise Monitoring Team accordingly; review BPD budget cuts and preliminarily assess potential impact on reform process; Review selected training materials in preparation for tomorrow's Training call; Review Youth Diversion Assessment files; review select EPIC lesson plans	4.1	\$	475.00	\$	1,947.50	Review Webster article re Reducing Violence and Building Trust; work on logistics for next Monday's monthly meeting; engage in follow-up with Team re: last weeks Facebook Live session	1.8
June	16	Multiple communications with the Court and Team members re: Council's BPD budget cuts and implications to reform effort; Participate in weekly Community Engagement Committee meeting; review COVID updates; review EPIC Presentation and lesson plan; review Community Policing training materials	3.1	\$	475.00	\$	1,472.50	Multiple calls with community leader re: One Corner/One Church/ Stop The Violence movement; review updated protests schedule	1
June	17	Review Submissions from parties and N Joyce; review budget cut analysis; review COVID updates	1.4	\$	475.00	\$	665.00	Work on logistics for next week's monthly meeting	0.8
June	18	Review Monitoring Team's PIB and Staffing Submissions; re-review budget cut analysis; review Procedural Justice training materials	1.8	\$	475.00	\$	855.00	Review additional questions from Facebook Live session and from NLS; work on logistics for next week's monthly meeting	1
June	19			\$	475.00	\$	-		
June	20			\$	475.00	\$	-		
June	21			\$	475.00	\$	-		
June	22	Prepare for and attend Pre Meeting and Monthly Meeting with the court; review select sections of Sexual Assault Investigator Training	6.7	\$	475.00	\$	3,182.50		
June	23	Review Board of Estimates Agenda and related memorandum re: technology purchases for BPD; review COVID updates; several communications with the court re: meeting with the parties and discussions surrounding the July Public Hearing; participate in Community Engagement Committee meeting	1.2	\$	475.00	\$	570.00		
June	24	Communicate with Parties and Monitoring Team regarding agendas for July Monthly Meeting and the Quarterly Hearing; telephone conference with R. Dupont re: discrete behavioral health issues; review COVID updates; Continue to review Fair and Impartial Training materials	1.7	\$	475.00	\$	807.50		
June	25	Multiple communications with the parties re: the upcoming monthly meeting and the Public Hearing; re-review GAP Analysis in connection with upcoming monthly meeting re: Behavioral Health discussion; follow-up is cushion with R Dupont re: Behavioral Health issues	1.8	\$	475.00	\$	855.00	Review materials in connection with Senator Cardin's Police Reform Town Hall meeting scheduled for tomorrow at 10 a.m.; review media communications re: police reform	1.2
June	26	Work with parties And the Court re: structuring the July monthly meeting; review COVID updates; continue to review relevant sections f the GAP analysis; multiple PIB weekly intake reports; review proposed timelines for Procedural Justice and Duty To Intervene Policies; re-review selected sections of EPIC materials	2.7	\$	475.00	\$	1,282.50		
June	27			\$	475.00	\$	-		
June	28			\$	475.00	\$	-		
June	29	Review Commissioner's Memo re Stop, Search and Arrest Policy clarifications; Review PIB updates; review updated SSA lesson Plans and related material; communicate with R Dupont re: Crisis Response Team issues	1.2	\$	475.00	\$	570.00	Review social media questions and assist in preparing responses to same; work on logistics for next week's monthly meeting	1.2
June	30	Participate in Community Engagement meeting; reach out to Solicitor Moore re: City space provisions in accordance with the Consent Decree; review Covid updates; review memo from CPIC member, Judge George Lipman re: GAP Analysis issues	1	\$	475.00	\$	475.00		
June	31			\$	475.00	\$	-		
			53.1	\$	475.00	\$	25,222.50		24.2

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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	INVOICE SUBMITTED BY:	Rosenthal		
	DATE SUBMITTED:	7/23/2020		
	YEAR:	2020		

Sample Description:

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TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1	Telephone conference with parties re community survey; monitor BPD response to protest activity and emails with community engagement team re same; review upcoming third-year monitoring plan deliverables and emails with SMEs re same	7.5	\$ 475.00	\$ 3,562.50	Monitor BPD response to protest activity; emails with BPD re SSA policy revisions	6.7	
June	2	Confer with Judge Bredar and Thompson re BPD response to protest activity; emails with parties re comprehensive reassessment, compliance scoring, and 3rd year plan deadlines; emails with BPD re finalizing SSA policy revisions	1.2	\$ 475.00	\$ 570.00	Community engagement team call and follow up emails; confer/emails with Barge re PIB compliance review; Zoom call with parties re use of force reporting and review process; emails with Barge, et al re EPIC training curriculum review; emails re montly PIB cases update	2.4	
June	3	Emails with BPD and DOJ re compliance scoring and comprehensive 2.5 year reassessment	0.4	\$ 475.00	\$ 190.00	Confer with Thompson re PIB compliance review report, monitoring BPD response to protests, etc; emails with BPD re behavioral health policy revisions; attention to press re response to protests	1	
June	4			\$ 475.00		Telephone conference with Thompson, Barge and Maxey re PIB compliance review report; telephone conference/emails with BPD PIB and DOJ re PIB investigation updates; emails with community engagement team re protests; attention to press re response to protests and new reform bill	1.5	
March	5			\$ 475.00		Emails re monitoring response to protests, confer with Thompson re same, and emails to Wharton re social media re same; emails re community survey methodology	0.6	
June	6	Monitor BPD response to protests; confer with Judge Bredar and Thompson re BPD budgetary needs under consent decree	6.1	\$ 475.00	\$ 2,897.50	Monitor BPD response to protests	6	
June	7			\$ 475.00				
June	8			\$ 475.00		Confer with Barge re UOF assessment; emails with Barge, IUR and parties re community survey methodology; telephone conference/emails with Thompson re various issues; confer with Smoot, et al. re observation of response to protests	0.9	
June	9	Review updated BPD proposals for revised SSA policies	0.3	\$ 475.00	\$ 142.50	Emails/confer with Thompson re BPD budget, election, etc.; emails with Barge re compliance scoring spreadsheet; community engagement team call; review and emails with R. Kelly re incident statement from citizen; emails re EPIC training curriculum; participate in Facebook Live session and follow up emails with community engagement team re same	2.8	

Name:

Weekly Log

September 17th - 28th ' 18

June	10		\$	475.00		Draft written responses to FB Live questions and email with Wharton, et al re same; emails with Barge re compliance scoring spreadsheet; confer with Thompson re various issues	1.1		
June	11	Emails with Bowman, Mearns and Barge re SSA policy revisions; emails with Barge and Villasenor re UOF assessment and needed changes to BPD's UOF reporting form	0.4	\$	475.00	\$	190.00	Draft answers to Facebook Live questions and questions from Brew reporter and confer with Thompson re same	0.8
June	12	Attend virtual Council hearing re BPD budget at Court's direction	1.6	\$	475.00	\$	760.00	Communications with Kelly, Wharton, Drake re monitoring BPD response to protests; Zoom call with BPD and Barge re compliance scoring spreadsheet; attend virtual Council hearing re BPD budget; finalize answers to Facebook Live questions and emails with Wharton	5.2
June	13			\$	475.00			Communications with Kelly, Smoot and Drake re monitoring BPD response to protests	0.2
June	14			\$	475.00			Emails with Judge Bredar	0.1
June	15	Policy call with BPD and DOJ and follow up emails with MT and DOJ re SSA policy revisions	0.7	\$	475.00	\$	332.50	Emails and attention to press re budget cuts; emails/telephone conference with Judge Bredar, DOJ and BPD re monthly meeting; attention to Hopkins study and Sun article on gun violence and constitutional policing in Baltimore	1.6
June	16	Telephone conference with Barge and DOJ re revisions to SSA policies and draft email to BPD re same; prepare compliance scoring spreadsheet and confer with Barge re same	4.3	\$	475.00	\$	2,042.50	Community engagement team call; emails re liaison payment arrangements; emails and press re budget cuts	0.8
June	17	Work compliance scoring spreadsheet; emails with Court and review at Court's request City representations re commitment to CD funding	0.9	\$	475.00	\$	427.50	Review latest draft of UOF assessment instrument; review Joyce analysis of impact of proposed BPD budget cuts on CD compliance; emails with Court re monthly meeting	0.8
June	18	Email to BPD and DOJ re SSA policy revisions; work compliance scoring spreadsheet and emails with Barge re same	3.2	\$	475.00	\$	1,520.00	Emails with BPD and DOJ re compliance scoring and review latest draft overview document; review submission for monthly meeting with court	0.5
June	19	Emails with parties re agreement on final revisions to SSA policies	0.1	\$	475.00	\$	47.50	Emails with Aden, Smoot and Drake re liaison contracts; emails re upcoming monthly meeting with court; review parties' submissions for monthly meeting with court	0.7
June	20			\$	475.00				
June	21			\$	475.00			Review press re reform in Baltimore and emails with MT leadership re same	0.2
June	22	MT conference with Judge Bredar prior to monthly meeting; monthly meeting with parties and court	4	\$	475.00	\$	1,900.00	Emails with Barge re UOF assessment	0.1
June	23			\$	475.00				
June	24	Emails with Barge and BPD with comments on draft compliance scoring spreadsheet	0.4	\$	475.00	\$	190.00	Emails with tech proposals before Bd of Estimates	0.2
June	25	Review and update compliance scoring materials and emails with parties re same	0.2	\$	475.00	\$	95.00	Review recent press and emails with Court and Thompson re same	0.4
June	26			\$	475.00				
June	27			\$	475.00			Emails re EPIC training comments	0.2
June	28	Review agreed on edits to SSA policies circulated by BPD; emails with parties re compliance scoring and review DOJ comments; draft and send email to team leads re comprehensive reassessment report	1.2	\$	475.00	\$	570.00		
June	29			\$	475.00			Emails with parties, Barge and IUR re community survey methodology; emails re responding to Twitter questions; emails re procedural justice and duty to intervene policy timelines; emails with parties re storage training recordings; emails with Barge and BPD re compliance scoring spreadsheet	0.8
June	30	Emails re public comment periods for SSA policy revisions	0.2	\$	475.00	\$	95.00	Telephone conference/emails with Smoot and Aden re FY21 budget; emails with Wharton, Kelly and Drake re new contracts for community engagement team; emails re PIB cases; emails with court re monthly meeting	1.3
June	31			\$	475.00				
			32.7	\$	475.00	\$	15,532.50		36.9

Name:

Weekly Log

September 17th - 28th ' 18

EXPENSES

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

Subtotal Time:	\$ 15,532.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 15,532.50

Unbilled Hours 36.90

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

INITIALS
SAR

21CP Solutions Monthly Invoice

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Aden	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:		



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Hours	Rate	Total	Description	Hours
June	1	Email and correspondence re: numerous CD related matters as they pertain to PIB, SSA and protest related activities. Calls with MT workgroups re: coverage and activities during protests.		1.5	\$ 235.00	\$ 352.50		
June	2	Call with T. Mygatt (CRT). Call with D. Murphy re: protest response and other logistics, meetings and events in the City. Review of PIB intake and classification report. Email and correspondence.		3	\$ 235.00	\$ 705.00		
June	3	Call with monitor re: various CD related matters and logistics for protests monitoring coverage. Call with M. Barge re: Outcome assessments and PIB Assessment Report. Review of several documents, including the 2019 Sexual Assault Investigations Report. Email and correspondence with MT workgroups and the parties.		4	\$ 235.00	\$ 940.00		
June	5	Monitoring protests from the EOC in Baltimore. Email and correspondence re: various aspects of the CD.		6	\$ 235.00	\$ 1,410.00	Unbilled Travel Time	
June	7	Email and correspondence with parties. Review of EPIC curriculum.		2	\$ 235.00	\$ 470.00		
June	10	Email and correspondence re: PIB/CRB call. Follow up on complaints from community members to PIB/CRB.		0.5	\$ 235.00	\$ 117.50		

21CP Solutions Monthly Invoice

June	11	Compstat call/WebEX. Email and correspondence with parties and MT workgroups. Review of latest PIB/CRB protocols document.		2.5	\$ 235.00	\$ 587.50		
June	12			0	\$ 235.00	\$ -	Email and correspondence with MT workgroups re: logistics for protests coverage and several deliverables and reviews.	1
June	15	Review of documents relating to the CD, project management, and other email and correspondence. Logistics for upcoming Court hearing.		1.5	\$ 235.00	\$ 352.50		
June	16			0	\$ 235.00	\$ -	Email and correspondence re: ongoing work in training, PIB, and several other areas of the CD.	1.5
June	17	Email and correspondence re: logistics for the upcoming Status Conference. Preparation with MT workgroup re: PIB and other updates to the Court (submissions).		1.5	\$ 235.00	\$ 352.50	Review of several internal documents relating to MT work, assessments and overall progress. Project management.	1
June	18	CompStat call/WebEX. Email and correspondence with parties and MT workgroups. Review of latest version of the EPIC curriculum. Drafting MT PIB submission for the Status Hearing (Jne 22).		3.5	\$ 235.00	\$ 822.50		
June	19	Weekly MT update call with a focus on project management and the upcoming Court hearing. Email and correspondence with MT workgroups, and the parties. Call with the monitor. Call with S. Sullivan re: project management, upcoming Court hearing and other CD related matters.		3	\$ 235.00	\$ 705.00		
June	21	Preparation for Status hearing on 6-22-2020. Email and correspondence.		1	\$ 235.00	\$ 235.00	Preparation for Status hearing on 6-22-2020. Email and correspondence.	1
June	22	Court hearing in US District Court (Monthly). Prehearing with Judge Bredar.		6	\$ 235.00	\$ 1,410.00	Unbilled Travel Time	1.5
June	23	Review of latest draft of the EPIC curriculum. Email and correspondence and calls with MT workgroups re: outcome assessments and PIB. Call with S. Sullivan re: upcoming monthly court date and July quarterly public hearing, as well as general project management.		4	\$ 235.00	\$ 940.00		
June	24	Weekly ComStat meeting. Call with S. Sullivan re: upcoming court dates and public hearing agenda items and priorities. Call with B. Nadeau (PIB) re: cases of compelling public interest and other matters pertaining to PIB. Email and correspondence with MT workgroup on Outcome assessments logistics, staffing etc..		4	\$ 235.00	\$ 940.00		
June	25	Completed the EPIC training curriculum review. Email and correspondence re: various CD related matters. Review of PIB Intake reports for June 2020. Call with M. Barge re: outcome assessments and 2020-2021 associated budget.		4	\$ 235.00	\$ 940.00		
June	26			0	\$ 235.00	\$ -	Email and correspondence re: upcoming public hearing (July23) and Court presentation (July 9) re: logistics, topic, travel and phone call ins. Email and correspondence.	1
June	29	Email and correspondence re: Training and policy calls as well as other CD related matters. Project management for 2020-2021 monitoring period.		2	\$ 235.00	\$ 470.00	Planning for MT budget meeting for 2020-2021 budget process.	0.5
TOTAL HOURS:				50	TOTAL:	\$ 11,750.00	TOTAL UNBILLED HOURS:	8.5

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 11,750.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 11,750.00
Unbilled Hours	8.50

31% Pro Bono

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 dropdown lists; complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name] [project] [month] [year].xlsx. Example: Doe Baltimore June 2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Barge	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Friday, July 3, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
June	1	Conference call w/ BPD, DOJ, MT re: community survey.		0.8	\$ 235.00	\$ 188.00	Various email communications w/ BPD, DOJ, MT re: court hearing.	0.3
June	2	Various email communications re: EPIC training, training generally, use of force assessment. Conference call w/ BPD, DOJ, MT re: use of force review/investigation/assessment. Conference calls w/ B. Maxey, S. Rosenthal re: OPR assessment; email communications w/ MT re: same. Conference call w/ S. Sullivan re: training, misconduct.		2.8	\$ 235.00	\$ 658.00		
June	3	Conference call re: community policing training.		0.5	\$ 235.00	\$ 117.50	Conference call re: community policing training.	0.1
June	4	Conference call w/ K. Thompson, S. Rosenthal, B. Maxey re: OPR assessment report.		0.4	\$ 235.00	\$ 94.00	Conference call w/ K. Thompson, S. Rosenthal, B. Maxey re: OPR assessment report.	0.1
June	5	Conference call w/ H. Aden re: OPR assessment. Prepare and circulate model compliance tracking document; email communications w/ S. Sullivan, D. Murphy, S. Rosenthal re: same.		0.3	\$ 235.00	\$ 70.50	email communications w/ S. Sullivan, D. Murphy, S. Rosenthal re: OPR assessment	0.2

21CP Solutions Monthly Invoice

June	8	Various email communications w/ BPD, DOJ, MT re: community survey, EPIC training, outcome assessments, sexual assault investigation report, use of force assessment. Revise use of force assessment instrument; draft use of force reporting and investigation review instrument; conference calls w/ S. Rosenthal, R. Villasenor re: same.		2.1	\$ 235.00	\$ 493.50		
June	9	Conference call w/ BPD, DOJ, MT re: training. Continue drafting use of force reporting and investigation review instrument; email communications w/ R. Villasenor re: same. Various email communications w/ BPD, DOJ, MT re: EPIC training, use of force training, use of force outcome assessments.		1.6	\$ 235.00	\$ 376.00		
June	10	Various email communications w/ BPD, DOJ, MT re: use of force data, reporting, PIB/CRB protocol. Review and revise misconduct investigation report; email communications w/ B. Maxey re: same. Create CD compliance assessment summary spreadsheet;		1	\$ 235.00	\$ 235.00	email communications w/ S. Rosenthal re: use of force	0.2
June	11			0	\$ 235.00	\$ -	Various email communications w/ MT re: SSA policy, use of force assessment, compliance tracking document.	0.3
June	12	Conference call w/ S. Rosenthal, S. Sullivan re: compliance tracking instrument. Various email communications w/ BPD, DOJ, MT re: sexual assault, PIB-CRB protocol, procedural justice policy. Conference call w/ K. Zafft, G. Wasileski re: outcome assessments.		0.9	\$ 235.00	\$ 211.50		
June	15	Participate in standing policy call w/ BPD, DOJ, MT. Various email communications w/ MT re: SSA policy. Determine sample sizes for UOF assessment; email communications w/ G. Wasileski, DOJ re: same.		1	\$ 235.00	\$ 235.00	Various email communications w/ MT re: monthly meeting.	0.1
June	16	Various email communications w/ BPD, DOJ, MT re: training, compliance tracking, monthly meeting, technology, BPD budget. Conference call w/ S. Rosenthal, C. Coe re: SSA policy. Conference call w/ S. Rosenthal re: compliance tracking.		0.9	\$ 235.00	\$ 211.50		
June	17	Revise and edit UOF assessment instrument. Various email communications w/ BPD, DOJ, MT re: UOF assessment instrument, monthly meeting, community policing training.		0.8	\$ 235.00	\$ 188.00		
June	18	Various email communications re: compliance tracking, policy issues, monthly meeting. Draft use of force compliance tracking language; email communications w/ S. Rosenthal re: same.		1.6	\$ 235.00	\$ 376.00		
June	19	Draft monthly meeting submission re: training, technology; email communications w/ K. Thompson re: same. Various email communications w/ BPD, DOJ, MT re: UOF assessment. Review comments on UOF assessment instrument. Internal call w/ MT re: COVID, monthly meeting, status updates.		1.8	\$ 235.00	\$ 423.00		
June	20			0	\$ 235.00	\$ -	Various email communications w/ MT re: monthly meeting, EPIC training.	0.1
June	22	Conference call w/ Court, MT re: monthly meeting. Participate in monthly meeting w/ BPD, Court, DOJ, MT. Review, revise, and edit OPR/PIB assessment report; email communications w/ S. Rosenthal, H. Aden, B. Maxey re: same.		5.2	\$ 235.00	\$ 1,222.00	email communications w/ S. Rosenthal, H. Aden, B. Maxey re: same.	0.1

21CP Solutions Monthly Invoice

June	23			0	\$ 235.00	\$ -	Various email communications re: compliance tracking.	0.1
June	24	Conference call w/ BPD, DOJ, MT re: compliance tracking; various email communications w/ BPD, MT re: same, RMS.		0.7	\$ 235.00	\$ 164.50		0.2
June	25	Conference call w/ BPD, DOJ, MT re: IT, EIS. Various email communications w/ BPD, DOJ, MT re: outcome assessments, community survey, EPIC training. Conference call w/ CJI, G. Wasileski re: outcome assessments.		1.5	\$ 235.00	\$ 352.50		
June	28	Various email communications w/ S. Rosenthal re: comprehensive re-assessment, compliance tracking, SSA training. Review and provide feedback re: EPIC training; email communication w/ M Bartness, S. Sullivan, M. Molinaro re: same.		0.6	\$ 235.00	\$ 141.00		
June	29	Various email communications w/ BPD, DOJ, MT re: FIP III/EPIC training, compliance tracking, community survey, calls for service assessment. Revise UOF assessment instrument; finish development of electronic version re: same; email communications w/ BPD, MT re: same. Review draft methodology re: calls for service assessment.		2.2	\$ 235.00	\$ 517.00	Review draft methodology re: calls for service assessment.	0.2
June	30	Conference call w/ BPD, DOJ, MT re: training. Various email communications w/ MT re: SSA policy. Conference call w/ BPD, DOJ, MT re: use of force assessment.		1.8	\$ 235.00	\$ 423.00		
TOTAL HOURS:				28.5	TOTAL:	\$ 6,697.50	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	
6/9/20	IT Expenses	Squarespace	Monthly GSuite charges (email address administration)			IT Expenses	\$ 195.98	\$ 195.98
6/12/20	IT Expenses	Squarespace	Monthly Squarespace charges (Monitoring Team website)			IT Expenses	\$ 26.00	\$ 26.00
6/17/20	IT Expenses	SurveyGizmo	Monthly fee for electronic outcome assessment platform (1/2 of total charge)			IT Expenses	\$ 73.49	\$ 73.49
							TOTAL:	\$ 295.47
Subtotal Billed Time:		\$ 6,697.50						
Subtotal Expenses:		\$ 295.47						
TOTAL:		\$ 6,992.97						
Unbilled Hours		2.0						
Your initials here signify that the charges on this invoice are accurate:					INITIALS MB			



Invoice

Wednesday, June 10, 2020

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: G Suite (Monthly) (bpdmonitor.com) - [REDACTED]
6/9/2020 – 7/9/2020

\$180.00

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

All prices in US Dollar.



Invoice

Friday, June 12, 2020

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: Business (Monthly) - [REDACTED]

6/11/2020 – 7/11/2020

\$26.00

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

All prices in US Dollar.



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: INV00270493
Invoice Date: 06/17/2020
Due Date: 06/17/2020
Payment Terms: Due Upon Receipt
PO Number:
Currency: USD
Customer Tax ID:

Customer Billing Details:

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

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

Items:

Description	Service Period	Qty	Rate	Amount
Consumer Edition (CE) - Monthly Adventurer License CE: Adventurer License	06/18/2020- 07/17/2020	1	\$135.00	135.00

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

How To Pay:

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

Billing Questions: billing@surveygizmo.com

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Bethel	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Sunday, July 5, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	1	Review of Youth Policy Timeline and review of Youth Interactions Policy		1	\$ 235.00	\$ 235.00	Email and Correspondence with Monitoring Team	0.5
June	2				\$ 235.00		Email and Correspondence with Monitoring Team	0.5
June	3	Review of Youth Policies		2	\$ 235.00	\$ 470.00		
June	9	Policy review and revision recommendations		2	\$ 235.00	\$ 470.00		
June	12	Review of Policy 1202 Youth Engagement/Conference Call		2	\$ 235.00	\$ 470.00		
June	14				\$ 235.00		Email and Correspondence with Monitoring Team	0.5
June	15				\$ 235.00		Email and Correspondence with Monitoring Team	0.5
June	17	Prep and review of BPD Diversion		2	\$ 235.00	\$ 470.00		
June	18	BPD Diversion Conference Call		1	\$ 235.00	\$ 235.00		
June	23	REview of Policy 1202 Youth Engagement		2	\$ 235.00	\$ 470.00		
June	26	Review DOJ Policy recommendations		2	\$ 235.00	\$ 470.00		
TOTAL HOURS:				14	TOTAL:	\$ 3,290.00	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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								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
Additional Notes:								TOTAL:	\$ -

Subtotal Time:	\$	3,290.00
Subtotal Expenses:	\$	-
TOTAL:	\$	3,290.00
Unbilled Hours		2.00

INITIALS
 KB

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

Grantor:
Baltimore PD Monitoring

Jessica.drake@bpmonitor.com

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



Invoice #: BPD MON #9
June 30, 2020

Staff	Hourly Rate	June Hours	Invoice Cost	CUMULATIVE COST	Description
Christine Cole, Executive Director	\$ 235.00	0.00	\$ -	\$ 4,497.50	emails and meetings relative to outcome measures
Sarah Lawrence, Senior Policy Specialist	\$ 135.00	0.00	\$ -	\$ 3,847.50	emails, meetings, and data work relative outcome measures
Katie Zafft, Data and Policy Specialist	\$ 135.00	8.00	\$ 1,080.00	\$ 18,495.00	emails, meetings, and data work relative outcome measures
Sub-Total Billable Hours		8.00	\$ 1,080.00	\$ 26,840.00	
Consultant Fees, Gabriela Wasileski, PhD:	\$200				
Invoice # 5 - June 2020		6	\$ 1,200.00	\$ 22,200.00	
			\$ -		
Travel					
Airfare			\$ -	\$ 937.31	
Ground Transportation			\$ -	\$ 112.65	
M&L Hotel			\$ -	\$ 154.77	
Mileage			\$ -	\$ -	
M&L Per Diem			\$ -	\$ -	
Total Travel			\$ -	\$ 1,204.23	
Total Payment Due			\$ 2,280.00	\$ 50,244.23	

Approval:
Martha Gilford
Contracts and Finance Manager

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Zafft CJL	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Thursday, July 2, 2020	



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

Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	17	Preliminary analysis for calls-for-service proposal methodology		1	\$ 135.00	\$ 135.00		
June	18	Preliminary analysis for calls-for-service proposal methodology		1	\$ 135.00	\$ 135.00		
June	24	Use of force proposal methodology		2	\$ 135.00	\$ 270.00		
June	25	Use of force proposal methodology and data dictionary review		4	\$ 135.00	\$ 540.00		
TOTAL HOURS:				8	TOTAL:	\$ 1,080.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$	1,080.00
Subtotal Expenses:	\$	-
TOTAL:	\$	1,080.00
Unbilled Hours		0.00

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

INITIALS
KZ

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.
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6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format: [last name] [project] [month] [year].xlsx. Example: Doe Baltimore June 2020.xlsx**
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate column
INVOICE SUBMITTED BY:	Wasileski CJI	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Thursday, July 2, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
June	25	Methodology for the outcome assessment - CFS data		2	\$ 200.00	\$ 400.00		
June	29	Methodology for the outcome assessment - CFS data		1	\$ 200.00	\$ 200.00		
June	30	Methodology for the outcome assessment - UOF data		3	\$ 200.00	\$ 600.00		
TOTAL HOURS:				6	TOTAL:	\$ 1,200.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

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

Additional Notes:

Subtotal Time:	\$	1,200.00
Subtotal Expenses:	\$	-
TOTAL:	\$	1,200.00
Unbilled Hours		0.00

TOTAL: \$ -

INITIALS
G.W.

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Friday, July 3, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	1	Attended Baltimore Protests to observe and report		3	\$ 235.00	\$ 705.00	Emails and follow up, research for future protests	0.5
June	2	Weekly CE call, emails, and communication with MT leadership		1.5	\$ 235.00	\$ 352.50		
June	5	Attended protests and communicated with MT leadership re: safety and best practices		3.5	\$ 235.00	\$ 822.50	Same: Attended protests and communicated with MT leadership re: safety and best practices	1
June	6	Attended protests and communicated with MT leadership re: safety and best practices		4.5	\$ 235.00	\$ 1,057.50		
June	8	Emails and following protest virtually.		1	\$ 235.00	\$ 235.00		
June	9	CE Standing Calls, emails Facebook Live		2.2	\$ 235.00	\$ 517.00		
June	13	Attended protests and communicated with MT leadership re: safety and best practices		3.5	\$ 235.00	\$ 822.50	Same: Attended protests and communicated with MT leadership re: safety and best practices Attended protests	1
June	16	Weekly CE call, emails and follow-up		1	\$ 235.00	\$ 235.00		

21CP Solutions Monthly Invoice

June	22	Call with D. Wharton re: NL's		0.5	\$ 235.00	\$ 117.50	
June	23	CE Standing Call, emails and follow-up		1.7	\$ 235.00	\$ 399.50	
June	24				\$ 235.00	\$ -	Administrative tasks, follow-up and review of BPD policy 0.7
June	26	Call with D. Wharton NL's and next steps for year three.		1.2	\$ 235.00	\$ 282.00	
June	30	CE Standing Call. Review of CE Script for Training videos. Emails and communication with BPD and SME peers		3	\$ 235.00	\$ 705.00	
TOTAL HOURS:				26.6	TOTAL:	\$ 6,251.00	TOTAL UNBILLED HOURS: 3.2

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	
						0		\$ -
						0		\$ -
Additional Notes:							TOTAL:	\$ -

Subtotal Time:	\$ 6,251.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 6,251.00
Unbilled Hours	3.20

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

INITIALS
JRD

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake (Exec. Ass't)	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Friday, July 3, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	2	Call with 21CP leads re: end of fiscal year, budget planning and follow up tasks		3	\$ 37.50	\$ 112.50		
June	3	Communication with SME's re: Remaining funds for the year		1.8	\$ 37.50	\$ 67.50		
June	4	Follow up on admin tasks, monitoring media		1.6	\$ 37.50	\$ 60.00		
June	5	Monitoring media and website updates		1.3	\$ 37.50	\$ 48.75		
June	8	General administrative tasks, budgets, website and calendar updates		1.5	\$ 37.50	\$ 56.25		
June	9	Administrative set-ups for Facebook live, testing Zoom and facilitation.		3.5	\$ 37.50	\$ 131.25		
June	11	Review of media coverage re: CD, administrative tasks, and SME support		2	\$ 37.50	\$ 75.00		
June	12	Posted April invoice to website, emails and administrative tasks		1.5	\$ 37.50	\$ 56.25		

21CP Solutions Monthly Invoice

June	16	Tracking canceled training calls and EPIC revisions for SME's, calendar review and emails.		1.4	\$ 37.50	\$ 52.50		
June	17	Media check and communication with leadership		1.1	\$ 37.50	\$ 41.25		
June	18	General admin and support of SME's		1.4	\$ 37.50	\$ 52.50		
June	19	Year Three budget planning and outreach to leadership, re: scheduling call etc.		3	\$ 37.50	\$ 112.50		
June	22	Managed calendars and cancellation, did a review of final week's budget to close out the year. Prepared documents.		2.1	\$ 37.50	\$ 78.75		
June	23	Payment tracking, invoice review. SME communication. Website check and review.		1.4	\$ 37.50	\$ 52.50		
June	24	Media review and communication with Monitor, emails, SME check-ins and reminders.		1.2	\$ 37.50	\$ 45.00		
June	25	General admin, emails and communication.		1.2	\$ 37.50	\$ 45.00		
June	29	Canceled bi-weekly call with the parties, emails and communication with SME and Leads, end of month/ fiscal year close out.		2.4	\$ 37.50	\$ 90.00		
June	30	SME updates on virtual Public Hearing, emails, calendar and media review.		2.5	\$ 37.50	\$ 93.75		
TOTAL HOURS:				33.9	TOTAL:	\$ 1,271.25	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
						0		\$ -
Additional Notes:							TOTAL:	\$ -
Subtotal Time:	\$	1,271.25						
Subtotal Expenses:	\$	-						
TOTAL:	\$	1,271.25						
Unbilled Hours		0.00						
Your initials here signify that the charges on this invoice are accurate:					INITIALS			
					JRD			

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Goodrich	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Thursday, July 2, 2020	



332 MICHIGAN AVE
 SUITE 1032-T615
 CHICAGO, ILL 60604

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Time	Rate	Total	Description	Hours	
June	25	Monthly BPD IT and EIS Data Meeting w/ DOJ and MT	2	\$ 235.00	\$ 470.00			
			TOTAL HOURS:	TOTAL:	\$ 470.00	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			
Additional Notes:								TOTAL:	\$ -	
Subtotal Time:	\$	470.00								
Subtotal Expenses:	\$	-								
TOTAL:	\$	470.00								
Unbilled Hours		0.00								
Your initials here signify that the charges on this invoice are accurate:								INITIALS MG		

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Joyce	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Tuesday, June 30, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	1	Phone call with DOJ & BPD reviewing sexual assault investigation training (1Hr); Phone call with DOJ & BPD on staffing plan (.5); Reviewed and commented on Sexual Assault Annual Report		2.5	\$ 235.00	\$ 587.50		
June	3	Phone call with DOJ & BPD on promotions (.5) and community policing training (.5)		1	\$ 235.00	\$ 235.00		
June	8	Reviewed and commented on EPIC training (2 hr) and phone call with DOJ and BPD on OSW plan (1hr)		3	\$ 235.00	\$ 705.00		
June	11	Monitored BPD's Comstat meeting		2	\$ 235.00	\$ 470.00		
June	15	Phone call with DOJ & BPD reviewing sexual assault investigation training (1 hr); Reviewed survey results on BPD's OSW services (.5); and Call with BPD and DOJ on OSW (1)		2	\$ 235.00	\$ 470.00		
June	16	Reviewed BPD's 2020 budget and City Council cuts and prepared a report on it for Judge Bredar.		6	\$ 235.00	\$ 1,410.00		
June	17	Prepared a report for the Court for the June hearing and reviewed communiyt policing video script.		4	\$ 235.00	\$ 940.00		
June	22	Reviewed SA training module - offender focus (1 hr) and had a pre-meeting with Judge Bredar (1) and participated in the June Court meeting (3.5)		5.5	\$ 235.00	\$ 1,292.50		

21CP Solutions Monthly Invoice

June	24	Phone call wth DOJ & BPD on performance evaluations.		1	\$ 235.00	\$ 235.00		
June	26	Reveiwed and commented on EPIC curriculum and community policing documents.		4	\$ 235.00	\$ 940.00		
June	29	Phone call wth DOJ & BPD on OSW.		2	\$ 235.00	\$ 470.00		
June	30				\$ 235.00	\$ -	Comstat monitoring, COVID team calls, admin files	5
TOTAL HOURS:				33	TOTAL:	\$ 7,755.00	TOTAL UNBILLED HOURS:	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	
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -

Additional Notes:

TOTAL: \$ -

Subtotal Time:	\$	7,755.00
Subtotal Expenses:	\$	-
TOTAL:	\$	7,755.00
Unbilled Hours		5.00

INITIALS
NMJ

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

1. Using the dropdown lists, complete the blue box below to insert any necessary contact information as well as the correct hourly and per diem rates. **NOTE: Site visits for the Yale project are billed at a rate of \$3,000 per day. Placing an X in the "Yale Site Visit" box will initiate the daily rate and one (1) day should be recorded in the "Time" column. This should be done for on-site dates at Yale ONLY.**
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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:	Meares	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Thursday, July 2, 2020	



332 MICHIGAN AVE
 SUITE 1032-T615
 CHICAGO, ILL 60604

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
June	26	EPIC Review		2	\$ 235.00	\$ 470.00		
				TOTAL HOURS:	2	TOTAL: \$ 470.00	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		
Additional Notes:								TOTAL:	\$ -

Subtotal Time:	\$ 470.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 470.00
Unbilled Hours	0.00

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	O'Toole	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Wednesday, July 1, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	18	Compstat		1.5	\$ 235.00	\$ 352.50		
June	19	Friday Call		0.8	\$ 235.00	\$ 188.00		
June	25	Compstat		1.5	\$ 235.00	\$ 352.50		
TOTAL HOURS:				3.8	TOTAL:	\$ 893.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES								
				MEALS + INCIDENTALS		NON-MEALS		
Date	Category	Vendor	Description/Justification of Expense	Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	Total
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
Additional Notes:							TOTAL:	\$ -
Subtotal Time:		\$ 893.00						
Subtotal Expenses:		\$ -						
TOTAL:		\$ 893.00						
Unbilled Hours		0.00						
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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Ramsey	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Tuesday, June 30, 2020	



MICHIGAN AVE.
1032-T615
MAYAGO, ILL 60604

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
June	2	Weekly CE Conference Call, Call with Commissioner Harrison		2	\$ 235.00	\$ 470.00		
June	3	Promotion and Awards Conference Call		1	\$ 235.00	\$ 235.00	Various Emails and Communications	1
June	8	Conference Call R&R OAS		1	\$ 235.00	\$ 235.00		
June	9	Weekly CE call, Training Call		3	\$ 235.00	\$ 705.00		
June	15	Conference Call R&R OAS		2	\$ 235.00	\$ 470.00		
June	16	Conference Call Commissioner Harrison		1	\$ 235.00	\$ 235.00	Various Emails and Communications	1
June	19	Weekly Conference call		2	\$ 235.00	\$ 470.00		
June	20	Review Promotion Policy		3	\$ 235.00	\$ 705.00		
June	21	Prep for Monthly Court Hearing		2	\$ 235.00	\$ 470.00		
June	22	Pre Monthly Court Meeting and Hearing		5	\$ 235.00	\$ 1,175.00	Various Emails and Prep for Court	1
June	23	CE Weekly, Call with Commissioner Harrison		2	\$ 235.00	\$ 470.00		

21CP Solutions Monthly Invoice

June	28	Review Promotion Policy		3	\$ 235.00	\$ 705.00		
June	29	Recruitment and Retention		2	\$ 235.00	\$ 470.00		
June	30	Training Call, Weekly CE Call		4	\$ 235.00	\$ 940.00	Various Emails and Communications	1
TOTAL HOURS:				33		\$ 7,755.00	TOTAL UNBILLED HOURS:	4

21CP Solutions Monthly Invoice

EXPENSES

				MEALS + INCIDENTALS		NON-MEALS			
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
						0			
						0			
						0		\$ -	
						0		\$ -	
						0		\$ -	
Additional Notes:								TOTAL:	\$ -

Subtotal Time:	\$	7,755.00
Subtotal Expenses:	\$	-
TOTAL:	\$	7,755.00
Unbilled Hours		4.00

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

INITIALS
CHR

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Smoot	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Tuesday, June 30, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	1	Standing policy call inc policy review & prep		2.5	\$ 235.00	\$ 587.50		
June	2	Admin & Budget Calls		4.4	\$ 235.00	\$ 1,034.00		
June	3	Promotions/Commondation Calls inc prep		2.3	\$ 235.00	\$ 540.50		
June	7				\$ 235.00	\$ -	Travel to Baltimore from Springfield, IL by POV (pro bono)	
June	8				\$ 235.00	\$ -	Site Visit inc protest monitoring	7
June	9	Site visit including protest monitoring @ EOC and OSW & Recruiting/Retention mtgs.		9.5	\$ 235.00	\$ 2,232.50		
June	10	Site visit and supervision collaboration call		5.5	\$ 235.00	\$ 1,292.50		
June	12	Site visit protest monitoring		5	\$ 235.00	\$ 1,175.00		

21CP Solutions Monthly Invoice

June	13	Site visit protest monitoring @ EOC		8.5	\$ 235.00	\$ 1,997.50		
June	14				\$ 235.00	\$ -	Travel toSpringfield, IL from Baltimore by POV (pro bono)	7
June	15	Policy Conf Call inc prep		2.4	\$ 235.00	\$ 564.00		
June	22	Attend Court Hearing (virtually)		5	\$ 235.00	\$ 1,175.00		
June	23	ConfCall re evaluations		1.2	\$ 235.00	\$ 282.00		
June	26	Conf call re budget issues		1.2	\$ 235.00	\$ 282.00		
June	28	Review social media information re complaint		1	\$ 235.00	\$ 235.00		
June	29	Policy Conf Call inc prep and OSW Recruiting/Retention Conf call inc prep and correspondence re social media issues		3.2	\$ 235.00	\$ 752.00		
TOTAL HOURS:				51.7	TOTAL:	\$ 12,149.50	TOTAL UNBILLED HOURS:	16

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	
6/7/20	Mileage		Mileage Springfield to Baltiomre 814 MI @ .575 = \$468.05 split w another client 50/50			Mileage		\$ 234.03
6/7/20	Food			Yes	\$ 53.25			\$ 53.25
6/9/20	Food			No	\$ 71.00			\$ 71.00
6/10/20	Food			No	\$ 71.00			\$ 71.00
6/12/20	Food			No	\$ 71.00			\$ 71.00
6/13/20	Food			No	\$ 71.00			\$ 71.00
6/14/20	Food			Yes	\$ 53.25			\$ 53.25
6/14/20	Mileage		Mileage Springfield from Baltimore 814 MI @ .575 = \$468.05 split w another client 50/50			Mileage		\$ 234.03
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
Additional Notes:							TOTAL:	\$ 858.56
Subtotal Time:		\$ 12,149.50						
Subtotal Expenses:		\$ 858.56						
TOTAL:		\$ 13,008.06						
Unbilled Hours		16.00						
Your initials here signify that the charges on this invoice are accurate:						INITIALS SMS		

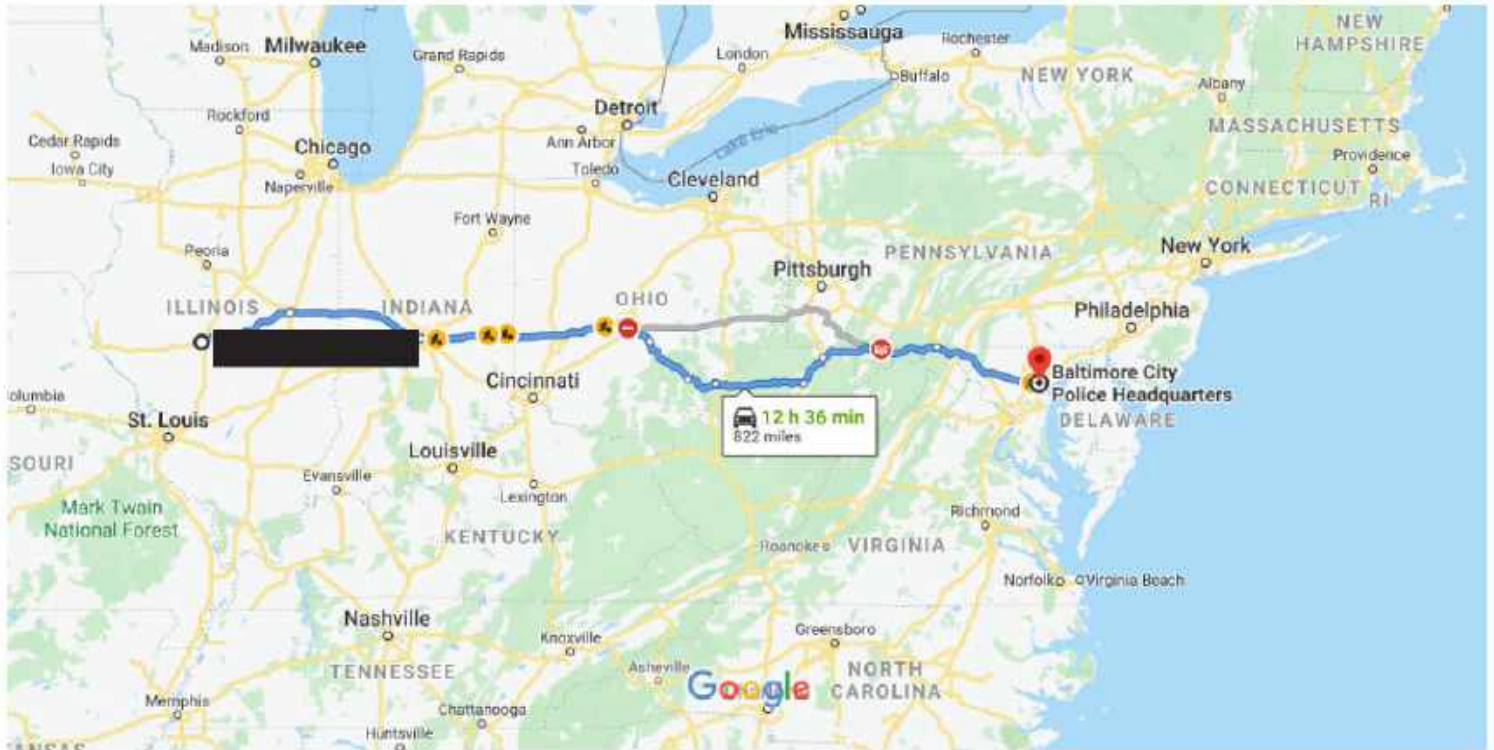


[Redacted]

to

Drive 822 miles, 12 h 36 min

Baltimore City Police Headquarters



Map data ©2020 Google 100 m

[Redacted]

Get on I-72 E

8 m n (38 m)

- ↑ 1. [Redacted] 0.8 m
- ↗ [Redacted] 2.5 m
- ^ [Redacted] E 0.4 m

Continue on I-72 E. Take I-74, I-70 E and US-33 E to US-50 E in Athens Township. Take the US 50 E exit from US-33 E

6 h 56 m n (461 m)

- ^ [Redacted] 6.3 m
- [Redacted] 0.5 m
- [Redacted] 29.4 m

7. Keep left to continue on I-72 E, follow signs for U.S. 36 E/Deacatur/Champaign/Bloomington/Interstate 72 E/U.S. 51 N
48.8 m
8. Take exit 182B to merge onto I-57 N toward Chicago/I-74 E/Indianapolis
2.2 m
9. Take exit 237A for I-74 E toward Indianapolis
0.5 m
10. Merge onto I-74
Enter ng Indiana
11.4 m
11. Use the right 2 lanes to take exit 73 for Interstate 465 N
0.9 m
12. Use the right lane to merge onto I-465 N
0.6 m
13. Take exit 17 for 38th St
0.3 m
14. Use the right 2 lanes to turn right onto 38th St
Pass by Me neke Car Care Center (on the right in 1.2 m)
3.5 m
15. Use the left lane to take the Interstate 65 S ramp
0.2 m
16. Merge onto I-65 S
5.4 m
17. Use the left 2 lanes to take exit 112A for Interstate 70 E toward Columbus OH
0.4 m
18. Continue onto I-70 E
4.9 m
19. Continue straight to stay on I-70 E
Enter ng Ohio
160 m
20. Use the right 2 lanes to take exit 93 to merge onto I-270 S
17.5 m
21. Take exit 46 to merge onto US-33 E toward Lancaster
14.3 m
22. Continue straight to stay on US-33 E
51.5 m

- 23. Use the left lane to merge onto US-50 E toward Belpre
0.4 m

Get on I-79 N in Clarksburg from US-50 E and Northwestern Turnpike


1 h 50 m n (113 m)


- 24. Merge onto US-50 E
29.3 m
- 25. Take the U.S. 50 exit toward Parkersburg
1.1 m
- 26. Continue onto US-50 E/Northwestern Turnpike
Entering West Virginia
82.3 m
- 27. Use the right lane to merge onto I-79 N via the ramp to Fairmont
0.6 m


Follow I-79 N, I-68 E and I-70 E to W Conway St in Baltimore

3 h 40 m n (242 m)

- 28. Merge onto I-79 N
29.0 m
- 29. Use the right 2 lanes to take exit 148 for I-68 E toward Cumberland
0.3 m
- 30. Continue onto I-68 E
Entering Maryland
112 m
- 31. Use the right 2 lanes to take exit 82A-82B to merge onto I-70 E/US-40 E toward Hagerstown
Continue to follow I 70 E
90.3 m
- 32. Use the right lane to take exit 91A-91B for Interstate 695 S toward Interstate 95 N/New York/Towson/Interstate 95 S/Baltimore/Glen Burnie
0.7 m
- 33. Merge onto I-695 S
4.8 m
- 34. Use the right 3 lanes to take exit 11B for Interstate 95 N
1.0 m
- 35. Merge onto I-95 N
2.9 m

- 
 36. Use the right 2 lanes to take exit 53 for Interstate 395 N toward Downtown/Inner Harbor

 0.6 m
- 
 37. Continue onto I-395 N

 0.2 m
- 
 38. Continue straight to stay on I-395 N (signs for Inner Harbor)

 0.7 m

Continue on W Conway St. Take E Pratt St and S Gay St to E Fayette St

6 min (10 m)

- 
 39. Use the right 2 lanes to turn slightly right onto W Conway St

 0.3 m
- 
 40. Use the middle lane to turn left onto Light St

 0.2 m
- 
 41. Use the 2nd from the right lane to turn right onto E Pratt St

 0.2 m
- 
 42. Turn left onto S Gay St

 0.3 m
- 
 43. Turn right onto E Fayette St
 Destination will be on the right

 381 ft

Baltimore City Police Headquarters

601 E Fayette St Baltimore MD 21202

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



Baltimore City Police Headquarters to [redacted]

Drive 818 miles, 12 h 45 min



Map data ©2020 Google, NEG 200 m

Baltimore City Police Headquarters

601 E Fayette St Baltimore MD 21202

Take E Lombard St and S Howard St to I-395 S


6 m n (1.1 m)


- ↑ 1. Head west on E Fayette St toward N Frederick St
0.2 m
- ↶ 2. Turn left onto Guilford Ave
276 f
- ↑ 3. Continue onto South St
0.1 m
- ↷ 4. Use the right 2 lanes to turn right onto E Lombard St
0.5 m
- ↶ 5. Use the left 2 lanes to turn left onto S Howard St
0.2 m


Follow I-70 W, I-68 W and I-79 S to US-50 W/Northwestern Turnpike in Eastern. Take exit 119 from I-79 S


3 h 41 m n (242 m)


- ↑ 6. Continue onto I-395 S (signs for Interstate 95)
0.7 m




-  7. Use the left 2 lanes to merge onto I-95 S toward Washington


 3.7 m
-  8. Use the right 2 lanes to take exit 49B for I-695 W toward I-70 W/Towson


 0.6 m
-  9. Merge onto I-695 N

 4.6 m
-  10. Take exit 16-16A-16B to merge onto I-70 W toward Frederick

 91.0 m
-  11. Use the left 2 lanes to take exit 1A for I-68 W/US-40 W toward Cumberland

 0.3 m
-  12. Continue onto I-68 W/US-40 W
 Continue to follow I 68 W
 Entering West Virginia

 111 m
-  13. Use the left 2 lanes to merge onto I-79 S toward Fairmont

 29.7 m
-  14. Take exit 119 to merge onto US-50 W/Northwestern Turnpike toward Clarksburg/Bridgeport

 0.2 m

Get on US-33 W in Athens Township from US-50 W/Northwestern Turnpike

1 h 49 m n (113 m)

-  15. Use the right lane to merge onto US-50 W/Northwestern Turnpike (signs for Clarksburg)
 Entering Ohio

 82.2 m
-  16. Keep left at the fork, follow signs for U.S. 50 W/OH-32 W/OH-7 S/Athens/Pomeroy and merge onto OH-32 W/OH-7 S/US-50 W


















 11.5 m
-  17. Keep right to continue on US-50 W

 19.1 m
-  18. Use the right lane to take the US-33 W ramp to Columbus/State St

 0.2 m

Continue on US-33 W. Take I-70 W, I-74 and I-72 W to S MacArthur Blvd in Woodside Township. Exit from I-72 W

6 h 57 m n (459 m)

-  19. Continue onto US-33 W
68.4 m
-  20. Use the right lane to merge onto I-70 W via the ramp to Downtown
4.5 m
-  21. Continue onto I-71 S
1.2 m
-  22. Keep right to continue on I-70 W, follow signs for Dayton
6.0 m
23. Keep left to stay on I-70 W
 Enter ng Indiana
15.9 m
-  24. Continue straight to stay on I-70 W
6.5 m
-  25. Use the right 2 lanes to take exit 83B for Interstate 65 N toward Chicago
0.7 m
-  26. Merge onto I-65 N
8.0 m
-  27. Take exit 121 for Lafayette Rd
0.3 m
-  28. Use the right 2 lanes to turn right onto Lafayette Rd
0.9 m
29. Turn left onto W 56th St
4.2 m
-  30. Continue onto E County Rd 600 N
0.7 m
31. Turn left onto Ronald Reagan Pkwy S
0.6 m
-  32. Turn right onto the ramp to Crawfordsville
0.3 m
-  33. Merge onto I-74
 Enter ng Illinois
10.9 m
-  34. Take exit 179A to merge onto I-57 S toward Memphis/I-72 W/Decatur
2.2 m
-  35. Take exit 235B to merge onto I-72 W toward Decatur/Springfield
48.0 m
-  36. Keep right to stay on I-72 W, follow signs for US-36 W/Springfield
30.7 m

- 37. Take exit 103A to merge onto I-55 S/I-72 W toward St Louis/Jacksonville

[REDACTED] 5.3 m

38. [REDACTED]
 [REDACTED] 0.2 m

↑ [REDACTED] 1.3 m

- [REDACTED] 0.4 m

[REDACTED]
 [REDACTED] 7 min (3.2 m)

[REDACTED] 2.3 m

← [REDACTED] 0.8 m

[REDACTED]

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Villasenor	
INVOICE FOR MONTH OF:	June	
DATE SUBMITTED:	Wednesday, July 1, 2020	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
June	1	Participate in Policy call		0.8	\$ 235.00	\$ 188.00		
June	2	Participate in Use of Force Assessment demonstration call.		1.5	\$ 235.00	\$ 352.50		
June	3				\$ 235.00	\$ -	Various emails	0.3
June	4	1st Thursday Call		1.5	\$ 235.00	\$ 352.50		
June	5				\$ 235.00	\$ -	Various emails	0.3
June	6				\$ 235.00	\$ -	Various emails	0.3
June	7				\$ 235.00	\$ -	Various emails	0.3
June	8	Prepare for and participate in the bi-weekly OSW/Recruitment and Retention call. Respond to inquiry concerning UoF Assessment. Begin work on EPIC training review.		3.5	\$ 235.00	\$ 822.50		

21CP Solutions Monthly Invoice

June	9	Prepare for and participate in Weekly Training call. Various emails concerning UoF assessment and EPIC as well as OAS review.		2	\$ 235.00	\$ 470.00		
June	10				\$ 235.00	\$ -	Various emails	0.3
June	11	ComStat meeting and emails and work on UoF Assessment tool/process as well as OAS tool.		2	\$ 235.00	\$ 470.00		
June	12	Review and comment on adjusted UoF Assessment tool proposed by BPD		1.8	\$ 235.00	\$ 423.00		
June	13				\$ 235.00	\$ -	Various emails	0.3
June	14				\$ 235.00	\$ -	Various emails	0.3
June	15	Policy call, OSW/Recruitment and Retention call and work on Cross Gender Search issues.		2.7	\$ 235.00	\$ 634.50		
June	16				\$ 235.00	\$ -	Various emails	0.3
June	17	Prepare for and participate in call on Promotions, Commendations, Patrol Supervisory Policy. Includes reading 13 page policy and comments. Read and provide feedback on Use of Force issues.		2.5	\$ 235.00	\$ 587.50		
June	18	Participate in ComStat meeting		1.5	\$ 235.00	\$ 352.50		
June	19	Weekly Covid Call and follow up on existing projects - OAS - EPIC Training		2.4	\$ 235.00	\$ 564.00		
June	22	Monthly Baltimore Court Hrearing,		3.3	\$ 235.00	\$ 775.50		
June	23				\$ 235.00	\$ -	Various emails	0.3
June	24				\$ 235.00	\$ -	Various emails	0.3
June	25	Attend ComStat meeting as well as the Crime Picture meeting that occurred afterwards. Also finished review of EPIC Training and provided feedback.		5	\$ 235.00	\$ 1,175.00		
June	29	Prepare for and participate in Policy Call with associated follow up as well as OSW and Officer Recruitment and Retention Zoom call. Start preparation for Quarterly Compliance report on Use of Force and Transport of Prisoners		3.2	\$ 235.00	\$ 752.00		
June	30	Prepare for and participate in Training Call and Use of Force Assessment Call		2.9	\$ 235.00	\$ 681.50		
TOTAL HOURS:				36.6	TOTAL:	\$ 8,601.00	TOTAL UNBILLED HOURS:	3

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 8,601.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 8,601.00
Unbilled Hours	3.00

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-reimb.
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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Bowman	
DATE SUBMITTED:	7/1/2020	
YEAR:	2020	

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1	Telephone or Video Conference call preparation and participation (weekly policy call). Reviewed and responded to 11 messages (SSA III: First Public Comment Period Submissions, SSA Policy Suite III, June Monthly Meeting).	1.5	\$ 235.00	\$ 352.50		
June	2			\$ 235.00	\$ -		
June	3			\$ 235.00	\$ -		
June	4			\$ 235.00	\$ -		
June	5	Reviewed and responded to 8 messages (Update to the DOJ/MT on BPD's Response to Protests, Media reports, June monthly meeting	0.6	\$ 235.00	\$ 141.00	Pro bono work performed, namely (reviewed/responded to 20 messages	
June	6			\$ 235.00	\$ -		2
June	7			\$ 235.00	\$ -		
June	8			\$ 235.00	\$ -		
June	9			\$ 235.00	\$ -		
June	10			\$ 235.00	\$ -		
June	11			\$ 235.00	\$ -		

INVOICE

June	12		\$	235.00	\$	-		
June	13	6/13 Reviewed and responded to 29 messages (media reports, Outstanding SSA Policy Issues from Training , June Monthly Meeting, weekly Call During COVID-19 Crisis for MT Leads Report Out, Standing Policy Call Agenda: 6/15, Consent decrees).	1.8	\$	235.00	\$	423.00	Pro bono work performed, namely (reviewed/responded to 5 messages).
								0.5
June	14		\$	235.00	\$	-		
June	15	Telephone or Video Conference call preparation and participation (Call with Seth)	0.2	\$	235.00	\$	47.00	
June	16		\$	235.00	\$	-		
June	17		\$	235.00	\$	-		
June	18		\$	235.00	\$	-		
June	19	Reviewed and responded to 39 messages (Consent decrees, Outstanding SSA Policy Issues from Training, 24Hr Report POIS, Policy call issues, US v. BPD, 17-099, monthly meeting, June 22, Proposed BPD Budget Reductions). Construct and submit report (SSA monthly court report)es, US v. BPD, 17-099, monthly meeting, June 22, Proposed BPD Budget Reductions).	6.8	\$	235.00	\$	1,598.00	Pro bono work performed, namely (reviewed/responded to 13 messages)
								1.1
June	20		\$	235.00	\$	-		
June	21		\$	235.00	\$	-		
June	22	Telephone or Video Conference call preparation and participation (SSA report out in monthly hearing). Reviewed and responded to 5 messages (US v. BPD, 17-099, monthly meeting, June 22).	4	\$	235.00	\$	940.00	Pro bono work performed, namely (reviewed/responded to 6 messages)
								0.5
June	23		\$	235.00	\$	-		
June	24		\$	235.00	\$	-		
June	25		\$	235.00	\$	-		
June	26		\$	235.00	\$	-		
June	27		\$	235.00	\$	-		
June	28		\$	235.00	\$	-		
June	29	Reviewed and responded to 20 messages (Outstanding SSA Policy Issues from Training, July 23rd Quarterly Hearing, Policy Call Agenda: 6/29, Comprehensive Re-Assessment report draft, SSA Lesson Plans - Updated, SSA Policies: Next Steps). Telephone or Video Conference call preparation and participation (weekly policy call).	2.4	\$	235.00	\$	564.00	Pro bono work performed, namely (reviewed and responded to 18 messages)
								1.5
June	30	Reviewed and responded to 4 messages (SSA Policies: Next Steps, SSA Lesson Plans - Updated)	0.5	\$	235.00	\$	117.50	
June	31		\$	235.00	\$	-		
			17.8	TOTAL:	\$	4,183.00		5.6

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	4,183.00
Subtotal Expenses:	\$	-
TOTAL:	\$	4,183.00
Unbilled Hours		5.60

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. 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>June</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY: Dupont		
	DATE SUBMITTED: 7/3/2020		
	YEAR: 2020		

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1			\$ 235.00	\$ -		
June	2	CPIC Data Committee Meeting, f/u on CPIC Data dashboard with CPIC data chair	1.7	\$ 235.00	\$ 399.50	Update on BPD Policy progress related to MT deadlines with Deputy Monitor S. Rosenthal	0.5
June	3	CIT Curriculum Outline discussion with BPD Compliance Committee	0.4	\$ 235.00	\$ 94.00		
June	4			\$ 235.00	\$ -		
June	5			\$ 235.00	\$ -		
June	6			\$ 235.00	\$ -		
June	7			\$ 235.00	\$ -		
June	8			\$ 235.00	\$ -		
June	9	Discussion of Needs Assesment progress with local advocate, review and written response on BPD in-service training and scenario development with Training Committee and BPD Training Division	1	\$ 235.00	\$ 235.00	Follow up discussion on BPD Policy deadlines with Deputy Monitor S. Rosenthal	0.3
June	10			\$ 235.00	\$ -	Discussion of upcoming Court Hearing on Behavioral Health issues with Monitor K. Thompson	0.8
June	11	BPD Training Discussion with BPD Compliance Division, CPIC Monthly Meeting	1.7	\$ 235.00	\$ 399.50		
June	12	Discussion and Technical Assistance with BPD Training and Legal Divisions, discussion of Needs Assessment progress with local agency	1.5	\$ 235.00	\$ 352.50		
June	13			\$ 235.00	\$ -		
June	14			\$ 235.00	\$ -		
June	15			\$ 235.00	\$ -		
June	16	Discussion of progress with BPD Training Staff	0.9	\$ 235.00	\$ 211.50		
June	17			\$ 235.00	\$ -		
June	18	Meeting with DOJ, BPD Training on CIT 40 Hour Outline of Training Schedule	2.6	\$ 235.00	\$ 611.00	CPIC Needs Assesment Committee related workshop on Implementation Science	2
June	19			\$ 235.00	\$ -		

Name:

Weekly Log

September 17th - 28th ' 18

June	20			\$	235.00	\$	-		
June	21			\$	235.00	\$	-		
June	22			\$	235.00	\$	-		
June	23			\$	235.00	\$	-		
June	24	Discussion of court hearing on Behavioral Health issues with BPD Compliance	0.2	\$	235.00	\$	47.00	Discussion of upcoming Court Hearing on Behavioral Health issues with Deputy Monitor H. Adden	0.2
June	25	CPIC Monthly Meeting	1.6	\$	235.00	\$	376.00	F/U discussion of upcoming Court Hearing on Behavioral Health issues with	0.4
June	26	CPIC Training Meeting	1.5	\$	235.00	\$	352.50		
June	27			\$	235.00	\$	-		
June	28			\$	235.00	\$	-		
June	29	Discussion of court hearing on Behavioral Health issues with BPD Compliance, discussion of CIT 40 Hour Training Schedule outline, discussion of Consent Decree and reducing police response with local advocates	1.6	\$	235.00	\$	376.00		
June	30			\$	235.00	\$	-		
June	31			\$	235.00	\$	-		
			14.7	\$	235.00	\$	3,454.50		4.2

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-reim
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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Maxey	
DATE SUBMITTED:	7/2/2020	
YEAR:	2020	

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	4	Review of OPR report; MT call on approach	0.8	\$ 235.00	\$ 188.00	Compstat	1.5
June	10	PIB/CRB protocol call; review revised documents	1.6	\$ 235.00	\$ 376.00		
June	11					Compstat	1.5
June	15	Weekly policy call	0.7	\$ 235.00	\$ 164.50		
June	16	OPR report drafting re: DOJ comments	1.5	\$ 235.00	\$ 352.50		
June	17	Call with GW; re-drafting OPR report re: BPD comments	1.7	\$ 235.00	\$ 399.50		
June	22	Call w/BPD and finalize OPR assessment; Court conference	2	\$ 235.00	\$ 470.00		
June	25	Compstat; BPD IT monthly update	2.5	\$ 235.00	\$ 587.50		
			10.8	TOTAL:	\$ 2,538.00		3

EXPENSES

Date	Category	Comments (if necessary)	MEALS + INCIDENTALS		NON MEALS		Total
			Travel Day	Total Meal + Incidentals (per daily Guidelines cap of \$69 per day)	Non-Meal Description	Non-Meal Expense	
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
						TOTAL:	\$ -

Subtotal Time:	\$ 2,538.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 2,538.00
Unbilled Hours	3.00

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

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and rate information to populate the 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:	June	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton	
	DATE SUBMITTED:	7/6/2020	
	YEAR:	2020	

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1	Monitored protests as a member of the ground team for the Monitoring Team. Posted to social media	5	\$ 75.00	\$ 375.00		
June	2	Attended CE Team conference call. Posted to social media.	1.5	\$ 75.00	\$ 112.50		
June	3	Posted to Social media. Distributed brochures on cars in Central district.	2.5	\$ 75.00	\$ 187.50		
June	4	Meeting with Community Liaison. Made NL visit to Western district	2.5	\$ 75.00	\$ 187.50		
June	5	Collected NL invoices. Posted to social media	2.5	\$ 75.00	\$ 187.50		
June	6		\$	75.00	\$ -		
June	7		\$	75.00	\$ -		
June	8	Served as ground team for Monitoring Team at protest for policy reform change.	4	\$ 75.00	\$ 300.00		
June	9	Attended CE Team call. Facilitated FB Live Session. Posted to social media made NL visit to Northwest. Attended Zoom meeting with Bmore healthy babies and discussed Monitoring Team's Facebook Live session	4.5	\$ 75.00	\$ 337.50		
June	10	Posted to social media. Checked and answered emails. Created virtual schedule document for NLs.	2.5	\$ 75.00	\$ 187.50		

Name:

Weekly Log

September 17th - 28th ' 18

June	11	Meeting with Community Liaison. Distributed brochures on cars in Eastern district.	3.5	\$	75.00	\$	262.50
June	12	Checked and answered email. Answered questions from Facebook Q&A session. Served as ground team for Monitoring team during Defund The police protest on Gay Street.	4.5	\$	75.00	\$	337.50
June	13			\$	75.00	\$	-
June	14			\$	75.00	\$	-
June	15	Facilitated monthly NL meeting. Checked and answered email.	1.5	\$	75.00	\$	112.50
June	16	Attended CE Team call. Distributed brochures on cars in Southwest district.	3.5	\$	75.00	\$	262.50
June	17	Attended GRIA Neighborhood association Zoom meeting in Northern district with Shannon Sullivan.	2.5	\$	75.00	\$	187.50
June	18	Meeting with Community Liaison. Attended Northern district weekly zoom engagement.	3	\$	75.00	\$	225.00
June	19			\$	75.00	\$	-
June	20			\$	75.00	\$	-
June	21			\$	75.00	\$	-
June	22	Checked and answered email.	1	\$	75.00	\$	75.00
June	23	Attended CE Team call. Distributed brochures on cars in Northeast district.	2.5	\$	75.00	\$	187.50
June	24	Passed out brochures on cars in Northern district.	2	\$	75.00	\$	150.00
June	25	Meeting with Community Liaison. Attended weekly zoom engagement in Southeast and Central district.	3.5	\$	75.00	\$	262.50
June	26			\$	75.00	\$	-
June	27			\$	75.00	\$	-
June	28			\$	75.00	\$	-
June	29	Checked and answered email. Distributed brochures on cars in Southern district.	4	\$	75.00	\$	300.00
June	30	Attended CE Team call. Distributed brochures on cars in Southeast district.	3.5	\$	75.00	\$	262.50
June	31			\$	75.00	\$	-
			60	\$	75.00	\$	4,500.00
							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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Boykins	
	DATE SUBMITTED:	6/30/2020	
	YEAR:	2020	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1	Emailed May's Invoice		\$ 20.00	\$ -		
June	2			\$ 20.00	\$ -		
June	3			\$ 20.00	\$ -		
June	4	Wkly engagement at Soup Kitchen. Prepared and distributed 26 Brochures complete with PPE and a treat.	1.5	\$ 20.00	\$ 30.00		
June	5			\$ 20.00	\$ -		
June	6			\$ 20.00	\$ -		
June	7			\$ 20.00	\$ -		
June	8	Atended Reform Baltimore Rally	1	\$ 20.00	\$ 20.00		
June	9	Attended FB Live Session and No Boundaries Membership meeting.	1	\$ 20.00	\$ 20.00		
June	10			\$ 20.00	\$ -		
June	11	Wkly Engagement. Provided 31 brochures packets.	1	\$ 20.00	\$ 20.00		
June	12			\$ 20.00	\$ -		
June	13			\$ 20.00	\$ -		
June	14			\$ 20.00	\$ -		
June	15	NL Monthly Zoom. Prepped my NLFB Page.	1	\$ 20.00	\$ 20.00		
June	16			\$ 20.00	\$ -		

June	17			\$	20.00	\$	-
June	18	No physical weekly engagement. Worked from home, sent follow up email inquiries to CD interested persons	1	\$	20.00	\$	20.00
June	19			\$	20.00	\$	-
June	20			\$	20.00	\$	-
June	21			\$	20.00	\$	-
June	22			\$	20.00	\$	-
June	23			\$	20.00	\$	-
June	24	Completed FB Page. Derived appointment sign and FB notifications for my wkly engagement packets for wkly engagement tomorrow.	3	\$	20.00	\$	60.00
June	25	No wkly engagement - personal.		\$	20.00	\$	-
June	26			\$	20.00		
June	27			\$	20.00	\$	-
June	28			\$	20.00	\$	-
June	29	NL Zoom Meeting Update and helpful advice regarding Zoom weekly meetings.	1	\$	20.00	\$	20.00
June	30			\$	20.00	\$	-
June	31			\$	20.00	\$	-
			10.5	TOTAL:	\$	210.00	0

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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	INVOICE SUBMITTED BY: Jackson		
	DATE SUBMITTED: 7/3/2020		
	YEAR: 2020		

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

TIME

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

Name:

Weekly Log

September 17th - 28th '18

June	31		\$	20.00	\$	-	
			3	\$	20.00	\$	60.00
							0

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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	INVOICE SUBMITTED BY: Tsiongas		
	DATE SUBMITTED: 7/2/2020		
	YEAR: 2020		

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1			\$ 20.00	\$ -		
June	2			\$ 20.00	\$ -		
June	3	Weekly Zoom calls with MD Violence Prevention Coalition about violence prevention funding, reform strategies, etc.	1	\$ 20.00	\$ 20.00		
June	4			\$ 20.00	\$ -		
June	5	Weekly Zoom "Office Hours" for community to drop by with CD related questions	1	\$ 20.00	\$ 20.00		
June	6			\$ 20.00	\$ -		
June	7			\$ 20.00	\$ -		
June	8			\$ 20.00	\$ -		
June	9			\$ 20.00	\$ -		
June	10	Weekly Zoom calls with MD Violence Prevention Coalition about violence prevention funding, reform strategies, etc. Also, bi-weekly call with justice organizations in MD about conditions in prisons and jails regarding COVID	1.5	\$ 20.00	\$ 30.00		
June	11			\$ 20.00	\$ -		
June	12	Weekly Zoom "Office Hours" for community to drop by with CD related questions	1	\$ 20.00	\$ 20.00		
June	13			\$ 20.00	\$ -		
June	14			\$ 20.00	\$ -		
June	15			\$ 20.00	\$ -		
June	16	Monthly Neighborhood Liaison Meeting over Zoom	1	\$ 20.00	\$ 20.00		
June	17	Weekly Zoom calls with MD Violence Prevention Coalition about violence prevention funding, reform strategies, etc.		\$ 20.00	\$ -		
June	18			\$ 20.00	\$ -		
June	19	Weekly Zoom "Office Hours" for community to drop by with CD related questions	1	\$ 20.00	\$ 20.00		
June	20			\$ 20.00	\$ -		
June	21			\$ 20.00	\$ -		
June	22			\$ 20.00	\$ -		
June	23			\$ 20.00	\$ -		
June	24	Weekly Zoom calls with MD Violence Prevention Coalition about violence prevention funding, reform strategies, etc.	1.5	\$ 20.00	\$ 30.00		
June	25			\$ 20.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

June	26	Weekly Zoom "Office Hours" for community to drop by with CD related questions	1	\$	20.00	\$	20.00	
June	27			\$	20.00	\$	-	
June	28			\$	20.00	\$	-	
June	29	Neighborhood Liaison Meeting about signing new contracts with Venable	1	\$	20.00	\$	20.00	
June	30			\$	20.00	\$	-	
June	31			\$	20.00	\$	-	
			10	\$	20.00	\$	200.00	0

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>June</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
	INVOICE SUBMITTED BY:	Dunaway					
	DATE SUBMITTED:	7/3/2020					
	YEAR:	2020					

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1			\$ 20.00	\$ -		
June	2			\$ 20.00	\$ -		
June	3			\$ 20.00	\$ -		
June	4			\$ 20.00	\$ -		
June	5			\$ 20.00	\$ -		
June	6			\$ 20.00	\$ -		
June	7			\$ 20.00	\$ -		
June	8			\$ 20.00	\$ -		
June	9			\$ 20.00	\$ -		
June	10			\$ 20.00	\$ -		
June	11			\$ 20.00	\$ -		
June	12			\$ 20.00	\$ -		
June	13			\$ 20.00	\$ -		
June	14			\$ 20.00	\$ -		
June	15	Attended Monthly NL meeting	2	\$ 20.00	\$ 40.00		
June	16			\$ 20.00	\$ -		
June	17			\$ 20.00	\$ -		
June	18			\$ 20.00	\$ -		
June	19			\$ 20.00	\$ -		
June	20			\$ 20.00	\$ -		
June	21			\$ 20.00	\$ -		
June	22			\$ 20.00	\$ -		
June	23			\$ 20.00	\$ -		
June	24			\$ 20.00	\$ -		
June	25			\$ 20.00	\$ -		
June	26			\$ 20.00	\$ -		
June	27			\$ 20.00	\$ -		
June	28			\$ 20.00	\$ -		
June	29			\$ 20.00	\$ -		
June	30	Attended NL meeting about new contracts	1	\$ 20.00	\$ 20.00		

Name:

Weekly Log

September 17th - 28th '18

June	31		\$	20.00	\$	-	
			3	\$	20.00	\$	60.00
							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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Roberts, M.	
	DATE SUBMITTED:	7/2/2020	
	YEAR:	2020	

Sample Description:
Attend Howard Park Civic Association meeting

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1		0	\$ 20.00	\$ -			
June	2		0	\$ 20.00	\$ -			
June	3		0	\$ 20.00	\$ -			
June	4	Outreach: Liaison Office Hours on WebEx	1	\$ 20.00	\$ 20.00			
June	5	Liaison Administrative Work: finalize PowerPoint presentation for office hours, create additional graphic to advertise June 9 Q&A session.	1	\$ 20.00	\$ 20.00			
June	6		0	\$ 20.00	\$ -			
June	7		0	\$ 20.00	\$ -			
June	8		\$	20.00	\$ -			
June	9	Consent Decree Q&A Session	1	\$ 20.00	\$ 20.00			
June	10		\$	20.00	\$ -			
June	11	Outreach: Liaison Office Hours on WebEx	1	\$ 20.00	\$ 20.00			
June	12		0	\$ 20.00	\$ -			

June	13	Outreach: Abell Executive Committee Meeting	1.5 \$	20.00 \$	30.00
June	14		0 \$	20.00 \$	-
June	15	Liaison Monthly Meeting	1 \$	20.00 \$	20.00
June	16		0 \$	20.00 \$	-
June	17		0 \$	20.00 \$	-
June	18	Outreach: Liaison Office Hours on WebEx	1 \$	20.00 \$	20.00
June	19		0 \$	20.00 \$	-
June	20		0 \$	20.00 \$	-
June	21		0 \$	20.00 \$	-
June	22	Administrative work: creating "Save the Date" images for future Q&A sessions	0.5 \$	20.00 \$	10.00
June	23		0 \$	20.00 \$	-
June	24		0 \$	20.00 \$	-
June	25	Outreach: Liaison Office Hours on WebEx	1 \$	20.00 \$	20.00
June	26	Administrative Time: helping fellow liaison with technology	0.5 \$	20.00 \$	10.00
June	27		0 \$	20.00 \$	-
June	28		0 \$	20.00 \$	-
June	29	Outreach: Hampden Community Council Meeting: follow-up to be conducted shortly	1.2 \$	20.00 \$	24.00
June	30		0 \$	20.00 \$	-
June	31		0 \$	20.00 \$	-

	10.7	TOTAL:	\$	214.00		0
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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>June</u>
INVOICE SUBMITTED BY:	Curtis
DATE SUBMITTED:	7/3/2020
YEAR:	2020

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

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
June	1	Had one on one meeting with Community Engagement Coordinator	1	\$ 20.00	\$ 20.00		
June	2			\$ 20.00	\$ -		
June	3			\$ 20.00	\$ -		
June	4			\$ 20.00	\$ -		
June	5			\$ 20.00	\$ -		
June	6			\$ 20.00	\$ -		
June	7			\$ 20.00	\$ -		
June	8			\$ 20.00	\$ -		
June	9	Attended Facebook Q&A Session	2	\$ 20.00	\$ 40.00		
June	10			\$ 20.00	\$ -		
June	11			\$ 20.00	\$ -		
June	12	Attended Food giveaway at Park Heights Renaissance and passed out brochures	2	\$ 20.00	\$ 40.00		
June	13			\$ 20.00	\$ -		
June	14			\$ 20.00	\$ -		
June	15	Attended Monthly NL Meeting	1	\$ 20.00	\$ 20.00		
June	16			\$ 20.00	\$ -		

June	17			\$	20.00	\$	-
June	18			\$	20.00	\$	-
June	19			\$	20.00	\$	-
June	20			\$	20.00	\$	-
June	21			\$	20.00	\$	-
June	22			\$	20.00	\$	-
June	23			\$	20.00	\$	-
June	24			\$	20.00	\$	-
June	25			\$	20.00	\$	-
June	26			\$	20.00	\$	-
June	27			\$	20.00	\$	-
June	28			\$	20.00	\$	-
June	29	Attended Zoom NL meeting	1	\$	20.00	\$	20.00
June	30	Attended food giveaway at Langston Hughes center and passed out brochures to residents.	2	\$	20.00	\$	40.00
June	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>June</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Watts	
	DATE SUBMITTED:	7/3/2020	
	YEAR:	2020	

Sample Description:
Attend Howard Park Civic Association meeting

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
June	1			\$ 20.00	\$ -			
June	2			\$ 20.00	\$ -			
June	3			\$ 20.00	\$ -			
June	4			\$ 20.00	\$ -			
June	5	ZOOM MEETING - ELAINE AND JASON UNSUCCESSFULLY CONNECTED. I COUD SEE THEIR CONNECTION, BUT THEY DID NOT SEE MINE	1	\$ 20.00	\$ 20.00			
June	6			\$ 20.00	\$ -			
June	7			\$ 20.00	\$ -			
June	8			\$ 20.00	\$ -			
June	9			\$ 20.00	\$ -			
June	10			\$ 20.00	\$ -			
June	11			\$ 20.00	\$ -			
June	12	ZOOM MEETING BUT NO ONE CONNECTED	1	\$ 20.00	\$ 20.00			
June	13			\$ 20.00	\$ -			
June	14			\$ 20.00	\$ -			
June	15	Attended Monthly Zoom Meeting	1	\$ 20.00	\$ 20.00			
June	16			\$ 20.00	\$ -			

June	17		\$	20.00	\$	-
June	18		\$	20.00	\$	-
June	19		\$	20.00	\$	-
June	20		\$	20.00	\$	-
June	21		\$	20.00	\$	-
June	22		\$	20.00	\$	-
June	23	RESEVOIR HILL COMMUNITY MEETING (45 ATTENDEES) VIA ZOOM WITH OFFICER LEE FROM CENTRAL DISTRICT. WE DISCUSSED POLICE TRAINING VIA TELEPHONE AND THE FACT THAT THEY CANNOT GO TO FACE TO FACE INHOUSE TRAINING FOR NEXT PHASE BECAUSE OF VIRUS AND OTHER ISSUES. I SHARED SCREEN TO AUDIENCE TO SHOW HOW TO GO TO POLICIES/PROCEDURES AND HOW TO GIVE FEEDBACK. IT WAS LATER SHARED VIA THEIR NEWSLETTER TO ALL OF THEIR RESIDENTS	2 \$	20.00	\$	40.00
June	24		\$	20.00	\$	-
June	25		\$	20.00	\$	-
June	26	HAD MOST PRODUCTIVE ZOOM MEETING TODAY. ON ZOOM WAS MAYA FROM CONSENT DECREE OFFICE, JOY LEPOLA FROM FOX 45, AND RAY KELLY. HAD LOTS OF CONVERSATION AND JOY WANTS TO STAY ENGAGED TO HELP PUSH OUT OUR MESSAGE AND HELP WITH POSITIVE STORIES WITH POLICE IN COMMUNITY. SHE WAS ON VACATION AND OUR CONVERSATION WAS OFF THE RECORD. I WILL ENGAGE REENGAGE HER IN THE NEXT WEEK WHEN I RETURN FROM MY STAYACATION.	2 \$	20.00	\$	40.00
June	27		\$	20.00	\$	-
June	28		\$	20.00	\$	-
June	29		\$	20.00	\$	-
June	30		\$	20.00	\$	-
June	31		\$	20.00	\$	-
			7 TOTAL:	\$ 140.00		0

