

Seth A. Rosenthal

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July 23, 2020

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

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

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

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

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

**Narrative Summary**

This invoice accounts for time worked from May 1 – May 31, 2020 by Team members Ken Thompson, Seth Rosenthal, Charles Ramsey, Theron Bowman, Randy Dupont, Brian Maxey, Hassan Aden, Matthew Barge, Jessica Drake (as both community engagement team member and executive assistant), Nola Joyce, Tracey Meares, Sean Smoot, Roberto Villasenor, Darnyle Wharton and nine neighborhood liaisons with Community Mediation Program, Inc. (Baltimore Community Mediation Center (BCMC)). This invoice also accounts for time worked by Gabriela Wasileski and Sarah

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Lawrence, Christine Cole and Katie Zafft of the Crime and Justice Institute in March, April and May 2020.

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 \$96,305.97. Of the time submitted in this invoice, 97.2 hours, or 15.8%, were *pro bono*, or unbilled and donated to the City of Baltimore. By recording 15.8% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of \$31,842.00.

Work performed in May 2020 included:

- Virtual community outreach and meetings between Monitoring Team members, including neighborhood liaisons, and community stakeholders
- 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

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- Work on revisions to BPD policies in the area of stops, searches and arrests for low-level offenses, misconduct investigations and discipline (including development of an intake/classification manual for the Public Integrity Bureau), supervision, youth interactions, promotions, performance evaluations, Performance Review Board, and field training officers
- Finalizing a report on comprehensive review of PIB internal affairs investigations in 2018
- Developing a system for compliance scoring and a plan for Monitoring Team compliance reviews and outcome assessments
- Developing an instrument for forthcoming use of force compliance review
- Review and confer 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 meeting with CPIC, addressing behavioral health system deficiencies identified in an analysis of systemic needs, reviewing behavioral health awareness and crisis intervention training curricula, and identifying data needed to properly assess BPD and City responses to crisis events
- Consulting BPD on implementing recruitment, hiring and retention plans
- Meetings and communications with Judge Breidar to inform him and receive his feedback about the progress of the project
- Preparing and updating content for the team's website
- Engaging with residents on social media

**Invoice Summary**

*Invoice Totals*

	<b>Previously Billed (FY 2020)</b>	<b>May 2020 Billed</b>	<b>Fiscal YTD 2020 Billed</b>
<b>Services</b>	\$1,253,744.50	\$96,010.50	\$1,349,755.00
<b>Expenses</b>	\$52,129.63	\$295.47	\$52,425.10
<b>TOTAL Services and Expenses</b>	\$1,305,874.13	\$96,305.97	\$1,402,180.10

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<b>FY2020 Budget<sup>1</sup></b>	\$1,591,162.20
<b>Funds Remaining in FY2020 Budget</b>	\$188,982.10
<b>Percentage of Funds Used in FY2020 Budget</b>	88.12%
<b>Fiscal 2020 YTD Value of pro bono Services</b>	\$503,438.25

*Breakdown of Billable Hours & Expenses*

<b>May</b>	<b>Total Hours</b>	<b>Billed Hours</b>	<b>Pro Bono Hours</b>	<b>Total Services Billed</b>	<b>Total Expenses Billed</b>
Thompson	69.2	55.7	13.5	\$26,457.50	\$0.00
Rosenthal	43.2	19.2	24.0	\$9,120.00	\$0.00
Aden	42.0	34.5	7.5	\$8,107.50	\$0.00
Barge	34.2	31.2	3.0	\$7,332.00	\$295.47
CJI: Wasileski - Mar	15.0	15.0	0.0	\$3,000.00	\$0.00
CJI: Lawrence - Apr	3.0	3.0	0.0	\$405.00	\$0.00
CJI: Cole - Apr/May	3.0	3.0	0.0	\$705.00	\$0.00
CJI: Zafft - Apr/May	18.0	18.0	0.0	\$2,430.00	\$0.00
Drake	11.3	7.5	3.8	\$1,762.50	\$0.00
Drake (Exec. Ass't)	26.8	26.8	0.0	\$1,005.00	\$0.00
Joyce	23.7	19.7	4.0	\$4,629.50	\$0.00
Meares	2.5	2.5	0.0	\$587.50	\$0.00
O'Toole	3.5	2.5	1.0	\$587.50	\$0.00
Ramsey	19.0	15.0	4.0	\$3,525.00	\$0.00
Smoot	35.6	28.6	7.0	\$6,721.00	\$0.00
Villasenor	20.6	14.9	5.7	\$3,501.50	\$0.00
Darnyle Wharton	40.0	40.0	0.0	\$3,000.00	\$0.00
Neighborhood Liaisons	135.0	135.0	0.0	\$2,700.00	\$0.00
Dupont	21.9	16.4	5.5	\$3,854.00	\$0.00
Bowman	27.8	12.6	15.2	\$2,961.00	\$0.00
Maxey	18.4	15.4	3.0	\$3,619.00	\$0.00
<b>Total</b>	<b>613.7</b>	<b>516.5</b>	<b>97.2</b>	<b>\$96,010.50</b>	<b>\$295.47</b>

<sup>1</sup> 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 May 2020 (CJI for March, April and May), 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 Bedard for his review and approval.

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

Sincerely,



Seth Rosenthal  
*Deputy Monitor*

<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202			<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	<b>INVOICE FOR MONTH OF:</b>	<u>May</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	<b>INVOICE SUBMITTED BY:</b>	Thompson	
	<b>DATE SUBMITTED:</b>	6/18/2020	
	<b>YEAR:</b>	2020	

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1	Participate in multiple communications with the Court, parties and select members of the Monitoring Team re: logistics for May's monthly meeting; review series of communications between DOJ and BPD re: COVID 19 enforcement activities; review Community Policing Plan; Review additional materials re: aerial surveillance pilot; review the community survey report; review sections of the PIB Investigative Manual	3.6	\$ 475.00	\$ 1,710.00	Review COVID Updates, engage in several communications with BPD and DOJ re: media issues	0.6
May	2			\$ 475.00	\$ -		
May	3			\$ 475.00	\$ -		
May	4	Review Officer Wellness Annual Report; review CPIC Data Inventory; review draft Performance Review Board Policy; review PIB/CRB draft Investigation Protocol	3.9	\$ 475.00	\$ 1,852.50	Several communications with S. Sullivan re: tomorrow's "Check In Meeting"; review COVID Updates; communicate with parties and the Court re: May monthly meeting	1.2
May	5	Participate in Community Engagement Committee Meeting; review Training updates; Review PIB Report; final review of Sexual assault Report to determine if any additional edits are required and review edits to same from N Joyce and M Johnston; participate in conference with parties re: updates; communications with R. Kelly re: community response to enforcement of Governor's Executive Orders	2.8	\$ 475.00	\$ 1,330.00	Review COVID updates: review relevant news stories re: Consent Decree efforts; work on logistics for May's monthly meeting	1
May	6			\$ 475.00	\$ -	Review Covid updates	0.6
May	7	Review Business checks spreadsheet in connection with BPD enforcement protocols; review CPIC work plan; review updated PIB case Lise, including SIRT cases; review BPD filings re: hiring and attrition stats; several communications with Solicitor Moore and S. Sullivan re: protest at Mayor's home; review final and approved Protocol for Expert Consultants and ET Pilots	2.1	\$ 475.00	\$ 997.50	Review COVID Updates; multiple communications with parties and monitoring team re: scheduling issues	1
May	8	Review sections of DOJ Investigation re: stop, search and arrests statistics; review COVID updates	1	\$ 475.00	\$ 475.00	Prepare response to media inquiry and engage in several communications with S Rosenthal re: same; evaluate administrative issues re Neighborhood Liaisons	1.2
May	9			\$ 475.00	\$ -		
May	10			\$ 475.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

May	11	Review Data Subcommittee Notes of 5/5/20; review COVID updates; Summary review of Officer Location Services Policy; Re-review officer involved shooting report of 5/2/20 along with recent SIRT report providing status of police involved shooting investigations	1.1	\$	475.00	\$	522.50	Work on administrative issues in connection with team activities; communicate with parties re: next weeks monthly meeting and think through monitoring team presentation	0.1
May	12	Participate in Community Engagement Team meeting; review COVID updates; Review PIB Weekly Intake Report; review sections of draft Sexual Assault Annual Report	1.9	\$	475.00	\$	902.50	Review multiple communications re: addressing DOJ/MT responses to Sexual Assault Annual Report; review and evaluate feasibility of R Kelly's suggestion re: BPD and Community joining in educational responses to community concerns re COVID issues; work on logistics for next week's monthly meeting	1.2
May	13	Review COVID updates; review sections of Dispatch Behavioral Health Training material	0.9	\$	475.00	\$	427.50	Telephone conference with S. Rosenthal re: Monitoring Team administrative issues; Communications with C. Murphy re: BPD/Community COVID Education collaboration	0.3
May	14	Review Parties Submissions in preparation next week's monthly meeting with the Court, including working with Monitoring Team members and assigning presentation responsibilities; review COVID updates	1.4	\$	475.00	\$	665.00	Work with Community Engagement Committee re: scheduling of Facebook Live Session; follow up with Rev. Ray re: outreach efforts of On Church One Corner	1
May	15	Review COVID updates; multiple communications with monitoring team members re: preparation for next weeks monthly meeting; Review Performance Review Board Policy	0.8	\$	475.00	\$	380.00	Work on administrative with R. Kelly re: NL's; review Morgan/Miller Analysis of Recorded Crime Incidents/Consent Decree; telephone conference with Rev. Ray re: follow up to BPD/Community COVID outreach	2.3
May	16			\$	475.00	\$	-		
May	17			\$	475.00	\$	-		
May	18	Review Monitoring Team Submissions re: Internal Affairs, Staffing and Use Of Force and communicate with members re: same; communication with court re: upcoming monthly meeting; review COVID updates; review CPIC's Training and Implementation Subcommittee's draft submission for the 40 Hour Certification Training; several communications with R. Kelly, S. Sullivan and H. Aden re: community concerns re: response time issues	2.1	\$	475.00	\$	997.50	Review communications re: Draft Sexual Assault Annual Report; review materials from Baltimore City Office of Equity and Civil Rights re: COVID and Trauma	0.5
May	19	Review Monitoring Team Submissions re: Internal Affairs participate in Training call; review Training submission for the monthly court meeting; continue to follow up on citizen complaint regarding police response to ongoing criminal activity; review COVID updates; telephone conference with R Dupont re: CPIC recommendations concerning interrogation of individual with disabilities; review latest version of draft Performance Review Board policy; re-review parties submissions in preparation for monthly meeting with the court	2.4	\$	475.00	\$	1,140.00	Respond to media inquiry	0.5
May	20	Participate in Community Engagement Committee Meeting; review Training updates; Review PIB Report; final review of Sexual assault Report to determine if any additional edits are required and review edits to same from N. Joyce and M Johnston; participate in conference with parties re: updates; communications with R. Kelly re: community response to enforcement of Governor's Executive Orders	2.8	\$	475.00	\$	1,330.00		
May	21	Prepare for and participate in monthly meeting with the Court; review materials re: use of force assessments; review COVID updates	4.4	\$	475.00	\$	2,090.00		
May	22	Review COVID updates along with evaluating a potential strategy re: Presidential visit; Review Officer Assistance and Support Assessment; review portions of Community Policing Plan re: including as a topic in next month's Court meeting; review CPIC Data Subcommittee Meeting Notes; Review sections of the BPD IT Strategic Plan	3	\$	475.00	\$	1,425.00	Review media requests and relevant Consent Decree related stories; telephone conference with W. Ray re: working with BPD in connection with COVID community education efforts	1
May	23			\$	475.00	\$	-		
May	24			\$	475.00	\$	-		
May	25			\$	475.00	\$	-		
May	26	Review COVID updates; Review sections of PIB Investigation Manual; communicate with S Sullivan re police involved shooting, attend and provide status updates to the court re: same	3.1	\$	475.00	\$	1,472.50		
May	27	Review COVID updates; review 24 Hour Report re: 5/26/20 police involved shooting; review OPR Investigative Assessment Instrument and CRB Outcome assessment Data	1.6	\$	475.00	\$	760.00		

Name:

Weekly Log

September 17th - 28th ' 18

May	28	Review COVID Updates; review EPIC lesson plan materials; review Released Without Charge Analysis Methodology; Review select sections of Stops, Searches, Arrests and Voluntary Contacts training materials	3.5	\$	475.00	\$	1,662.50	Review BPD's briefing materials in connection with aerial surveillance legal action	1
May	29	Convene and participate in multiple conferences and discussions with BPD leadership, the Court and the Monitoring Team re: action plan to cover anticipated protests over the next week and continually monitor the situation; review updated COVID reports; Review Draft Policy 210 re: Patrol Supervision	4.4	\$	475.00	\$	2,090.00		
May	30	Engage in multiple communications and conferences with the Court, BPD Leadership, DOJ and members of the monitoring team re: 1st Amendment issues and concerns; attend 2100 Charles St. demonstration; monitor police interactions with community members engaged in 1st Amendment activities	7.9	\$	475.00	\$	3,752.50		
May	31	Prepare memo to the Court re: BPD response to previous nights demonstration activities and multiple communications with relevant Monitoring Team members, the Court and BPD leadership re: coverage for Sunday and the rest of the week	1	\$	475.00	\$	475.00		
			55.7	\$	475.00	\$	26,457.50		13.5







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

*Sample Description:*

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**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1	Prepare memo re MT/DOJ responses to proposed SSA policy revisions and transmit same to BPD	1.4	\$ 475.00	\$ 665.00	Emails re BWC certification to court; emails/confer with Thompson re upcoming monthly meeting and miscellaneous	0.4
May	2			\$ 475.00			
May	3			\$ 475.00			
May	4			\$ 475.00		Emails with leadership re reviewing draft Performance Review Board policy; emails re outcome assessments	0.2
March	5			\$ 475.00		Community engagement team call; telephone conference with Barge re outcome assessments; biweekly call with parties re BPD response to Gov orders; emails with Maxey et al re review of PRB policy; emails re monthly meeting	1.8
May	6			\$ 475.00		Review latest proposed BPD revisions to SSA policies	0.6
May	7	Call with parties re proposed revisions to SSA policies and follow up emails with Bethel re same	2	\$ 475.00	\$ 950.00	Review, revise and file notice of approval of CPIC work plan; review monthly PIB spreadsheet and emails with parties re same; emails with MT leadership re FoxNews story re consent decree; emails with DOJ re proposed revisions to SSA policies; emails with BPD re covid-related events	1.9
May	8			\$ 475.00		Draft email to Fox News reporter re reform effort and confer/emails with Thompson re same; review and comment on draft methodology for reviewing released without charge arrest and emails with parties re same	1.4
May	9			\$ 475.00			
May	10			\$ 475.00			

Name:

Weekly Log

September 17th - 28th '18

May	11	Review and comment on latest draft of BPD arrest data analysis and emails with parties re same; review BPD compliance scoring proposals and email with Barge re same	0.9	\$	475.00	\$	427.50	Telephone conference with Barge re compliance scoring; emails with Dupont re dispatcher training curriculum; review monitoring plan and upcoming deliverables and emails/telephone conference with Sullivan and Murphy re same; emails with MT members re budget and billing; emails with Barge and IUR re community survey and review resumes of survey team members; emails with Barge and parties re outcome assessments; email social media content to Wharton	2.4
May	12	Telephone conference/emails with Bethel, Meares and Bowman re youth interview component of Policy 1002, revise and comment on BPD draft of policy, and emails with DOJ re same	1.3	\$	475.00	\$	617.50	Community engagement team call and follow up emails; call with parties re use of force compliance review and outcome assessment; emails with Barge, IUR, and parties re community survey; emails with Dupont re dispatcher training curriculum approval	1.7
May	13	Review and revised proposed draft of youth witness interview policy, telephone conference with DOJ, Meares and Bowman re same, and follow up email with BPD re same; telephone conference with Barge and DOJ re use of force assessment and emails with DOJ and BPD re same	1.4	\$	475.00	\$	665.00	Emails with neighborhood liaisons; emails with Barge, IUR, DOJ and BPD re community survey methodology and upcoming meeting	0.5
May	14	Zoom call with Barge and Mygatt re compliance scoring, compliance reviews and outcome assessments and follow up emails with Murphy, Sullivan and Mygatt re same	1.2	\$	475.00	\$	570.00	Emails with Thompson re upcoming monthly meeting; review recent press on MT; emails with community engagement team re upcoming FB live; review latest edits to BPD arrest data audit methodology and emails with DOJ and BPD re same; confer with Wharton re compensation and emails with BCMC re same; emails with neighborhood liaisons	1.3
May	15			\$	475.00			Emails with PIB compliance review report; review and emails with BPD re consent search policy and proposed BPD revisions to strip search policy and follow up with Meares and Bowman; emails re compliance scoring meeting with parties; emails with Thompson re upcoming monthly meeting with court; email with Kelly re NLS	0.8
May	16			\$	475.00				
May	17			\$	475.00			Emails with Meares, Bowman and DOJ re proposed BPD revision to draft strip search policy	0.2
May	18	Emails with Bowman, Meares and DOJ re cross-gender strip search policy	0.2	\$	475.00	\$	95.00	Confer with Barge and Maxey re PIB compliance review report; emails with R. Kelly re community engagement issue	0.6
May	19	Draft summary of training assessment for Court for upcoming monthly meeting; emails with DOJ re youth witness interview issue and review proposed edits to policy provisions	1.5	\$	475.00	\$	712.50	Emails/telephone conference with Barge re community survey and review updated draft survey methodology; telephone conference with parties on calls for service outcome assessment; emails with Thompson and MT leadership re responding to press inquiry and confer with Thompson on response; community engagement team call; review Level 1 use of force training video and emails with Barge and Villasenor re same	2.7
May	20	Draft notice of approval of dispatcher behavioral health training curriculum; review and comment on latest draft of youth interview provisions of Policy 1002 and emails with Meares, Bethel and Bowman re same	1.1	\$	475.00	\$	522.50	Review submissions for monthly court meeting; emails with Smoot, et al re article on BPD officer community engagement during Covid 19; emails with Barge and IUR re community survey; review revised BWC training certification and emails with DOJ re same	0.8
May	21	Monthly meeting with court and parties; craft compliance scoring proposal and email with Barge, BPD and DOJ re same; emails with DOJ and BPD re youth interview provision in Policy 1002 and cross-gender strip search policy	4.7	\$	475.00	\$	2,232.50	Prepare social media post and email with Wharton re same; emails with Barge, DOJ and IUR and telephone conference with Barge re community survey; emails with Sullivan re third year plan deliverables	0.9
May	22	Zoom call with Barge, DOJ and MT re compliance scoring and follow up emails re same; telephone conference with Barge, IUR, DOJ and BPD re community survey methodology	2.5	\$	475.00	\$	1,187.50		
May	23			\$	475.00				
May	24			\$	475.00				
May	25			\$	475.00				
March	26			\$	475.00			Emails re Level 1 UOF e-learning; emails re inquiry from NYU Policing Project	0.4

Name:

Weekly Log

September 17th - 28th '18

May	27		\$	475.00		Emails re compliance scoring and review BPD/DOJ proposals; emails re pocket guide		
May	28		\$	475.00			0.4	
May	29	Zoom call with parties re BPD's use of Wrike management software; emails with parties and Barge re compliance scoring	1 \$	475.00	\$	475.00	Emails with parties re community survey; attention to BPD response to George Floyd; telephone conference with Thompson, Aden and Ramsey re potential weekend protest activities	0.8
May	30		\$	475.00		Emails/telephone conferences with Thompson, Aden, Ramsey, Wharton, Drake, Kelly and Judge Bredar re monitoring protest activity and BPD response (including suspension of officer who punched woman after woman punched another officer), draft posts for social media, and follow news on social media re protests	3	
May	31		\$	475.00		Emails/telephone conferences with Thompson, Judge Bredar and community engagement team re monitoring protest activity and BPD response and follow news and social media re protests	1.2	
			19.2	\$	475.00	\$	9,120.00	24

Name:

Weekly Log

September 17th - 28th '18

**EXPENSES**

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

Subtotal Time:	\$ 9,120.00
Subtotal Expenses:	\$ -
<b>TOTAL:</b>	<b>\$ 9,120.00</b>
Unbilled Hours	24.00

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

INITIALS  
SAR

# 21CP Solutions Monthly Invoice

## INSTRUCTIONS

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

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Aden	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Saturday, May 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		Hours	Rate	Total	Description	Hours
May	4	Email and correspondence re: PIB training and upcoming calls, and review of emails re: Covid 19 Operational/Situational plans from OEM. Side by side review of PIB CRB Protocols (2 drafts provided from PIB and CRB).		3	\$ 235.00	\$ 705.00		
May	5			0	\$ 235.00	\$ -	Email and correspondence with the parties and MT leadership re: PIB training, PRB draft reviews etc.. Weekly training call to discuss various training deliverables and timelines, specifically the PIB training. Project management tasks. Weekly	3.5
May	6	Email and correspondence with MT workgroups. Call with S. Sullivan re: various CD related matters including PIB/CRB protocols and training. Call with B. Maxey re: PIB training, ComStat and the PRB Policy. Call with S. Smoot and M. Barge re: outcome assessments and several logistical and operational matters pertaining to assessments.		2.5	\$ 235.00	\$ 587.50	update call with the parties. Review of weekly PIB intake report.	
May	7			0	\$ 235.00	\$ -	Weekly ComStat meeting (virtual). Call with the parties re: PIB/CRB protocols, discussion about the collaboration period and next steps. Logistics with M. Barge re: outcome assessments.	3

## 21CP Solutions Monthly Invoice

May	8	MT leadership call. Review of several PIB case updates and intake reports. Email and correspondence with MT workgroups. Call with researcher for possible collaboration on outcome assessments. Call with Outcome Assessment workgroup.		2.5	\$ 235.00	\$ 587.50		
May	11	Call with S. Smoot, C. Cole and M. Barge re: Outcome Assessments. Email and correspondence with parties and MT workgroups.		2	\$ 235.00	\$ 470.00		
May	13	Email and correspondence re: various PIB and CD related deliverables and reviews. Review of PIB intake and classification records. Review of Policy 1605, and latest draft of the OPR Assessment report. Call with M. Barge to go over logistics for upcoming PIB calls.		2	\$ 235.00	\$ 470.00		
May	14	Comstat meeting. Email and correspondence re: various matters pertaining to PIB.		2.5	\$ 235.00	\$ 587.50		
May	18	Call with S. Sullivan re: project management, PIB training and other matters pertaining to the CD. Drafting Court submission for PIB update on 5-21-2020. Weekly policy call with the parties.		2	\$ 235.00	\$ 470.00		
May	19	Email and correspondence re: CD related matters. Drafting several internal document related to CD related outside inquiries. Call with S. Sullivan re: CD related matters. Update call with the parties.		2	\$ 235.00	\$ 470.00		
May	20	Call with M. Barge and several SMEs re: outcome assessments. Call with the parties re: CRB/PIB protocols. Call with B. Maxey re: CRB/PIB protocols. Email and correspondence with the MT and DOJ.		3.5	\$ 235.00	\$ 822.50		
May	21	Review and preparation for the Court proceeding occurring at 1:00 pm. Participated in the Zoom Court hearing covering the Court's interest in five global areas.		4	\$ 235.00	\$ 940.00		
May	22	Weekly update call with MT leadership team re: Covid-19 related matters potentially impacting progress in CD areas. Call with DOJ re: SMEs for PIB/IA training development. Email and correspondence re: various areas of the CD.		2	\$ 235.00	\$ 470.00		
May	26			0	\$ 235.00	\$ -	Call with M. Barge re: OPR/PIB assessment report draft and stakeholders' comments/edits. Review of PIB intake and classification weekly report. Email and correspondence.	1
May	27	PIB/CRB protocol weekly call with the parties. Email and correspondence.		1.5	\$ 235.00	\$ 352.50		
May	28	Email and correspondence re: PIB /CRB training SMEs. Review of 24 Hour POIS report. Participated in the weekly ComStat. Reviewed several PIB/CRB documents and discussed internally with the MT workgroup.		3	\$ 235.00	\$ 705.00		
May	29	Call with MT leadership re: CD related matters. Call with BPD/DOJ re: WRIKE and project management. Email and correspondence.		2	\$ 235.00	\$ 470.00		
<b>TOTAL HOURS:</b>				<b>34.5</b>	<b>TOTAL:</b>	<b>\$ 8,107.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>7.5</b>



## 21CP Solutions Monthly Invoice

### EXPENSES

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

<b>Subtotal Time:</b>	\$ <b>8,107.50</b>
<b>Subtotal Expenses:</b>	\$ -
<b>TOTAL:</b>	\$ <b>8,107.50</b>
<b>Unbilled Hours</b>	7.50

22% Pro Bono

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

<b>INITIALS</b>
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.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Barge	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Wednesday, June 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
May	1	Continue drafting and formatting of use of force assessment instrument. Various email communications w/ BPD, DOJ, MT re: court hearing, outcome assessments, SSA policies.		1.1	\$ 235.00	\$ 258.50		
May	4			0	\$ 235.00	\$ -	Various email communications re: outcome assessments, training, PIB/CRB investigations protocol	0.3
May	5	Conference call w/ BPD, DOJ, MT re: training. Various email communications w/ MT re: PIB/CRB training, PRB, outcome assessments. Bi-weekly conference call w/ BPD, DOJ, MT re: COVID-19 and related issues. Conference call w/ H. Aden, B. Maxey re: PIB investigator training. Conference call w/ BPD, DOJ, MT re: outcome assessments; conference calls w/ S. Rosenthal, S. Smoot re: same.		2.7	\$ 235.00	\$ 634.50		
May	6			0	\$ 235.00	\$ -	Conference call w/ H. Aden, S. Smoot re: outcome assessments. Various email communications w/ MT re: outcome assesments.	0.5
May	7	Conference call w/ BPD, DOJ, CRB, MT re: PIB/CRB policies. Various email communications w/ BPD, DOJ, MT re: PIB/CRB policies, outcome assessments.		0.5	\$ 235.00	\$ 117.50	Various email communications w/ BPD, DOJ, MT re: PIB/CRB policies, outcome assessments.	0.2
May	8	Conference call w/ DOJ, MT re: sexual assault investigation outcome assessment.		1	\$ 235.00	\$ 235.00		

## 21CP Solutions Monthly Invoice

May	11	Various email communications w/ BPD, DOJ, MT re: community survey, outcome assessments, RWOC report, sexual assault investigation report. Conference calls w/ H. Aden, S. Rosenthal, S. Smoot, C. Cole re: outcome assessments.		2.7	\$ 235.00	\$ 634.50		
May	12	Various email communications w/ BPD, DOJ, MT re: outcome assessments, training, community survey. Conference call w/ BPD, DOJ, MT re: use of force data, review assessments.		1.5	\$ 235.00	\$ 352.50	Various email communications w/ BPD, DOJ, MT re: outcome assessments, training, community survey.	0.4
May	13	Various email communications w/ Morgan State re: community survey; w/ BPD, DOJ, MT re: use of force assessment, sexual assault investigation report, OLS & communciation devices policy. conference call w/ S. Rosenthal re: community survey. Conference call w/ G. Wasileski re: outcome assessments. Conference call w/ DOJ, S. Rosenthal, R. Villasenor re: UOF assessment.		1.5	\$ 235.00	\$ 352.50	Various email communications w/ Morgan State re: community survey	0.6
May	14	Conference call w/ S. Rosenthal, T. Mygatt re: outcome assessments, compliance scoring; debrief w/ S. Rosenthal re: same. Various email communications w/ BPD, DOJ, MT re: outcome assessments, compliance tracking, court hearing, RWOC methodology.		1.2	\$ 235.00	\$ 282.00		
May	18	Various email communications w/ BPD, DOJ, MT re: outcome assessments. Conference call w/ S. Smoot re: outcome assessments. Conference call w/ BPD, DOJ, MT re: sexual assault investigation report. Conference call w/ DOJ, B. Maxey re: OPR baseline report; conference calls w/ B. Maxey, S. Rosenthal re: same. Review and edit court hearing preparation from R. Villasenor; email communications w/ R. Villasenor re: same; conference call w/ M. Goodrich re: same; email communciations w/ K. Thompson re: same.		3.5	\$ 235.00	\$ 822.50		
May	19	Conference call w/ BPD, DOJ, MT re: training. Various email communications w/ BPD, DOJ, MT re: use of force training, outcome assessments, community survey. Review use of force e-learning; communicate w/ R. Villasenoor, S. Rosenthal re: same. Conference call w/ BPD, DOJ, MT re: calls for service data, analysis; debrief w/ K. Zafft re: same. Conference call w/ S. Rosenthal re: community survey, use of force e-learning, monthly meeting.		2.7	\$ 235.00	\$ 634.50		
May	20	Various email communications w/ MT re: community survey, court hearing. Conference call w/ BPD, DOJ, MT re: sexual assault report. Conference call w/ H. Aden re: outcome assessments; conference calls w/ S. Smoot, C. Cole re: outcome assessments. Email communications w/ M. Goodrich, K. Thompson re: technology, court hearing; draft summary re: same.		4	\$ 235.00	\$ 940.00		
May	21	Various email communications w/ BPD, DOJ, MT re: outcome assessments, PIB/CRB experts, compliance tracking, court hearing. Participate in monthly court hearing.		4	\$ 235.00	\$ 940.00	Various email communications w/ BPD, DOJ, MT re: outcome assessments	0.4
May	22	Conference call w/ BPD, DOJ, MT re: compliance tracking. Conference call w/ MT re: COVID-19 status, monitoring plan. Conference call w/ BPD, DOJ, Morgan State, MT re: community survey; debrief w/ S. Rosenthal re; SAME. Conference call w/ DOJ, MT re: PIB/CRB subject matter experts. Various email communications re: community survey.		2.9	\$ 235.00	\$ 681.50		
May	26	Conference call w/ BPD, DOJ, MT re: training. Conference call w/ K. Zafft, G. Wasileski re: outcome assessments. Various email communications w/ BPD, DOJ, MT re: use of force assessment, misconduct investigation assessment.		0.9	\$ 235.00	\$ 211.50		

## 21CP Solutions Monthly Invoice

May	27	Various email communciations w/ BPD, MT, DOJ re: outcome assessments, PIB/CRB subject matter experts. Conference call w/ BPD, MT, DOJ re: PIB/CRB protocol.		1	\$ 235.00	\$ 235.00		0.2
May	28			0	\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: outcome assessments, community policing training, PIB/CRB subject matter experts, compliance tracking.	0.2
May	29			0	\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: community survey, compliance tracking, outcome	0.2
<b>TOTAL HOURS:</b>				<b>31.2</b>	<b>TOTAL:</b>	<b>\$ 7,332.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>3</b>

## 21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
5/9/20	IT Expenses	Squarespace	Monthly GSuite charges (email address administration)			IT Expenses	\$ 195.98	\$ 195.98
5/12/20	IT Expenses	Squarespace	Monthly Squarespace charges (Monitoring Team website)			Transportation	\$ 26.00	\$ 26.00
5/17/20	IT Expenses	SurveyGizmo	Monthly fee for electronic outcome assessment platform (1/2 of total charge)			IT Expenses	\$ 73.49	\$ 73.49
							<b>TOTAL:</b>	<b>\$ 295.47</b>
<b>Subtotal Billed Time:</b>		<b>\$ 7,332.00</b>						
<b>Subtotal Expenses:</b>		<b>\$ 295.47</b>						
<b>TOTAL:</b>		<b>\$ 7,627.47</b>						
<b>Unbilled Hours</b>		3.0						
Your initials here signify that the charges on this invoice are accurate:					<b>INITIALS</b> MB			



# Invoice

Saturday, May 9, 2020

**ISSUED TO:**

Matthew Barge

**ISSUED BY:**

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

## Charges

Subscription: G Suite (Monthly) (bpdmonitor.com) - [REDACTED]  
5/9/2020 – 6/9/2020

**\$180.00**

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

All prices in US Dollar.



# Invoice

Tuesday, May 12, 2020

**ISSUED TO:**

Matthew Barge

**ISSUED BY:**

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

## Charges

Subscription: Business (Monthly) [REDACTED]

5/11/2020 – 6/11/2020

**\$26.00**

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

All prices in US Dollar.



# 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:** INV00264697  
**Invoice Date:** 05/17/2020  
**Due Date:** 05/17/2020  
**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
<b>Consumer Edition (CE) - Monthly Adventurer License</b> CE: Adventurer License	05/18/2020- 06/17/2020	1	\$135.00	135.00

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

50% Charge to Baltimore = \$73.49



**How To Pay:**

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

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

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

Grantor:  
Baltimore PD Monitoring

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

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



Invoice #: BPD MON #7  
April 30, 2020

Staff	Hourly Rate	April Hours	Invoice Cost	CUMULATIVE COST	Description
Christine Cole, Executive Director	\$ 235.00	1.70	\$ 399.50	\$ 4,192.00	emails and meetings relative to outcome measures
Sarah Lawrence, Senior Policy Specialist	\$ 135.00	3.00	\$ 405.00	\$ 3,847.50	emails, meetings, and data work relative outcome measures
Katie Zafft, Data and Policy Specialist	\$ 135.00	15.00	\$ 2,025.00	\$ 17,010.00	emails, meetings, and data work relative outcome measures
<b>Sub-Total Billable Hours</b>		<b>19.70</b>	<b>\$ 2,829.50</b>	<b>\$ 25,049.50</b>	
<b>Consultant Fees, Gabriela Wasileski, PhD:</b>	<b>\$200</b>				
March Invoice # 4		15	\$ 3,000.00	\$ 21,000.00	
			\$ -		
<b>Travel</b>					
Airfare			\$ -	\$ 937.31	
Ground Transportation			\$ -	\$ 118.65	
M&L Hotel			\$ -	\$ 154.77	
Mileage			\$ -	\$ -	
M&L Per Diem			\$ -	\$ -	
<b>Total Travel</b>			<b>\$ -</b>	<b>\$ 1,210.73</b>	
<b>Total Payment Due</b>			<b>\$ 5,829.50</b>	<b>\$ 46,049.50</b>	

Approval:  
*Martha Gilford*  
Contracts and Finance Manager

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

## 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Cole - <b>CJI</b>
<b>INVOICE FOR MONTH OF:</b>	April
<b>DATE SUBMITTED:</b>	Monday, May 4, 2020

Complete these four cells to populate rate columns.



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

**Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
April	1	CJI Team discuss work and work strategy		0.5	\$ 235.00	\$ 117.50		
April	9	CJI Team discuss work and work plan		0.7	\$ 235.00	\$ 164.50		
April	27	discussion on work progress and issues		0.5	\$ 235.00	\$ 117.50		
<b>TOTAL HOURS:</b>				<b>1.70</b>	<b>TOTAL:</b>	<b>\$ 399.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>

## 21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
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						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
<b>Additional Notes:</b>							<b>TOTAL:</b>	<b>\$ -</b>
<b>Subtotal Time:</b>		<b>\$ 399.50</b>						
<b>Subtotal Expenses:</b>		<b>\$ -</b>						
<b>TOTAL:</b>		<b>\$ 399.50</b>						
<b>Unbilled Hours</b>		<b>0.00</b>						
Your initials here signify that the charges on this invoice are accurate:					<b>INITIALS</b>			
					CC			

# 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Lawrence - CJI
<b>INVOICE FOR MONTH OF:</b>	April
<b>DATE SUBMITTED:</b>	Friday, May 8, 2020

Complete these four cells to populate rate columns.



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

**Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
April	1	Outcome assessment team meeting		0.5	\$ 135.00	\$ 67.50		
April	9	Outcome assessment team meeting		0.5	\$ 135.00	\$ 67.50		
April	14	Outcome assessment team meeting		1	\$ 135.00	\$ 135.00		
April	23	Outcome assessment team meeting		0.5	\$ 135.00	\$ 67.50		
April	27	Outcome assessment team meeting		0.5	\$ 135.00	\$ 67.50		
<b>TOTAL HOURS:</b>				<b>3</b>	<b>TOTAL:</b>	<b>\$ 405.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>

21CP Solutions Monthly Invoice

**EXPENSES**

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

Subtotal Time:	\$	405.00
Subtotal Expenses:	\$	-
<b>TOTAL:</b>	<b>\$</b>	<b>405.00</b>
Unbilled Hours		0.00

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

**INITIALS**  
SL

# 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Zafft - <b>CJI</b>	
<b>INVOICE FOR MONTH OF:</b>	April	
<b>DATE SUBMITTED:</b>	Tuesday, May 5, 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
April	1	Meeting with BPD regarding data sourcing, updated tracking		2	\$ 135.00	\$ 270.00		
April	8	Meeting with BPD regarding data sourcing		2	\$ 135.00	\$ 270.00		
April	9	Outcome assessment team meeting, tracking updates		2	\$ 135.00	\$ 270.00		
April	13	Outcome assessment team meeting, tracking updates		1	\$ 135.00	\$ 135.00		
April	15	Meeting with BPD regarding data sourcing		2	\$ 135.00	\$ 270.00		
April	16	Data Sourcing, proposals		2	\$ 135.00	\$ 270.00		
April	22	Meeting with BPD regarding data sourcing, updated tracking		1	\$ 135.00	\$ 135.00		
April	23	Outcome assessment team meeting, tracking updates		1	\$ 135.00	\$ 135.00		

## 21CP Solutions Monthly Invoice

April	27	Outcome assessment team meeting, tracking updates		1	\$ 135.00	\$ 135.00		
April	29	Meeting with BPD regarding data sourcing, updated tracking		1	\$ 135.00	\$ 135.00		
<b>TOTAL HOURS:</b>				<b>15</b>	<b>TOTAL:</b>	<b>\$ 2,025.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>



# 21CP Solutions Monthly Invoice

**EXPENSES**

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

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

Subtotal Time:	\$ 2,025.00
Subtotal Expenses:	\$ -
<b>TOTAL:</b>	<b>\$ 2,025.00</b>
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.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]\_[project]\_[month]\_[year].xlsx. **Example:** Doe\_Baltimore\_June\_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Wasileski -CJI	
<b>INVOICE FOR MONTH OF:</b>	March	
<b>DATE SUBMITTED:</b>	Monday, April 6, 2020	



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

**Sample Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
March	11	BPD and CJI Outcome Assessment Data Check in		1	\$ 200.00	\$ 200.00		
March	17	BPD fingerprinting		2	\$ 200.00	\$ 400.00		
March	18	BPD and CJI Outcome Assessment Data Check in. Monitoring team phone conference regarding OPR data report.		3	\$ 200.00	\$ 600.00		
March	19	Addressing comments/OPR data report		2	\$ 200.00	\$ 400.00		
March	20	Addressing comments/OPR data report. Monitoring team coronavirus issues call.		3	\$ 200.00	\$ 600.00		
March	21	Addressing comments/OPR data report.		1	\$ 200.00	\$ 200.00		
March	22	Addressing comments/OPR data report.		2	\$ 200.00	\$ 400.00		
March	25	BPD and CJI Outcome Assessment Data Check in.		1	\$ 200.00	\$ 200.00		
<b>TOTAL HOURS:</b>				<b>15</b>	<b>TOTAL:</b>	<b>\$ 3,000.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>

## 21CP Solutions Monthly Invoice

**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		\$ -	
<b>Additional Notes:</b>								<b>TOTAL:</b>	<b>\$ -</b>

  

Subtotal Time:	\$	3,000.00
Subtotal Expenses:	\$	-
<b>TOTAL:</b>	<b>\$</b>	<b>3,000.00</b>
Unbilled Hours		0.00

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

<b>INITIALS</b>
G.W.

Grantor:  
Baltimore PD Monitoring

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

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



Invoice #: BPD MON #8  
May 31, 2020

Staff	Hourly Rate	April Hours	Invoice Cost	CUMULATIVE COST	Description
Christine Cole, Executive Director	\$ 235.00	1.30	\$ 305.50	\$ 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	3.00	\$ 405.00	\$ 17,415.00	emails, meetings, and data work relative outcome measures
<b>Sub-Total Billable Hours</b>		<b>4.30</b>	<b>\$ 710.50</b>	<b>\$ 25,760.00</b>	
<b>Consultant Fees, Gabriela Wasileski, PhD:</b>	<b>\$200</b>				
Invoice #			\$ -	\$ 21,000.00	
			\$ -		
<b>Travel</b>					
Airfare			\$ -	\$ 937.31	
Ground Transportation			\$ -	\$ 118.65	
M&L Hotel			\$ -	\$ 154.77	
Mileage			\$ -	\$ -	
M&L Per Diem			\$ -	\$ -	
<b>Total Travel</b>			<b>\$ -</b>	<b>\$ 1,210.73</b>	
<b>Total Payment Due</b>			<b>\$ 710.50</b>	<b>\$ 47,970.73</b>	

Approval:  
*Martha Gilford*  
Contracts and Finance Manager

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

## 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Cole - <b>CJI</b>
<b>INVOICE FOR MONTH OF:</b>	May
<b>DATE SUBMITTED:</b>	Thursday, June 4, 2020

Complete these four cells to populate rate columns.



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

**Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
May	11	conversation with MT Members on data plans and structure. Discussion about experts and strategy		0.5	\$ 235.00	\$ 117.50		
May	13	internal CJI conversation on data plan and structure		0.3	\$ 235.00	\$ 70.50		
May	20	follow on conversation with MT members on data collection, strategy, roles, methodologies		0.5	\$ 235.00	\$ 117.50		
<b>TOTAL HOURS:</b>				<b>1.30</b>	<b>TOTAL:</b>	<b>\$ 305.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

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

<b>Subtotal Time:</b>	\$	305.50
<b>Subtotal Expenses:</b>	\$	-
<b>TOTAL:</b>	\$	305.50
<b>Unbilled Hours</b>		0.00

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

**INITIALS**  
CC

## 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Zafft - <b>CJI</b>
<b>INVOICE FOR MONTH OF:</b>	May
<b>DATE SUBMITTED:</b>	Wednesday, June 3, 2020

Complete these four cells to populate rate columns.



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

**Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
May	11	Outcome assessment team meeting, tracking updates		1	\$ 135.00	\$ 135.00		
May	19	Meeting with monitoring team, BPD, and DOJ regarding calls for service assessment		1	\$ 135.00	\$ 135.00		
May	26	Outcome assessment team meeting, development of next steps		1	\$ 135.00	\$ 135.00		
<b>TOTAL HOURS:</b>				<b>3</b>	<b>TOTAL:</b>	<b>\$ 405.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>

## 21CP Solutions Monthly Invoice

**EXPENSES**

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

**Additional Notes:**

<b>TOTAL:</b>	\$ -
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<b>Subtotal Time:</b>	\$ 405.00
<b>Subtotal Expenses:</b>	\$ -
<b>TOTAL:</b>	\$ 405.00
<b>Unbilled Hours</b>	0.00

Your initials here signify that the charges on this invoice are accurate:	<b>INITIALS</b> KZ
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# 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Drake	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Monday, June 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
May	5	CE Weekly standing call. Administrative tasks and follow up.		1	\$ 235.00	\$ 235.00		
May	6				\$ 235.00	\$ -	Administrative tasks, NL follow on social media, research on community meeting response to COVID	1.5
May	7				\$ 235.00	\$ -	Administrative tasks and review of CE informed policy	0.5
May	11				\$ 235.00	\$ -	Meeting prep, COVID policy reviews	0.7
May	12	Weekly CE Team Call, administrative tasks, call follow- ups and emails		1	\$ 235.00	\$ 235.00	Admin. Emails and calendar work, following new policy development for BPD and academy move	1.1
May	15	Emails with R. Kelly and Team re: NL employment. Administrative follow up an emails		1	\$ 235.00	\$ 235.00		
May	26	Weekly CE Team Call, administrative tasks, call follow- ups and emails		0.7	\$ 235.00	\$ 164.50		
May	29	Communicated with leadership about media releases. Emails and administrative tasks.		1	\$ 235.00	\$ 235.00		

## 21CP Solutions Monthly Invoice

May	30	Call with R. Rosenthal, emails and media monitoring for CE engagement and needs		1.3	\$ 235.00	\$ 305.50	
May	31	Emails to CE Team and communication with the group.		1.5	\$ 235.00	\$ 352.50	
<b>TOTAL HOURS:</b>				<b>7.5</b>	<b>TOTAL:</b>	<b>\$ 1,762.50</b>	<b>TOTAL UNBILLED HOURS: 3.8</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

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

<b>Subtotal Time:</b>	<b>\$</b>	1,762.50
<b>Subtotal Expenses:</b>	<b>\$</b>	-
<b>TOTAL:</b>	<b>\$</b>	1,762.50
<b>Unbilled Hours</b>		3.80

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

**INITIALS**  
JRD

# 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Drake (Exec. Ass't)	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Monday, June 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
May	4	Supported MT budget reconciliations and invoicing questions from SME's		0.8	\$ 37.50	\$ 30.00		
May	5	Managed bi-weekly call with Parties re: K. Thompson and SME's. Researched payment history from court and made sure website was up to date.		2.3	\$ 37.50	\$ 86.25		
May	6	SME support with scheduling and technology challenges.		1	\$ 37.50	\$ 37.50		
May	7	Email with MT leads and SME's to clarify calendars and meeting schedule.		1.1	\$ 37.50	\$ 41.25		
May	8	Updated website for S. Rosenthal. Weekly COVID-19 call. Emails with K. Thompson re: News and media tracking. Call with H. Aden re: To Do's and Budget		1.5	\$ 37.50	\$ 56.25		
May	11	Attended "Facing COVID in the community" CCI call to inform MT. SME support and administrative tasks		2.2	\$ 37.50	\$ 82.50		
May	12	Review of Baltimore bill. Plan to shift budget plans for year three with NL's. Coordination of calendars for call scheduling.		2.3	\$ 37.50	\$ 86.25		
May	13	Communicated with leadership about media releases. Emails and administrative tasks.		1.2	\$ 37.50	\$ 45.00		

## 21CP Solutions Monthly Invoice

May	15	Emails with MT Leadership and CE Team. Media tracking and general admin. Support.		1.3	\$ 37.50	\$ 48.75		
May	18	Recruitment and Hiring Call. Edit/ review Baltimore bill.		2	\$ 37.50	\$ 75.00		
May	20	Website updates and emails.		1	\$ 37.50	\$ 37.50		
May	21	Reviewed weekly media updates and shared with Leadership, administrative support, emails and calendar updates		2	\$ 37.50	\$ 75.00		
May	22	Posted March invoice on website, emails and administrative support. Weekly COVID-19 Call.		2.2	\$ 37.50	\$ 82.50		
May	26	Emails and administrative tasks including SME support and calendar management.		1.2	\$ 37.50	\$ 45.00		
May	28	Monitoring media for stories re: CD and policing issues. Emails, administrative tasks and scheduling		1.3	\$ 37.50	\$ 48.75		
May	29	Calendar management and SME communication re: meeting changes. Monitoring CE engagement and BPD happening during protest.		1.9	\$ 37.50	\$ 71.25		
May	30	Website update and social media monitoring. Media monitoring		1.5	\$ 37.50	\$ 56.25		
<b>TOTAL HOURS:</b>				<b>26.8</b>	<b>TOTAL:</b>	<b>\$ 1,005.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>0</b>

## 21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
						0		\$ -
Additional Notes:							<b>TOTAL:</b>	\$ -
Subtotal Time:		\$ 1,005.00						
Subtotal Expenses:		\$ -						
<b>TOTAL:</b>		<b>\$ 1,005.00</b>						
Unbilled Hours		0.00						
Your initials here signify that the charges on this invoice are accurate:					<b>INITIALS</b> JRD			

## 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Joyce	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Friday, May 29, 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
May	4	Conference call with DOJ & BPD concerning recruitment (1 hr) and call on Sexual Assault Annual Report (1 hr).		2	\$ 235.00	\$ 470.00		
May	5	Reviewed and commented on Sexual Assault Annual Report		1	\$ 235.00	\$ 235.00		
May	6	COVID-19 phone call with MT		1	\$ 235.00	\$ 235.00		
May	8	Phone call with DOJ to discuss sexual assault outcome and assessment measures.		1	\$ 235.00	\$ 235.00		
May	12	Reveiwed and commented on performance evaluation form, manual and policy		2	\$ 235.00	\$ 470.00		
May	13	Conference call with DOJ and BPD on performance evaluations		1	\$ 235.00	\$ 235.00		
May	17	Reviewed and commented on OSW Assessment		1	\$ 235.00	\$ 235.00		
May	18	Prepared memo to the Court for monthly meeting.		1	\$ 235.00	\$ 235.00		

## 21CP Solutions Monthly Invoice

May	20	Conference call with DOJ & BPD concerning recruitment (1 hr) and call on Sexual Assault Annual Report (1.5 hr).		2.5	\$ 235.00	\$ 587.50		
May	21	Court monthly meeting via Zoom		3.5	\$ 235.00	\$ 822.50		
May	26	Conference call with DOJ & BPD on Sexual Assault Annual Report		1.2	\$ 235.00	\$ 282.00		
May	27	Conference call with DOJ and BPD on performance evaluations		1	\$ 235.00	\$ 235.00		
May	28	Compstat meeting		1.5	\$ 235.00	\$ 352.50		
May	29				\$ 235.00	\$ -	Administrative work	4
<b>TOTAL HOURS:</b>				<b>19.7</b>	<b>TOTAL:</b>	<b>\$ 4,629.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>4</b>



21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
						0		\$ -
<b>Additional Notes:</b>							<b>TOTAL:</b>	<b>\$ -</b>
<b>Subtotal Time:</b>		<b>\$</b>	<b>4,629.50</b>					
<b>Subtotal Expenses:</b>		<b>\$</b>	<b>-</b>					
<b>TOTAL:</b>		<b>\$</b>	<b>4,629.50</b>					
<b>Unbilled Hours</b>			4.00					
Your initials here signify that the charges on this invoice are accurate:						<b>INITIALS</b> NMJ		

## 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Meares
<b>INVOICE FOR MONTH OF:</b>	May
<b>DATE SUBMITTED:</b>	Friday, June 5, 2020

Complete these four cells to populate rate columns.



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

**Sample Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
May	7	Conf. call re: SSA Policy		1	\$ 235.00	\$ 235.00		
May	12	Youth Questioning Policy and emails/research/ review		1	\$ 235.00	\$ 235.00		
May	13	SSA Policy Review		0.5	\$ 235.00	\$ 117.50		
<b>TOTAL HOURS:</b>				<b>2.5</b>	<b>TOTAL:</b>	<b>\$ 587.50</b>	<b>TOTAL UNBILLED HOURS: 0</b>	

21CP Solutions Monthly Invoice

**EXPENSES**

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

Subtotal Time:	\$	587.50
Subtotal Expenses:	\$	-
TOTAL:	\$	587.50
Unbilled Hours		0.00

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

## 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	O'Toole
<b>INVOICE FOR MONTH OF:</b>	May
<b>DATE SUBMITTED:</b>	Sunday, May 31, 2020

Complete  
these four  
cells to  
populate  
rate  
columns.



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

**Sample Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
May	8	Friday Team Call		0.8	\$ 235.00	\$ 188.00		
May	22	Friday Team Call		0.7	\$ 235.00	\$ 164.50		
May	28	Compstat Attendance		1	\$ 235.00	\$ 235.00	Various Emails and Correspondence	1
<b>TOTAL HOURS:</b>				<b>2.5</b>	<b>TOTAL:</b>	<b>\$ 587.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>1</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

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

Subtotal Time:	\$	587.50
Subtotal Expenses:	\$	-
<b>TOTAL:</b>	<b>\$</b>	<b>587.50</b>
Unbilled Hours		1.00

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

**INITIALS**  
KMO

# 21CP Solutions Monthly Invoice

<b>Baltimore Consent Decree Monitor</b>	<b>INSTRUCTIONS</b>	<b>7. Send your completed invoice to <a href="#">21CP Solutions - Financial Department</a> between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.</b>
<b>PROJECT:</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Ramsey	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Sunday, May 31, 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
May	5	weekly CE conference call, Training call, Weekly Update Call		1.5	\$ 235.00	\$ 352.50	Conference Call Cmsr. Harrison	1
May	6	Conference Call re: Command Promotions		1	\$ 235.00	\$ 235.00		
May	11	Review Draft Directive Performance Evaluations		1.5	\$ 235.00	\$ 352.50		
May	12	CE Weekly Conf Call		0.5	\$ 235.00	\$ 117.50	Conference Call Cmsr. Harrison	1
May	13	Conference Call re: Performance Evaluations		1	\$ 235.00	\$ 235.00		
May	15				\$ 235.00	\$ -	Review Draft Directive Promotions and Supervision	2
May	17	Review Revised Draft Directive Promotions and Awards		1.5	\$ 235.00	\$ 352.50		
May	18	Conference Call Bi Monthly Policy		0.5	\$ 235.00	\$ 117.50		
May	19	Weekly CE Call, Training Call		1	\$ 235.00	\$ 235.00		
May	20	Promotions and Awards Conference Call		1.5	\$ 235.00	\$ 352.50		
May	21	Conference Call Commissioner Harrison		1	\$ 235.00	\$ 235.00		
May	22	Zoom call re: Weekly check in		1	\$ 235.00	\$ 235.00		
May	26	CE Weekly Conference Call, Training call		1	\$ 235.00	\$ 235.00		
May	27	Performance Evaluation Conference Call		1	\$ 235.00	\$ 235.00		
May	30	Conference Call Judge Bredar, Ken Thompson, Harrison re: UoF incident Protests		1	\$ 235.00	\$ 235.00		
<b>TOTAL HOURS:</b>				<b>15</b>		<b>\$ 3,525.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>4</b>

21CP Solutions Monthly Invoice

EXPENSES							
				MEALS + INCIDENTALS		NON-MEALS	
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
					0		
					0		
					0		\$ -
					0		\$ -
					0		\$ -

Additional Notes: TOTAL: \$ -

Subtotal Time:	\$ 3,525.00
Subtotal Expenses:	\$ -
<b>TOTAL:</b>	<b>\$ 3,525.00</b>
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.

<b>PROJECT :</b>	Baltimore	Complete these four cells to populate rate columns.
<b>INVOICE SUBMITTED BY:</b>	Smoot	
<b>INVOICE FOR MONTH OF:</b>	May	
<b>DATE SUBMITTED:</b>	Saturday, May 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
May	4	Conf call re policy review and assesment R&R		1.5	\$ 235.00	\$ 352.50		
May	5	Rev Promotions policuy and previous mtg notes		1.2	\$ 235.00	\$ 282.00		
May	6	Conf Call re Promotions inc prep and f/u		1.8	\$ 235.00	\$ 423.00		
May	8	Conf call w/ R&F members		1	\$ 235.00	\$ 235.00	Misc emails, calls, research and data review (Pro Bono)	2
May	12	Review of comments to policy and manual		2.8	\$ 235.00	\$ 658.00		
May	13	Eval collaboration callw/ prep		2.5	\$ 235.00	\$ 587.50		
May	14	Police Executive Training call		1.5	\$ 235.00	\$ 352.50	Misc emails, calls, research and data review (Pro Bono)	1
May	18	Policy call and OSA correspondence Recruiting/Retention call inc prep and f/u		2.5	\$ 235.00	\$ 587.50		



## 21CP Solutions Monthly Invoice

May	20	Promotion policy proposed amendment review, Conf Call re same, f/u call		2.5	\$ 235.00	\$ 587.50		
May	22	Conf call w/ DOJ and DOJ SME re assessment plan for OSW w/ prep inc. review of OSW assessment plan, Weekly MT Zoom call		2.7	\$ 235.00	\$ 634.50		
May	26	MT Admin & Budget review		2	\$ 235.00	\$ 470.00	Misc emails, calls, research and data review (Pro Bono)	2
May	27	Perf Eval prep and discussion call, correspondence re assessment of EI program and f/u call		2.6	\$ 235.00	\$ 611.00		
May	29	MT member assignment and budget reviews		2	\$ 235.00	\$ 470.00		
May	30	R&F Outreach re protests/demonstrations, conf call re BPD response to protests		2	\$ 235.00	\$ 470.00	Misc emails, calls, research and data review (Pro Bono)	2
<b>TOTAL HOURS:</b>				<b>28.6</b>	<b>TOTAL:</b>	<b>\$ 6,721.00</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>7</b>

## 21CP Solutions Monthly Invoice

### EXPENSES

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

Subtotal Time:	\$ 6,721.00
Subtotal Expenses:	\$ -
<b>TOTAL:</b>	<b>\$ 6,721.00</b>
Unbilled Hours	7.00

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

INITIALS  
SMS

# 21CP Solutions Monthly Invoice

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

**INSTRUCTIONS**

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

<b>PROJECT :</b>	Baltimore
<b>INVOICE SUBMITTED BY:</b>	Villasenor
<b>INVOICE FOR MONTH OF:</b>	May
<b>DATE SUBMITTED:</b>	Monday, June 1, 2020

Complete these four cells to populate rate columns.



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

**Sample Description**

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

TIME							UNBILLED TIME	
Month of	Day	Description	Site Visit	Time	Rate	Total	Description	Hours
May	1	Take part in WebEx Demonstration of new BPD Data Dashboard.		0.8	\$ 235.00	\$ 188.00		
May	2				\$ 235.00	\$ -	Various email review and response	0.3
May	3				\$ 235.00	\$ -	Various email review and response	0.3
May	4	Prepare for and participate in Biweekly Recruitment, Retention, Officer Safety and Wellness conference call		1.5	\$ 235.00	\$ 352.50		
May	5	Prepare for and participate in Weekly Training call.		0.5	\$ 235.00	\$ 117.50		
May	6				\$ 235.00	\$ -	Various email review and response	0.3
May	7	Attend Comstat meeting		1.5	\$ 235.00	\$ 352.50		
May	8	Weekly call during COVID-19		1	\$ 235.00	\$ 235.00		

## 21CP Solutions Monthly Invoice

May	9				\$ 235.00	\$ -	Various email review and response	0.3
May	10				\$ 235.00	\$ -	Various email review and response	0.3
May	11				\$ 235.00	\$ -	Various email review and response	0.3
May	12				\$ 235.00	\$ -	Various email review and response	0.3
May	13	Use of Force Assessment conversation		0.8	\$ 235.00	\$ 188.00		
May	14	Comstat Meeting		1.5	\$ 235.00	\$ 352.50		
May	15				\$ 235.00	\$ -	Various email review and response	0.3
May	16				\$ 235.00	\$ -	Various email review and response	0.3
May	17				\$ 235.00	\$ -	Various email review and response	0.3
May	18	Standing Policy call, and Recruitment/Retention and OSW call. Provide written notes on Use of Force for May 21 meeting with Court		2	\$ 235.00	\$ 470.00		
May	19	Training call and provide feedback to MT group on Level 1 UoF video.		0.5	\$ 235.00	\$ 117.50		
May	20				\$ 235.00	\$ -	Various email review and response	0.3
May	21	Participate in the May Monthly meeting with the Court.		3.5	\$ 235.00	\$ 822.50		
May	22	Participate in Weekly call ref. Covid-19		0.5	\$ 235.00	\$ 117.50		
May	23				\$ 235.00	\$ -	Various email review and response	0.3
May	24				\$ 235.00	\$ -	Various email review and response	0.3
May	25				\$ 235.00	\$ -	Various email review and response	0.3
May	26	Prepare for and participate in Weekly Training call.		0.8	\$ 235.00	\$ 188.00		
May	27				\$ 235.00	\$ -	Various email review and response	0.3
May	28				\$ 235.00	\$ -	Various email review and response	0.3
May	29				\$ 235.00	\$ -	Various email review and response	0.3

## 21CP Solutions Monthly Invoice

May	30				\$ 235.00	\$ -	Various email review and response	0.3
May	31				\$ 235.00	\$ -	Various email review and response	0.3
<b>TOTAL HOURS:</b>				<b>14.9</b>	<b>TOTAL:</b>	<b>\$ 3,501.50</b>	<b>TOTAL UNBILLED HOURS:</b>	<b>5.7</b>

## 21CP Solutions Monthly Invoice

**EXPENSES**

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

<b>Subtotal Time:</b>	<b>\$</b>	<b>3,501.50</b>
<b>Subtotal Expenses:</b>	\$	-
<b>TOTAL:</b>	\$	<b>3,501.50</b>
<b>Unbilled Hours</b>		5.70

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

**INITIALS**  
RAV

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

**INSTRUCTIONS**

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

<b>INVOICE FOR MONTH OF:</b>	<u>May</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
<b>INVOICE SUBMITTED BY:</b>	Bowman	
<b>DATE SUBMITTED:</b>	6/10/2020	
<b>YEAR:</b>	2020	

**Sample Description:**

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1	Reviewed and responded to 18 messages (Standing Policy Call Agenda, May's Monthly Meeting.	1.6	\$ 235.00	\$ 376.00	Pro bono work performed, namely Reviewed/responded to 3 messages and admin tasks (COVID-19 Update,	0.5
May	2			\$ 235.00	\$ -		
May	3			\$ 235.00	\$ -		
May	4			\$ 235.00	\$ -		
May	5			\$ 235.00	\$ -		
May	6			\$ 235.00	\$ -		
May	7	Reviewed and responded to 24 messages (SSA Policy Call, Questioning of youth at the scene, Circling back on SSA policies -- new thread, Request & Question)	2.2	\$ 235.00	\$ 517.00	Pro bono work performed, namely (Reviewed and responded to 38 messages (COVID-19 Update, PIB/CRB Investigations Protocol, Training Call 5/5, Review of Discipline Policies, Initial Submission: PRB Policy, news reports, PIB weekly intake report, 1st Thursday Case Update, Approved Training Memo for Expert	4
May	8			\$ 235.00	\$ -		
May	9			\$ 235.00	\$ -		
May	10			\$ 235.00	\$ -		
May	11			\$ 235.00	\$ -		

May	12	Reviewed and responded to 26 messages (Questioning of youth at the scene, CD Policy Determination: OLS & Communication Dev, Policy Call, Circling back on SSA policies -- new thread, SSA policy Preview	2.5	\$	235.00	\$	587.50	Pro bono work performed, namely (Reviewed/responded to 17 messages ( COVID Report, Review of Discipline Policies, DOJ Comments to PRB Policy, Draft Sexual Assault Annual Report 2019, Training Call, PIB weekly intake report DOJ ending 5-8-2020), and admin tasks	1.5
May	13	Telephone or Video Conference call preparation and participation (MT, DOJ ref SSA Policies)	0.8	\$	235.00	\$	188.00		
May	14			\$	235.00	\$	-		
May	15			\$	235.00	\$	-		
May	16			\$	235.00	\$	-		
May	17			\$	235.00	\$	-		
May	18	Telephone or Video Conference call preparation and participation (bi-weekly policy call). Reviewed and responded to 29 messages (Circling back on SSA policies, Policy Call Agenda, CD Policy Determination: OLS & Communication Devices)	2.8	\$	235.00	\$	658.00	Pro bono work performed, namely (Reviewed/responded to 9 messages (Draft Sexual Assault Annual Report 2019, COVID Report, news reports) and admin tasks	4.3
May	19			\$	235.00	\$	-		
May	20			\$	235.00	\$	-		
May	21			\$	235.00	\$	-		
May	22	Reviewed and responded to 13 messages (Policy Call Agenda, CD Policy Determination: OLS & Communication Devices, Access to BPDs IAPro and other systems	1.6	\$	235.00	\$	376.00	Pro bono work performed, namely (Reviewed/responded to 30 messages (BWC Policy Concerns, Consent Decree Disclosure, Training Call, Initial Submission: PRB Policy, COVID Report, DOJ Comments to PRB Policy, Initial Submission: OAS Assessment Plan, Initial Submission: CIT Training Outline & Course Description) and admin tasks	2.9
May	23			\$	235.00	\$	-		
May	24			\$	235.00	\$	-		
May	25			\$	235.00	\$	-		
May	26			\$	235.00	\$	-	Pro bono work performed, namely (Reviewed/responded to 5 messages)	0.5
May	27			\$	235.00	\$	-		
May	28			\$	235.00	\$	-		
May	29			\$	235.00	\$	-		
May	30			\$	235.00	\$	-		
May	31	Reviewed and responded to 10 messages (24hr Report POIS, Potential Protest Activity, Policy Call Agend, and a, Online video, Com,missioner's Message, and First Amendment/Police Interactions	1.1	\$	235.00	\$	258.50	Pro bono work performed, namely (Reviewed/responded to 14 messages (Review of Discipline Policies , Pocket Guide Feedback, PRB Question, COVID-19 Crisis, Initial Submission: Patrol Supervision Policy).	1.5
			12.6	<b>TOTAL:</b>	<b>\$</b>	<b>2,961.00</b>			15.2







Baltimore Consent Decree Monitor  
INVOICE

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
<b>TOTAL:</b>				\$	-

<b>Subtotal Time:</b>	\$	<b>2,961.00</b>
<b>Subtotal Expenses:</b>	\$	-
<b>TOTAL:</b>	\$	<b>2,961.00</b>

**Unbilled Hours** 15.20

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

<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202				<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.			
	<b>INVOICE FOR MONTH OF:</b>	<u>May</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
	<b>INVOICE SUBMITTED BY:</b>	Dupont					
	<b>DATE SUBMITTED:</b>	5/9/2020					
	<b>YEAR:</b>	2020					

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1	Discussion and development of de-escalation scenarios with CPIC Training, BPD.	1	\$ 235.00	\$ 235.00		
May	2			\$ 235.00	\$ -		
May	3			\$ 235.00	\$ -		
May	4			\$ 235.00	\$ -		
May	5	Review of CPIC Wrokplan with DOJ, discussion of Crisis Intervention data, meeting on crisis intervention. scenarios with CPCIC and BPD training committee.	2.3	\$ 235.00	\$ 540.50		
May	6	Discussion of CPIC Wrokplan with BPD Compliance Division, correspondence regarding CIT 40 Hours faculty, discussion of progress towards goals of needs assessment recommendations with local advocate.	0.8	\$ 235.00	\$ 188.00	Writing of draft of Montoring Team court memo on CPIC Work plan, discussion of progress on Work Plan with parties to CD.	3
May	7			\$ 235.00	\$ -		
May	8			\$ 235.00	\$ -		
May	9			\$ 235.00	\$ -		
May	10			\$ 235.00	\$ -		
May	11			\$ 235.00	\$ -		
May	12	Discussion of data issues with local advocate.	0.5	\$ 235.00	\$ 117.50	Writing draft of Montoring Team court memo - BPD 911 and Dispatch training curriculum, review of training with parties.	2.5
May	13			\$ 235.00	\$ -		
May	14	CPIC/BPD Policy Meeting, CPIC Training Meeting, Discussion of policy issues with local advocacy group.	3.2	\$ 235.00	\$ 752.00		
May	15	Review of CIT Curriculum with BPD Training, BPD Compliance.	1.3	\$ 235.00	\$ 305.50		
May	16			\$ 235.00	\$ -		
May	17			\$ 235.00	\$ -		
May	18			\$ 235.00	\$ -		
May	19	CPIC Training Committee discussion, follow up discussion with Monitor K. Thompson on CPIC issues, Review of curriculum presentation for upcoming CPIC meeting with BPD Training Committee.	1.1	\$ 235.00	\$ 258.50		
May	20			\$ 235.00	\$ -		

Name:

Weekly Log

September 17th - 28th ' 18

May	21	Discussion of court memo with DOJ and BPD Compliance Division.	0.8	\$	235.00	\$	188.00	
May	22	Discussion of CPIC general meeting with CPIC/BPD Training Committee.	0.4	\$	235.00	\$	94.00	
May	23			\$	235.00	\$	-	
May	24			\$	235.00	\$	-	
May	25			\$	235.00	\$	-	
May	26			\$	235.00	\$	-	
May	27			\$	235.00	\$	-	
May	28	CPIC Monthly Meeting, Discusison of CIT Training and CPIC Meeting agenda with local advocacy group, meeting with BPD Training Division, DOJ and CPIC leadership, draft of revisions to BPD in-service to accommodate need for remote learning.	3.8	\$	235.00	\$	893.00	
May	29	Follow up on CPIC Monthly meeting with local advocacy group, follow up with CPIC/BPD Training Division on revisions to BPD In-service.	1.2	\$	235.00	\$	282.00	
May	30			\$	235.00	\$	-	
May	31			\$	235.00	\$	-	
			16.4	\$	235.00	\$	3,854.00	5.5





<b>Baltimore Consent Decree Monitor</b> 750 E. Pratt, Ste 900 Baltimore, MD 21202		<b>INSTRUCTIONS</b> 1. Complete the blue box to the left first. This will cause month and rate information to populate the 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may <b>NOT</b> bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-re 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
INVOICE FOR MONTH OF:	<u>May</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Maxey	
DATE SUBMITTED:	6/7/2020	
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	
May	4	Review PIB versions from BPD/CRB	0.4	\$ 235.00	\$ 94.00			
May	5	Review PRB policy; call with S.Ryals re: PRB	1.9	\$ 235.00	\$ 446.50			
May	7	Compstat; PIB/CRB Investigations call	2.2	\$ 235.00	\$ 517.00			
May	8	Team leads call; review and response to DOJ comments re: PRB policy	1.7	\$ 235.00	\$ 399.50			
May	12	Review of PIB revisions: PRB policy	1.4	\$ 235.00	\$ 329.00			
May	14			\$ 235.00	\$ -	Compstat	1.5	
May	18		1.8	\$ 235.00	\$ 423.00			
May	20	BAL policy call; DOJ/MT call re: OPR report; MT call re: OPR report						
May	20	PIB/CRB discussion re: policy	1	\$ 235.00	\$ 235.00			
May	27	PRB policy discussion DOJ/BPD; PIB/CRB policy discussion	2	\$ 235.00	\$ 470.00			
May	28	PRB communications; BPD IT/EIS Data Meeting	1.7	\$ 235.00	\$ 399.50	Compstat	1.5	
May	31	Review DOJ comments to OPR report	1.3	\$ 235.00	\$ 305.50			
<b>TOTAL:</b>			<b>15.4</b>	<b>\$ 3,619.00</b>	<b>\$ 3,619.00</b>		<b>3</b>	



# 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:	\$	3,619.00
Subtotal Expenses:	\$	-
TOTAL:	\$	3,619.00
Unbilled Hours		3.00

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

**INITIALS**  
BGM

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

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1			\$ 75.00	\$ -		
May	2			\$ 75.00	\$ -		
May	3			\$ 75.00	\$ -		
May	4			\$ 75.00	\$ -		
May	5	Attended Weekly CE Team Conference call	1	\$ 75.00	\$ 75.00		
May	6	Collected NL invoices and submitted them to BCMC	1	\$ 75.00	\$ 75.00		
May	7	Had weekly meeting with Community Liaison	1	\$ 75.00	\$ 75.00		
May	8			\$ 75.00	\$ -		
May	9			\$ 75.00	\$ -		
May	10			\$ 75.00	\$ -		
May	11			\$ 75.00	\$ -		
May	12	Attended Weekly CE Team Conference call. Posted to social media accounts.	1	\$ 75.00	\$ 75.00		

Name:

Weekly Log

September 17th - 28th ' 18

May	13	Posted to social media accounts.	0.5	\$	75.00	\$	37.50
May	14	Had weekly meeting with Community Liaison.	1	\$	75.00	\$	75.00
May	15			\$	75.00	\$	-
May	16	Attended food giveaway event with Community Liaison and handed out brochures to residents.	4	\$	75.00	\$	300.00
May	17			\$	75.00	\$	-
May	18			\$	75.00	\$	-
May	19	Attended Weekly CE Team Conference call. Attended Faith Leaders BHB Community Zoom Call. Talked about upcoming Monitoring Team FB Live Session and NL Zoom district engagement calls.	3.5	\$	75.00	\$	262.50
May	20	Facilitated Monthly NL Meeting via Zoom	1	\$	75.00	\$	75.00
May	21	Had weekly meeting with Community Liaison.	1	\$	75.00	\$	75.00
May	22	Posted to social media pages.	0.5	\$	75.00	\$	37.50
May	23			\$	75.00	\$	-
May	24			\$	75.00	\$	-
May	25	Checked and answered emails. Worked with NLs on setting up their weekly Zoom community engagement sessions	2	\$	75.00	\$	150.00
May	26	Attended weekly CE Team conference call.	1	\$	75.00	\$	75.00
May	27	Attended Zoom meeting with Board of Directors for local community center on creating a partnership with the Monitoring Team engagement arm.	2	\$	75.00	\$	150.00
May	28	Posted to social media accounts. Had meeting with Community Liaison.	2.5	\$	75.00	\$	187.50
May	29	Posted to social media accounts. Checked and answered emails.	2	\$	75.00	\$	150.00
May	30	Monitored police response to protests in Baltimore downtown area	5.5	\$	75.00	\$	412.50
May	31			\$	75.00	\$	-
			30.5	\$	75.00	\$	2,287.50
							0





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

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1			\$ 20.00	\$ -		
May	2			\$ 20.00	\$ -		
May	3			\$ 20.00	\$ -		
May	4			\$ 20.00	\$ -		
May	5			\$ 20.00	\$ -		
May	6			\$ 20.00	\$ -		
May	7			\$ 20.00	\$ -		
May	8			\$ 20.00	\$ -		
May	9			\$ 20.00	\$ -		
May	10			\$ 20.00	\$ -		
May	11			\$ 20.00	\$ -		
May	12			\$ 20.00	\$ -		
May	13	Webinar meeting with Miller, Kassie and Magdalena	1	\$ 20.00	\$ 20.00		
May	14	Training with Miller on setting up my CD FB page	1	\$ 20.00	\$ 20.00		
May	15	Allendale Assoc Meeting zoom	1	\$ 20.00	\$ 20.00		
May	16			\$ 20.00	\$ -		
May	17			\$ 20.00	\$ -		
May	18			\$ 20.00	\$ -		
May	19			\$ 20.00	\$ -		
May	20	Monthly NL Consent Decree Meeting.	1	\$ 20.00	\$ 20.00		
May	21			\$ 20.00	\$ -		
May	22	Lyndhurst Assoc Meeting/with Kristerfer Burnett and St. Bernardine	2.5	\$ 20.00	\$ 50.00		
May	23			\$ 20.00	\$ -		
May	24			\$ 20.00	\$ -		
May	25			\$ 20.00	\$ -		
May	26			\$ 20.00	\$ -		
May	27			\$ 20.00	\$ -		
May	28			\$ 20.00	\$ -		
May	29	setting up Consent Decree Page	1	\$ 20.00	\$ 20.00		
May	30	Sending emails and invites to Q&A/setting up Zoom Page.	2	\$ 20.00	\$ 40.00		

Name:

Weekly Log

September 17th - 28th '18

May	31		\$	20.00	\$	-	
			9.5	\$	20.00	\$	190.00
							0







<b>Baltimore Community Mediation Center</b> 3333 Greenmount Avenue Baltimore, MD 21218		INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.  3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day or travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting to 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
INVOICE FOR MONTH OF:	<u>May</u>	
INVOICE SUBMITTED BY:	Howard Roberts	
DATE SUBMITTED:	6/5/2020	
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
May	1						
May	2	Eastern District Community Association contact and information sharing weekly	1	\$ 20.00	\$ 20.00		
May	3			\$ 20.00	\$ -		
May	4			\$ 20.00	\$ -		
May	5			\$ 20.00	\$ -		
May	6			\$ 20.00	\$ -		
May	7			\$ 20.00	\$ -		
May	8			\$ 20.00	\$ -		
May	9	Eastern District Community Association contact and information sharing weekly	1	\$ 20.00	\$ 20.00		
May	10			\$ 20.00	\$ -		
May	11			\$ 20.00	\$ -		
May	12			\$ 20.00	\$ -		

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





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

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

*Sample Description:*  
Attend Howard Park Civic Association meeting

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
May	1			\$ 20.00	\$ -			
May	2			\$ 20.00	\$ -			
May	3			\$ 20.00	\$ -			
May	4	SGG Food Pantry - Provided 17 Brochures and emailed invoice for April, 2020	1	\$ 20.00	\$ 20.00			
May	5	SGG Monthly TEFAP Food Giveaway - Handed out 53 Brochures-mixed group of residents from varoius sectors of the city with different views on policing. Most just say they stay out of their way	1	\$ 20.00	\$ 20.00			
May	6			\$ 20.00	\$ -			
May	7	SGG Wkly Soup Kitchen - Distributed 9 brochures-9 new meal recipients today; unaware of Consent Decree.	1	\$ 20.00	\$ 20.00			
May	8			\$ 20.00	\$ -			
May	9			\$ 20.00	\$ -			
May	10			\$ 20.00	\$ -			
May	11	SGG Food Pantry - Provided 25 brochures - I put brochures in bags upon request.	1	\$ 20.00	\$ 20.00			
May	12	FB Live No Boundaries Montly Meeting	1	\$ 20.00	\$ 20.00			
May	13			\$ 20.00	\$ -			
May	14	SGG Soup Kitchen - Handed Out 23 brochures-Residents are focused on paying bills and procuring food. Not too much on relationship with Law Enforcement.	2	\$ 20.00	\$ 40.00			
May	15			\$ 20.00	\$ -			
May	16			\$ 20.00	\$ -			

May	17		\$	20.00	\$	-
May	18		\$	20.00	\$	-
May	19		\$	20.00	\$	-
May	20	Neighborhood Liasion Zoom Meeting- Discussed best practices and impending changes.	0.05	\$	20.00	\$ 1.00
May	21	SGG Soup Kitchen - Provided 33 Brochures- Not too much talk today, I also was providing clothes and groceries, so they were more interesed in those. I put brochures in the bags of groceries.	1	\$	20.00	\$ 20.00
May	22		\$	20.00	\$	-
May	23		\$	20.00	\$	-
May	24		\$	20.00	\$	-
May	25		\$	20.00	\$	-
May	26		\$	20.00		
May	27		1	\$	20.00	\$ 20.00
May	28		\$	20.00	\$	-
May	29	Zoom Weekly Meeting for Community. - Sent invite to another community within my district - 2 logged on. Not bad!	0.5	\$	20.00	\$ 10.00
May	30		\$	20.00	\$	-
May	31		\$	20.00	\$	-
			9.55	<b>TOTAL:</b>	<b>\$</b>	<b>191.00</b>
						0







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

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1			\$ 20.00	\$ -		
May	2			\$ 20.00	\$ -		
May	3			\$ 20.00	\$ -		
May	4			\$ 20.00	\$ -		
May	5			\$ 20.00	\$ -		
May	6			\$ 20.00	\$ -		
May	7			\$ 20.00	\$ -		
May	8			\$ 20.00	\$ -		
May	9			\$ 20.00	\$ -		
May	10			\$ 20.00	\$ -		
May	11			\$ 20.00	\$ -		
May	12			\$ 20.00	\$ -		
May	13			\$ 20.00	\$ -		
May	14			\$ 20.00	\$ -		
May	15			\$ 20.00	\$ -		
May	16			\$ 20.00	\$ -		
May	17			\$ 20.00	\$ -		
May	18			\$ 20.00	\$ -		
May	19			\$ 20.00	\$ -		
May	20			\$ 20.00	\$ -		
May	21	Monthly Team Meeting on zoom	1	\$ 20.00	\$ 20.00		
May	22			\$ 20.00	\$ -		
May	23			\$ 20.00	\$ -		
May	24			\$ 20.00	\$ -		
May	25	Emailed contacts in Northeastern district to inform them of upcoming District Zoom Meeting	1	\$ 20.00	\$ 20.00		
May	26			\$ 20.00	\$ -		
May	27	Consent Decree/Police Brutality discussion during Facebook Morgan State Alumni Zoom Mtg	1.5	\$ 20.00	\$ 30.00		
May	28			\$ 20.00	\$ -		
May	29			\$ 20.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

May	30		\$	20.00	\$	-	
May	31		\$	20.00	\$	-	
			3.5	\$	20.00	\$	<b>70.00</b>
							0





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

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

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1			\$ 20.00	\$ -		
May	2			\$ 20.00	\$ -		
May	3			\$ 20.00	\$ -		
May	4			\$ 20.00	\$ -		
May	5			\$ 20.00	\$ -		
May	6	Weekly Zoom call with violence prevention orgs MDPGV, ROCA etc. Also, weekly Zoom call with justice orgs ACLU, OPD, ACY etc	1.5	\$ 20.00	\$ 30.00		
May	7			\$ 20.00	\$ -		
May	8			\$ 20.00	\$ -		
May	9			\$ 20.00	\$ -		
May	10			\$ 20.00	\$ -		
May	11			\$ 20.00	\$ -		
May	12			\$ 20.00	\$ -		
May	13	Weekly Zoom call with violence prevention orgs MDPGV, ROCA etc. Also, weekly Zoom call with justice orgs ACLU, OPD, ACY etc	1.5	\$ 20.00	\$ 30.00		
May	14	Drafting and sending newsletter update to email list for SE	1	\$ 20.00	\$ 20.00		
May	15			\$ 20.00	\$ -		
May	16			\$ 20.00	\$ -		
May	17			\$ 20.00	\$ -		
May	18			\$ 20.00	\$ -		
May	19			\$ 20.00	\$ -		
May	20	Neighborhood Liaison Monthly Zoom call. Weekly Zoom call with violence prevention orgs MDPGV, ROCA etc. Also, weekly Zoom call with justice orgs ACLU, OPD, ACY etc	1.5	\$ 20.00	\$ 30.00		
May	21			\$ 20.00	\$ -		
May	22	Weekly Zoom Engagement	1	\$ 20.00	\$ 20.00		
May	23			\$ 20.00	\$ -		
May	24			\$ 20.00	\$ -		

Name:

Weekly Log

September 17th - 28th '18

May	25		\$	20.00	\$	-	
May	26		\$	20.00	\$	-	
May	27	Weekly Zoom call with violence prevention orgs MDPGV, ROCA etc. Also, weekly Zoom call with justice orgs ACLU, OPD, ACY etc	1.5 \$	20.00	\$	30.00	
May	28		\$	20.00	\$	-	
May	29	Weekly Zoom Engagement	1 \$	20.00	\$	20.00	
May	30		\$	20.00	\$	-	
May	31		\$	20.00	\$	-	
			9 \$	20.00	\$	180.00	0







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

*Sample Description:*  
Attend Howard Park Civic Association meeting

<b>TIME</b>								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
May	1			\$ 20.00	\$ -			
May	2			\$ 20.00	\$ -			
May	3			\$ 20.00	\$ -			
May	4			\$ 20.00	\$ -			
May	5			\$ 20.00	\$ -			
May	6			\$ 20.00	\$ -			
May	7			\$ 20.00	\$ -			
May	8			\$ 20.00	\$ -			
May	9			\$ 20.00	\$ -			
May	10			\$ 20.00	\$ -			
May	11			\$ 20.00	\$ -			
May	12			\$ 20.00	\$ -			
May	13			\$ 20.00	\$ -			
May	14	Attended NL Zoom meeting about setting up Facebook page and weekly Zoom calls.	1	\$ 20.00	\$ 20.00			
May	15			\$ 20.00	\$ -			
May	16			\$ 20.00	\$ -			

May	17			\$	20.00	\$	-
May	18	Emailed community leaders to talk about Southeastern Zoom call	1	\$	20.00	\$	20.00
May	19			\$	20.00	\$	-
May	20			\$	20.00	\$	-
May	21	Attended Monthly NL Meeting	1	\$	20.00	\$	20.00
May	22			\$	20.00	\$	-
May	23			\$	20.00	\$	-
May	24			\$	20.00	\$	-
May	25			\$	20.00	\$	-
May	26			\$	20.00	\$	-
May	27			\$	20.00	\$	-
May	28			\$	20.00	\$	-
May	29			\$	20.00	\$	-
May	30			\$	20.00	\$	-
May	31			\$	20.00	\$	-
			3	<b>TOTAL:</b>	<b>\$</b>	<b>60.00</b>	0





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

*Sample Description:*  
Attend Howard Park Civic Association meeting

**TIME**

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
May	1	Liaison administrative work: creation of Facebook page	1	\$ 20.00	\$ 20.00		
May	2		0	\$ 20.00	\$ -		
May	3		0	\$ 20.00	\$ -		
May	4	Outreach: Harwood Community Association Virtual Meeting	1	\$ 20.00	\$ 20.00		
May	5	Liaison administrative work: programming posts for Facebook	0.5	\$ 20.00	\$ 10.00		
May	6	Liaison administrative work: emails, graphics, general correspondence	1	\$ 20.00	\$ 20.00		
May	7		0	\$ 20.00	\$ -		
May	8		\$	20.00	\$ -		
May	9		\$	20.00	\$ -		

May	10		\$	20.00	\$	-
May	11		0	\$ 20.00	\$	-
May	12		0	\$ 20.00	\$	-
May	13	Liaison administrative work: emails, graphics, general correspondence, Peer training	2	\$ 20.00	\$	40.00
May	14		0	\$ 20.00	\$	-
May	15			\$ 20.00	\$	-
May	16		0	\$ 20.00	\$	-
May	17		0	\$ 20.00	\$	-
May	18	Liaison Outreach and administrative work: sending emails about online presence, sending questions about spy plane and responses.	1	\$ 20.00	\$	20.00
May	19		0	\$ 20.00	\$	-
May	20	Liaison administrative work: online session with other liaisons to help with online technologies	1	\$ 20.00	\$	20.00
May	21		0	\$ 20.00	\$	-
May	22		0	\$ 20.00	\$	-
May	23		0	\$ 20.00	\$	-
May	24		0	\$ 20.00	\$	-
May	25		0	\$ 20.00	\$	-
May	26		0	\$ 20.00	\$	-
May	27	Liaison administrative work: producing a PowerPoint presentaion for upcoming office hours	1	\$ 20.00	\$	20.00



May	28	Liaison Outreach: Office Hours through WebEx for one hour.	1	\$	20.00	\$	20.00
May	29	Liaison administrative work: updating graphics to be used to advertize WebEx hours, updating Powerpoint to be used during upcoming weeks.	1	\$	20.00	\$	20.00
May	30		0	\$	20.00	\$	-
May	31		0	\$	20.00	\$	-
			10.5	<b>TOTAL:</b>	\$	<b>210.00</b>	0





**Baltimore Community Mediation Center**  
 3333 Greenmount Avenue  
 Baltimore, MD 21218

**INSTRUCTIONS**

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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>May</u>
INVOICE SUBMITTED BY:	Curtis
DATE SUBMITTED:	6/4/2020
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
May	1			\$ 20.00	\$ -		
May	2			\$ 20.00	\$ -		
May	3			\$ 20.00	\$ -		
May	4			\$ 20.00	\$ -		
May	5			\$ 20.00	\$ -		
May	6	Emailed district community leaders about ditsrict NL zoom Session	1	\$ 20.00	\$ 20.00		
May	7			\$ 20.00	\$ -		
May	8			\$ 20.00	\$ -		
May	9			\$ 20.00	\$ -		
May	10			\$ 20.00	\$ -		
May	11			\$ 20.00	\$ -		
May	12			\$ 20.00	\$ -		
May	13	Attended community Zoom call and talked about Consent Decree activities during COVID-19	2	\$ 20.00	\$ 40.00		
May	14			\$ 20.00	\$ -		
May	15			\$ 20.00	\$ -		
May	16			\$ 20.00	\$ -		

May	17		\$	20.00	\$	-
May	18	Attended NL meeting about setting up FB page	1.5	\$ 20.00	\$	30.00
May	19		\$	20.00	\$	-
May	20		\$	20.00	\$	-
May	21	Attended Monthly NL Meeting	1	\$ 20.00	\$	20.00
May	22		\$	20.00	\$	-
May	23		\$	20.00	\$	-
May	24		\$	20.00	\$	-
May	25		\$	20.00	\$	-
May	26		\$	20.00	\$	-
May	27		\$	20.00	\$	-
May	28		\$	20.00	\$	-
May	29		\$	20.00	\$	-
May	30		\$	20.00	\$	-
May	31		\$	20.00	\$	-
			5.5	<b>TOTAL:</b>	\$	<b>110.00</b>
						0





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

*Sample Description:*  
Attend Howard Park Civic Association meeting

<b>TIME</b>								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
May	1			\$ 20.00	\$ -			
May	2			\$ 20.00	\$ -			
May	3			\$ 20.00	\$ -			
May	4	UPDATING ASSOCIATION EMAIL LIST	1	\$ 20.00	\$ 20.00			
May	5			\$ 20.00	\$ -			
May	6			\$ 20.00	\$ -			
May	7	REVIEWED SOME CONSENT DECREE POLICIES	1	\$ 20.00	\$ 20.00			
May	8			\$ 20.00	\$ -			
May	9			\$ 20.00	\$ -			
May	10			\$ 20.00	\$ -			
May	11			\$ 20.00	\$ -			
May	12			\$ 20.00	\$ -			
May	13			\$ 20.00	\$ -			
May	14	ASSOCIATION EMAIL LIST UPDATE	1	\$ 20.00	\$ 20.00			
May	15			\$ 20.00	\$ -			
May	16			\$ 20.00	\$ -			



May	17		\$	20.00	\$	-
May	18		\$	20.00	\$	-
May	19		\$	20.00	\$	-
May	20	Zoom meeting with team	1 \$	20.00	\$	20.00
May	21	UPDATING ASSOCIATION EMAIL LIST AND POSTED JUNE 9 FB LIVE TO FB AND INSTAGRAM	1 \$	20.00	\$	20.00
May	22		\$	20.00	\$	-
May	23		\$	20.00	\$	-
May	24		\$	20.00	\$	-
May	25		\$	20.00	\$	-
May	26		\$	20.00	\$	-
May	27		\$	20.00	\$	-
May	28	UPDATING ASSOCIATION EMAIL LIST	1 \$	20.00	\$	20.00
May	29		\$	20.00	\$	-
May	30		\$	20.00	\$	-
May	31		\$	20.00	\$	-
			6	<b>TOTAL:</b>	\$	<b>120.00</b>
						0



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TOTAL:

<b>Subtotal Time:</b>	<b>\$ 120.00</b>
<b>Subtotal Expenses:</b>	
<b>TOTAL:</b>	<b>\$ 120.00</b>
<b>Unbilled Hours</b>	<b>0.00</b>

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