

Seth A. Rosenthal

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December 9, 2019

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

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

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

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

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

Narrative Summary

This invoice accounts for time worked from October 1 – October 31, 2019 by Team members Ken Thompson, Seth Rosenthal, Charles Ramsey, Theron Bowman, Randy Dupont, Brian Maxey, Hassan Aden, Matthew Barge, Kevin Bethel, Jessica Drake (as both community engagement team member and executive assistant), Maggie Goodrich, Nola Joyce, Tracey Meares, Kathleen O’Toole, Sean Smoot, Roberto Villasenor, Ray Kelly, Darnyle Wharton and nine neighborhood liaisons with

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Community Mediation Program, Inc. (Baltimore Community Mediation Center (BCMC)), as well as time worked in September 2019 by Maggie Goodrich.

The sum of previously unbilled services and expenses reflected in this invoice is \$127,293.89. Of the time submitted in this invoice, 168.5 hours, or 23.2%, were *pro bono*, or unbilled and donated to the City of Baltimore. By recording 23.2% of its total time *pro bono*, and writing off certain expenses, the Team saved the City a total of \$60,525.50.

Work performed in October 2019 included:

- Community outreach and meetings between Monitoring Team members, including neighborhood liaisons, and community stakeholders, including community associations and advocacy organizations
- Engaging with rank and file BPD officers and union officials
- Addressing Consent Decree requirements for a community survey, including working with Morgan State University's Institute for Urban Research
- In-person and telephonic meetings, in-person site visits with BPD officials, City officials and Department of Justice personnel regarding stops/searches/arrests, interactions with individuals with behavioral health disabilities, technology and data collection and maintenance, interactions with youth, impartial policing, misconduct investigations and discipline, training, sexual assault investigations, First Amendment protected activities, supervision, staffing, recruitment, hiring, officer assistance and support, compliance reviews and outcome assessments
- Reviewing and conferring with BPD on Training Academy needs and expectations, the training plan for 2019-20, and e-learning and in-class training curricula on stops, searches and arrests, sexual assault investigations, impartial policing, and interactions with individuals with behavioral health disabilities and in crisis
- Work on revisions to BPD policies in the area of misconduct investigations and discipline (including development of investigations and intake/classification manuals for the Public Integrity Bureau), youth interrogations, officer-involved sexual misconduct, First Amendment protected activities (specifically, standard operating procedures for BPD's Mobile Field Force), and peer support
- Continuing comprehensive review of PIB internal affairs investigations in 2018
- Developing the instrument for conducting comprehensive review of use of force incidents
- Beginning development of outcome assessment measures
- Reviewing and commenting on BPD reports and methodologies for assessing data on First Amendment protected activities

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- Providing feedback on draft report/analysis regarding the memorandum of understanding between BPD and Baltimore School Police
- Reviewing, analyzing and obtaining updates from BPD about incidents that are under investigation by PIB or otherwise have drawn scrutiny
- Addressing issues relating to interactions with individuals with behavioral health disabilities, including meeting with CPIC, discussing analysis of needs of the City's behavioral health system, and reviewing behavioral health awareness and crisis intervention training curricula
- Consulting BPD on developing community policing and staffing plans, and reviewing and providing feedback on drafts
- Consulting BPD on developing and implementing recruitment, hiring and retention plans
- Meetings and communications with Judge Beddar to inform him and receive his feedback about the progress of the project
- Preparing memorandum for Court and conferring with BPD and DOJ regarding independent investigation of Gun Trace Task Force scandal
- Preparing updated second-year monitoring plan
- Preparing and updating content for the team's website
- Engaging with residents on social media

Invoice Summary

Invoice Totals

	Previously Billed (FY 2020)	October 2019 Billed	Fiscal YTD 2020 Billed
Services	\$386,801.25	\$124,436.75	\$511,238.00
Expenses	\$14,425.58	\$2,857.14	\$17,282.72
TOTAL Services and Expenses	\$401,226.83	\$127,293.89	\$528,520.72

FY2020 Budget¹	\$1,591,162.20
Funds Remaining in FY2020 Budget	\$1,062,641.48
Percentage of Funds Used in FY2020 Budget	33.22%
Fiscal 2020 YTD Value of pro bono Services	\$196,296.75

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

Breakdown of Billable Hours & Expenses

October	Total Hours	Billed Hours	Pro Bono Hours	Total Services Billed	Total Expenses Billed
Thompson	88	58.9	29.1	\$27,977.50	\$0.00
Rosenthal	80	37.4	42.6	\$17,765.00	\$0.00
Aden	56	47	9	\$11,045.00	\$60.00
Barge	20.6	20	0.6	\$4,700.00	\$295.47
Bethel	35	30	5	\$7,050.00	\$191.00
Drake	20.9	7.3	13.6	\$1,715.50	\$0.00
Drake (Exec. Ass't)	37.3	37.3	0	\$1,398.75	\$0.00
Joyce	5	5	0	\$1,175.00	\$0.00
Goodrich (+Sept)	26	26	0	\$6,110.00	\$687.73
Meares	4.7	4.7	0	\$1,104.50	\$0.00
O'Toole	20.4	20.4	0	\$4,794.00	\$0.00
Ramsey	46.9	34.4	12.5	\$8,084.00	\$529.50
Smoot	37	25.5	11.5	\$5,992.50	\$0.00
Villasenor	11.5	9.5	2	\$2,232.50	\$0.00
Ray Kelly	25.4	18.1	7.3	\$4,253.50	\$0.00
Darnyle Wharton	50.7	50.7	0	\$3,802.50	\$0.00
Neighborhood Liaisons	109.7	109.7	0	\$2,194.00	\$225.00
Dupont	36.2	16.4	19.8	\$3,854.00	\$868.44
Bowman	14.9	14.9	0	\$3,501.50	\$0.00
Maxey	39.7	24.2	15.5	\$5,687.00	\$0.00
Total	726.2	597.4	168.5	\$124,436.75	\$2,857.14

Individual Invoices and Supporting Documentation

The remainder of this invoice includes the individual invoices of all Team members who submitted invoices for October 2019, as well as receipts for travel, transportation, accommodations, and expenses incurred for website development, establishment of Team e-mail addresses, and food for a community stakeholders meeting.

The City and the Team have agreed that Team members who elect to be compensated for meals and personal expenses incurred while traveling to Baltimore for work on the project will do so at the standard federal per diem rate of \$71, with fractions of days billed at 75% of the standard federal per diem rate, or \$53.25. Some team members have waived or reduced their per diem charges, or elected

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to receive them only for some but not all days while traveling to and working in Baltimore. This constitutes additional, ongoing savings to the City.

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

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

Sincerely,



Seth Rosenthal
Deputy Monitor

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

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

TIME								
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
October	1	Review updated draft of Internal Investigation memo and provide comments re: same; re-review select portions of GAP analysis; review Policy 1731 Critical Incident Stress Management eLearning; review draft retention plan	1.1	\$ 475.00	\$ 522.50			
October	2	Review memo re: BPD Internal Investigation issue including review of relevant case law and discussion with S. Rosenthal; review DOJ comments to draft School Police MOU	1.9	\$ 475.00	\$ 902.50	Work on Administrative issues including coordinating submission for next week's monthly meeting	1	
October	3	Review BPBHS GAP Analysis; review and provide additional comments regarding memo pertaining to Internal Investigation issue	4.2	\$ 475.00	\$ 1,995.00	Meet with Panel member to discuss upcoming Consent Decree Panel Discussion in Ft. Worth	1	
October	4	Final review of memo relating to Internal Affairs issues; review BPD Hiring Standards document	1.1	\$ 475.00	\$ 522.50	Continue to review materials in preparation for Ft. Worth Panel Presentation; work on administrative issues	3.6	
October	5			\$ 475.00	\$ -			
October	6			\$ 475.00	\$ -			
October	7			\$ 475.00	\$ -			
October	8	Evaluate and respond to press inquiries concerning aspects of the Consent Decree; review FOP Report and consult with members of the monitoring team re: same; telephone conference with the Court re: Consent Decree issues; review BPD & DOJ's Submission for Friday's Monthly meeting; participate in weekly Community Engagement Meeting; review and analyze Use of Force Training Plan; review Quarterly Hearing Draft Agenda	3.5	\$ 475.00	\$ 1,662.50	Work on logistics for this week's monthly meeting and the October 24th Quarterly Hearing; review office E-Learning and Test Questions re: Rape & Sexual Assault Policy	1	
October	9	Participate in communication with the Court re: GTTF issues and reach out to parties re: same; review Monitoring Team Submission; suggest edits and forward to Court; review request re: modifying date to train the Trainer in connection with Behavioral Health Awareness	0.5	\$ 475.00	\$ 237.50	Work on logistics for Fridays monthly meeting and the Oct. 24th Quarterly Hearing; telephone conference with J. Aronie re: Conference	1.3	

October	10	Several telephone conferences with S. Sullivan and review video script related to medical and light duty status protocol (.3); prepare a response to community member re: Academy location; review Crisis Intervention Program Policy 612 in anticipation of discussion with Judge Lippman and Greene re: Emergency Petition and related issues; re-review FOP report and BPD Crime Reduction Strategy	2.2	\$ 475.00	\$ 1,045.00		
October	11	Prepare for and attend Monthly Meeting with the Court including preliminary meeting with the Court to discuss discrete issues	6	\$ 475.00	\$ 2,850.00		
October	12			\$ 475.00	\$ -		
October	13			\$ 475.00	\$ -		
October	14	Engage in multiple discussions with the Court, parties and Monitoring Team re: GTTF Independent Investigation; review and evaluate issues with R. Dupont re: LEAD C.D.; begin prepare for tomorrow's Public Forum	2.6	\$ 475.00	\$ 1,235.00	Review literature re: other Consent Decrees in preparation for Panel Discussion at Consent Decree Conference in Ft. Worth, TX	2
October	15	Preparation for and attend community forum; handling issues related to Monday's Court Conference re: GTTF issues	4	\$ 475.00	\$ 1,900.00	Prepare for Consent Decree Conference	0.5
October	16			\$ 475.00	\$ -	Work on panel presentation and attend meeting with panelist	4
October	17			\$ 475.00	\$ -	Attend and participate in Consent Decree Conference	7.5
October	18			\$ 475.00	\$ -	Attend Consent Decree Conference	4.2
October	19			\$ 475.00	\$ -		
October	20			\$ 475.00	\$ -		
October	21	Review updated "Mosby" list; review updated ORG Chart; review DOJ comments re: PIB Investigation Manual; review Independent Investigator Project outline and draft engagement letter; prepare and attend meeting with parties and the Court re: Independent Investigator	2.2	\$ 475.00	\$ 1,045.00		
October	22	Review Training Call dates supplied by S. Sullivan; review material from R. Dupont re: GAP Analysis; review Staffing and Community Policing Plan; several telephone calls with the Court and parties and participate in conference call re: Independent Investigator issue	2.4	\$ 475.00	\$ 1,140.00		
October	23	Prepare for tomorrow's Public Hearing; review draft Community Policing Plan along with comment from Monitoring Team members; review CPIC 9126119 meeting notes	4.8	\$ 475.00	\$ 2,280.00		
October	24	Prepare for and attend Public Hearing	7.5	\$ 475.00	\$ 3,562.50		
October	25	Review Sex Trafficking E Learning	0.6	\$ 475.00	\$ 285.00		
October	26			\$ 475.00	\$ -		
October	27			\$ 475.00	\$ -		
October	28	Telephone conference with S. Rosenthal and review correspondence re: Morgan Survey; review Staffing Plan; continue reviewing portions of the GAP Analysis	4.5	\$ 475.00	\$ 2,137.50	Work on logistics for 11/7/19 Monthly Meeting with the Court	1
October	29	Review various discussions regarding time allocation for Sexual Assault and Prisoner Transport training; review additional correspondence re: Morgan State University's Survey methodology including telephone conference with S. Rosenthal re: same; review final submission In Service Training Lesson Plan Materials	3.7	\$ 475.00	\$ 1,757.50	Address personnel issues; review new BPD Org chart; re-review portions of C.D. related to technology	0.8

October	30	Attend police involved shooting and prepare briefing to the Court; review correspondence from S. Rosenthal regarding Community Survey issue and evaluate issue; review N. Joyce's comments regarding Community Policing Plan and related material; review Surveillance Plane issue raised by DOT and consult with T. Bowman regarding same	4.6	\$ 475.00	\$ 2,185.00			
October	31	Review 24 hour report and attend Commission briefing; review Office of the Public Defender comments regarding GAP Analysis; telephone conference with R. Dupont regarding GAP Analysis issue; communicate with H. Aden regarding potential followups to yesterday's police involved shooting	1.5	\$ 475.00	\$ 712.50	Work with D. Wharton regarding attending Violetville Community meeting; correspond with K. Mark regarding next year's meeting and hearing schedule; review Twitter question from member of public and Orlean St. Pois	1.2	
			58.9	TOTAL:	\$ 27,977.50			
							29.1	

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			Complete these four cells before starting spreadsheet.	INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may NOT bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.	
INVOICE FOR MONTH OF:		October			
INVOICE SUBMITTED BY:		Rosenthal			
DATE SUBMITTED:		11/22/2019			
YEAR:		2019			

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Review and revise memo to court re independent investigation	0.6	\$ 475.00	\$ 285.00	Review draft Monthly Monitor and confer with Thompson re same	
October	2			\$ 475.00	\$ -	Review and revise memo to court re independent investigation and confer with Thompson and Salsbury re same; emails with Barge re revised BPD SSA/FIP II training outline; email parties re monthly calls on PIB investigations updates; review, revise and email Kelly re October Monthly Monitor; email Dupont re gap analysis	0.2
October	3	Work memo to court re independent investigation and confer with Thompson re same; emails with Barge, Villasenor, Mearns and O'Toole re SSA training outline	0.5	\$ 475.00	\$ 237.50		3.7
October	4	Finalize memo to court re independent investigation and emails with Thompson re same; telephone conference/emails with Barge and Villasenor re SSA training outline	0.6	\$ 475.00	\$ 285.00	Emails with Kelly re Monthly Monitor and review same	
October	5			\$ 475.00	\$ -		0.2
October	6			\$ 475.00	\$ -	Draft response to press inquiry re CD requirements and emails with court and Thompson re same	
October	7	Confer with Barge re community survey	0.2	\$ 475.00	\$ 95.00	Emails with court, Thompson and Bowman re response to press inquiry re CD requirements	0.2
October	8			\$ 475.00	\$ -	Work community engagement team meeting; attention to FOP report and emails with court and MT re same; draft response to press inquiry re CD requirements	
October	9			\$ 475.00	\$ -		1.1
October	10			\$ 475.00	\$ -		
October	11	Monthly meeting with Court and with judge beforehand	4.1	\$ 475.00	\$ 1,947.50	Attention to recent press; confer with Thompson re various issues	0.5
October	12			\$ 475.00	\$ -		
October	13			\$ 475.00	\$ -		

October	14	Review and begin comments on mobile field force SOP; review latest draft of SSA/FIP II training lesson plans; review BPD proposal for PIB investigation updates and email with DOJ re same; emails with Dupont re crisis intervention training; emails re UOF outcome assessment tool; emails re independent investigation of GTTF and confer with Thompson re same	4.6	\$	475.00	\$	2,185.00	Emails with Maxey re onboarding	
October	15	Continue review of latest draft of SSA/FIP II training lesson plans and emails with Barge, Meares, Villasenor re same; review community policing plan and email Joyce and Ramsey re same	3.6	\$	475.00	\$	1,710.00	Community engagement team call; emails with Thompson re comments for monitoring conference panel; emails re e-learning on sexual assault investigations and Policy 708; review report on liaison corner crawl; emails with Drake re and review, revised monitoring plan chronology; draft Maxey engagement letter	0.1
October	16	Continue review of SSA/FIP II training lesson plans	0.8	\$	475.00	\$	380.00	Travel to Fort Worth for monitoring conference and working dinner with MT members	2.2
October	17			\$	475.00	\$	-	Monitoring conference; confer with Murphy and Sullivan re various issues	8.5
October	18	Call with DOJ re SSA/FIP II training; emails with judge re compliance reviews and outcome assessments; confer with Thompson re community liaison; attention to SAO don't call list and emails with Judge, Thompson and BPD re same	1.4	\$	475.00	\$	665.00	Monitoring conference and return travel from same	9.8
October	19			\$	475.00	\$	-		9.4
October	20			\$	475.00	\$	-		
October	21	Meeting with Court and parties re independent investigation of GTTF and follow up with Thompson re same; emails with DOJ and BPD re SSA/FIP II training	2.5	\$	475.00	\$	1,187.50	Review actual vs budget year-to-date and emails with MT leadership re same	
October	22	Training call and follow up emails re SSA/FIP II training lesson plans; emails and telephone conference with court, Thompson, DOJ and BPD re independent investigation of GTTF; review staffing plan; emails with Ramsey and Joyce re community policing and staffing plans; emails with parties and MT re e-tix proposal	3.5	\$	475.00	\$	1,662.50	Community engagement team call; emails with associates re follow up on research for court; review notes on neighborhood liaison tam meeting and suggestions for improving engagement	0.3
October	23	Call with team to prepare for quarterly public hearing, emails with court re same, emails with Goodrich re technology update for same, and review BPD presentation for same	0.6	\$	475.00	\$	285.00	Confer with Thompson re independent investigation of GTTF; confer with R. Kelly re various; attention to press and Harrison and Davis public statements re GTTF investigation	1.1
October	24	Attend and participate in quarterly public hearing and follow up meeting with court	6.4	\$	475.00	\$	3,040.00	Emails with Wharton re logistics for public hearing	0.6
October	25	Emails with parties re proposed changes to E-tix data fields; emails re process for PIB investigations update	0.3	\$	475.00	\$	142.50	Emails re sex assault investigations and prisoner transport training	0.2
October	26			\$	475.00	\$	-	Emails with parties re e-tix; emails with Barge and Morgan re community survey report	0.1
October	27			\$	475.00	\$	-		0.3
October	28	Attention to DOJ response to motion for approval of independent GTTF investigation and emails with Thompson re same; emails with DOJ and follow up emails/telephone conference with Barge re community survey	0.8	\$	475.00	\$	380.00	Emails with Bowman, et al re policy call; emails with parties and MT re SSA/Suite I policy revisions; emails re UOF training certification	0.6
October	29	Review updated draft of community survey report and emails with Barge re same; review BPD proposal for PIB investigation updates and email with DOJ re same; emails with Foglesong re supplementing custodial arrestee survey; emails with BPD re First Amendment protected activities assessment; telephone conference with DOJ and emails with DOJ and BPD re Mobile Field Force SOP	1.8	\$	475.00	\$	855.00	Emails with Smoot re peer support program; check monitoring plan deliverables; emails with Joyce, Villasenor and Barge re sex assault investigations and prisoner transport training; emails re SSA/FIP II clearing; emails re community engagement	0.7
October	30	Review new draft lesson plans for Day 1 of SSA/FIP II training and emails with Barge, Meares and Villasenor re same; emails with Morgan State, Barge and Thompson and telephone conferences with Barge and Thompson re community survey	2.7	\$	475.00	\$	1,282.50	Emails re sex assault investigations training; emails re aerial surveillance issue; emails with MT re SSA policies; telephone conference with Thompson re officer involved shooting	0.7
October	31	Review and comment on Mobile Field Force SOP and confer with Ramsey re same; review 24-hour report re POIS and participate in briefing re same; emails/telephone conference with Barge and Meares re SSA/FIP II training		\$	475.00	\$	1,140.00	Emails re sexual assault investigation, prisoner transport, and sex trafficking trainings; review OPD comments on behavioral health system gap analysis; emails with Smoot and BPD re peer support program; attention to press on conviction of BPD officer for perjury and email with MT leadership re same	0.9
			2.4						0.9
			37.4					TOTAL: \$ 17,765.00	42.6

EXPENSES

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

Subtotal Time:	\$ 17,765.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 17,765.00

Unbilled Hours #REF!

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

21CP Solutions Monthly Invoice

INSTRUCTIONS

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

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



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Hours	Rate	Total	Description	Hours
October	1	Project management, calls re: outcome assessments, upcoming PIB visit and the PIB Training Plan outline. Review and preparation for upcoming site visit to review PIB files relating to a Court ordered follow up.		2	\$ 235.00	\$ 470.00		
October	3	PIB site visit to conduct file review . Meetings with BPD officials re various CD related topics.		5	\$ 235.00	\$ 1,175.00	Unbilled travel time	3
October	4	Email and correspondence.		0.5	\$ 235.00	\$ 117.50		
October	8	Email and correspondence. Call with M. Barge re: outcome assessment status and timeline for completion (PIB Investigative case review). Review of FOP document.		1.5	\$ 235.00	\$ 352.50		
October	10	Call with L. Fink re: various CD related matters. Email and correspondence with parties re: Unified Complaint Form pilot and associated timing, training, and other logistics. Call with J. Drake and S. Resenthal re: logistics, upcoming meetings, public hearings and public forums to be attended by MT members.		3	\$ 235.00	\$ 705.00		
October	11	Review of the latest draft of the PIB Manual. Email and correspondence re: various CD related matters including the pilot program aimed at testing out the Unifird Complaint Form. Review of the latest SSA lesson plans.		3.5	\$ 235.00	\$ 822.50		

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October	14	Email and correspondence with MT members and monitor who will be attending the public forum on 10/15/19. Review of recent FOP report.		1	\$ 235.00	\$ 235.00		
October	15	Call with the monitor re: PIB/IA training matters and public forum tonight. Call with M. Barge re: outcome assessment matters and timelines. Review of MT Plan to research certain upcoming deadlines.		2.5	\$ 235.00	\$ 587.50		
October	17	Various meetings with the MT, the monitor and city of Baltimore representatives re: Training, PIB, ongoing PIB/IA outcome assessment and upcoming meetings re: GTTF matters. Email and correspondence with DOJ re: latest draft of the PIB manual.		2.5	\$ 235.00	\$ 587.50		
October	21	Meeting with parties and Judge Bredar regarding GTTF comprehensive incident review. Meeting with MT leadership re: upcoming all-team meeting and other upcoming deliverables and priorities. Call with the parties re: changes to PIB Manual prior to it going back out for public comment (on or off duty distinctions, investigative units on special cases and PIB continuity of oversight)		4.5	\$ 235.00	\$ 1,057.50	Unbilled travel time	3
October	22	Preparation for Public Hearing (notes and other document reviews). Budget review and adjustments within the MT. Email and correspondence re: various CD related matters, assignments and upcoming meetings.		2	\$ 235.00	\$ 470.00		
October	23	Call with MT leadership to discuss/prepare for the public hearing. Review of training materials for the Unified Complaint form pilot (training materials etc.). Email and correspondence re: CD related matters.		2.5	\$ 235.00	\$ 587.50		
October	24	Public Hearing in Baltimore. Email and correspondence with MT and parties.		8	\$ 235.00	\$ 1,880.00	Unbilled travel time	3
October	25	Email and correspondence with parties and MT workgroups re: various deliverables and timelines. Coordination with MT members for Court Hearing in November. Project management.		1.5	\$ 235.00	\$ 352.50		
October	28	Email and correspondence re various CD related matters. Internal MT discussions on Supervisory Protocols timeline. Coordination with BPD re: training in LA in January. Meeting with Dr. Pannel (LAPD Academy Director) re: BPD training in January.		2.5	\$ 235.00	\$ 587.50		
October	30	Call with Lisa Fink re: numerous timelines and deliverables (Project Management). Review of Unified Complaining Form training documents, memos to districts and other associated documents.		2	\$ 235.00	\$ 470.00		
October	31	Email, correspondence and logistics re: community meeting in the Southwestern on Nov. 6. Call with Lisa Fink re: various CD related matters and logistics moving forward. Review of several deliverables, correspondence and comments back to the City re the Unified Complaint form.		2.5	\$ 235.00	\$ 587.50		
TOTAL HOURS:				47	TOTAL:	\$ 11,045.00	TOTAL UNBILLED HOURS:	9

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
10/21/19	Parking		Parking near Federal Courthouse for meeting with Judge Bredar					\$ 30.00
10/24/19	Parking		Parking near Federal Courthouse for Public Hearing					\$ 30.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL:	\$ 60.00
Subtotal Time:		\$ 11,045.00						
Subtotal Expenses:		\$ 60.00						
TOTAL:		\$ 11,105.00						
Unbilled Hours		9.00						

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

INITIALS
HMA

Closed

Policy: TAG Expenses

Baltimore MT October 2019 Invoice

\$60.00


 From  >  To 


 Date
Oct 21, 2019 to Oct 24, 2019

Travel - \$60.00

DATE	MERCHANT		TOTAL
 Oct 21	Sheraton Inner Harbor	 1	\$30.00
 Oct 24	Sheraton Inner Harbor	 2	\$30.00
			\$60.00

Report History & Comments

 Nov 2, 2019 7:31 AM PDT
You submitted this report (automatically closed due to submit-only policy) to you

 Aug 30, 2019 4:26 AM PDT
You created this report

Receipt Thumbnails



Date: Oct 21
Merchant: Sheraton Inner Harbor
Total: \$30.00
Category: Travel



Date: Oct 24
Merchant: Sheraton Inner Harbor
Total: \$30.00
Category: Travel

Documents

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: Hours accumulated through site visits for the Yale project are billed at a different rate. Check the "Yale Site Visit" box to initiate the rate for on-site dates ONLY and record eight (8) hours. (Yale's Daily Rate: \$3,000.00)**
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. Under most state and federal guidelines, a consultant may not bill more than eight hours in a day. Any additional tasks and hours should be recorded in the columns labeled as **Unbilled**. Should a consultant be able to provide valid justification for the billing of more than eight hours under a project's established guidelines, leadership must authorize their approval before fulfilling the invoice.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Barge	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Saturday, November 2, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Hours	Rate	Total	Description	Hours
October	1	Conference call w/ BPD, MT re: FIP training. Various email communications re: community survey, outcome assessments.		0.9	\$ 235.00	\$ 211.50		
October	2			0	\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: community survey, OPR assessment.	0.2
October	3	Various email communications w/ DOJ, MT re: OPR assessment, SSA/FIP II training. Conference call w/ G. Wasileski, C. Cole re: outcome measurements.		1	\$ 235.00	\$ 235.00		
October	4			0	\$ 235.00	\$ -	Various email communications w/ DOJ, MT re: SSA/FIP II Training.	0.1
October	5	Various email communications w/ MT re: OPR assessment; various administrative and data analysis tasks re: same.		0.7	\$ 235.00	\$ 164.50		
October	7	Perform various administrative activities re: OPR assessment. Various email communications w/ DOJ, MT re: OPR assessment, SSA/FIP II training. Conference calls w/ DOJ, S. Sullivan re: SSA/FIP II training. Conference call w/ BPD, DOJ, MT re: community survey. Conference call w/ S. Rosenthal re: training.		1.7	\$ 235.00	\$ 399.50		

21CP Solutions Monthly Invoice

October	8	Various email communications re: SSA/FIP II training. Conference call w/ BPD, DOJ, MT re: training.		1.1	\$ 235.00	\$ 258.50		
October	9	Perform various administrative activities re: OPR assessment; communicate w/ K. O'Toole re: same.		0.2	\$ 235.00	\$ 47.00		
October	10	Various email communications w/ MT re: SSA/FIP II training, OPR assessment.		0.3	\$ 235.00	\$ 70.50		
October	11	Conference calls w/ B. Maxey, H. Aden re: OPR assessment.		0.5	\$ 235.00	\$ 117.50		
October	14	Various email communications w/ MT re: community survey, SSA/FIP II training, crisis intervention, OPR assessment. Revise and edit UOF assessment instrument; communicate w/ BPD, DOJ, MT re: same. Conference call w/ CJI, G. Wasileski re: outcome assessments.		2.9	\$ 235.00	\$ 681.50		
October	15	Conference calls w/ S. Meadors re: FIP training; S. Rosenthal re: SSA/FIP II training, outcome assessments; B. Maxey re: OPR assessment. Various email communications w/ BPD, DOJ, MT re: sexual assault e-learning and policy, SSA/FIP II training, PIB Investigator manual.		1.1	\$ 235.00	\$ 258.50		
October	16			0	\$ 235.00	\$ -	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, sexual assault e-learning.	0.2
October	17	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training.		0.2	\$ 235.00	\$ 47.00	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training.	0.1
October	18	Conference call w/ DOJ, MT re: SSA/FIP II training; email communications w/ DOJ, MT re: same.		0.5	\$ 235.00	\$ 117.50		
October	21	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, OPR assessment. Conduct various administrative tasks re: OPR assessment. Conference call w/ BPD, DOJ, MT re: PIB Manual.		1.8	\$ 235.00	\$ 423.00		
October	22	Various email communications w/ BPD, DOJ, MT re: SSA/FIP II training, FIP III training, PIB Manual, outcome assessments, stops documentation, court hearing and related submission. Participate in bi-weekly BPD, DOJ, MT training call; follow-up conversation re: same w/ BPD, DOJ, MT.		1.7	\$ 235.00	\$ 399.50		
October	23	Various email communications w/ BPD, DOJ, MT re: SSA documentation, complaint form, monthly court hearing submission, OPR assessment, SSA/FIP II training.		0.2	\$ 235.00	\$ 47.00		
October	24	Email communications w/ BPD, MT, DOJ re: training, OPR assessment. Conduct various administrative tasks re: OPR assessment; email communications w/ MT re: same. Conference call w/ CJI, G. Wasileski re: outcome assessments; conference call w/ C. Cole re: same. Conference call w/ H. Aden re: OPR outcome assessment, additional monitoring issues.		1.8	\$ 235.00	\$ 423.00		
October	25	Various email communications w/ BPD, DOJ, MT re: stops documentation, outcome assessments, SSA/FIP II training. Conference call w/ BPD re: November court hearing.		0.7	\$ 235.00	\$ 164.50		
October	27	Conduct administrative, data aggregation tasks re: OPR assessment; communicate w/ B. Maxey, K. O'Toole re: same. Review draft of community survey report from N. Pratt-Harris; communicate w/ S. Rosenthal re: same.		0.4	\$ 235.00	\$ 94.00		
October	28	Various email communications w/ DOJ, Morgan State, MT re: community survey. Conference call w/ S. Rosenthal re: community survey.		0.5	\$ 235.00	\$ 117.50		

21CP Solutions Monthly Invoice

October	29	Various email communications w/ MT re: various training issues, outcome assessments, complaint form, community survey.		0.7	\$ 235.00	\$ 164.50		
October	30	Various email communications w/ BPD, DOJ, MT re: various training issues, community survey, outcome assessments.		0.4	\$ 235.00	\$ 94.00		
October	31	Conference calls w/ S. Rosenthal, S. Ryals re: SSA/FIP II training; various email communications w/ BPD, DOJ, MT re: same.		0.7	\$ 235.00	\$ 164.50		
TOTAL HOURS:				20	TOTAL:	\$ 4,700.00	TOTAL UNBILLED HOURS:	0.6

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
10/9/19	IT Expenses	Squarespace	Gmail email address monthly charges				\$ 195.98	\$ 195.98
10/11/19	IT Expenses	Squarespace	Monthly website maintenance charge				\$ 26.00	\$ 26.00
10/17/19	IT Expenses	Survey Gizmo	Monthly online assessment tool fee*				\$ 73.49	\$ 73.49
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL:	\$ 295.47

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

Subtotal Time:	\$ 4,700.00
Subtotal Expenses:	\$ 295.47
TOTAL:	\$ 4,995.47
Unbilled Hours	0.60

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

INITIALS
MB



Invoice

Wednesday, October 9, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: G Suite (Monthly) (bpdmonitor.com) - [REDACTED] com **\$180.00**

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

All prices in US Dollar.



Invoice

Friday, October 11, 2019

ISSUED TO:

Matthew Barge

ISSUED BY:

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

Charges

Subscription: Business (Monthly) - [REDACTED]ce.com **\$26.00**

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

All prices in US Dollar.



INVOICE

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

Invoice Number: INV00 [REDACTED]
Invoice Date: 10/17/2019
Due Date: 10/17/2019
Payment Terms: Due Upon Receipt
PO Number:
Currency: USD
Customer Tax ID:

Customer Billing Details:

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

Account Number: 659992
Sold to Contact: Matthew Barge
Email: [REDACTED]
[REDACTED]
United States

Items:

Description	Service Period	Qty	Rate	Amount
Consumer Edition (CE) - Monthly Adventurer License CE: Adventurer License	10/18/2019- 11/17/2019	1	\$135.00	135.00

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

How To Pay:

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

Billing Questions: billing@surveygizmo.com

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

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Bethel	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Sunday, October 13, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
October	1	Review and Final Comments for School Police Assessment		1	\$ 235.00	\$ 235.00		1
October	2	Review of Youth Interrogation Policy-Material forwarded to BPD		1	\$ 235.00	\$ 235.00		1
October	3	Preparation and Review of Material for Meeting on 10/4/2019		2	\$ 235.00	\$ 470.00		
October	4	In Person Meeting (BPD, DOJ, City, Montoirng Team) Re: Youth Interrogation Policy)		6	\$ 235.00	\$ 1,410.00		
October	10	OPR File Review (1022, 2018-0460)		3	\$ 235.00	\$ 705.00	OPR File Review	
October	11	OPR File Review (2018-0022,18J-0006)		2	\$ 235.00	\$ 470.00	OPR File Review	
October	12	OPR File Review (2018-0050, 2018-2018-0548)		4	\$ 235.00	\$ 940.00	OPR File Review	1
October	13	OPR File Review (18J-0008)		2	\$ 235.00	\$ 470.00	OPR File Review	
October	14	OPR File Review (FTA-18-00056)		2	\$ 235.00	\$ 470.00	OPR File Review	1
October	15	Youth Interrogation Conference Call (BPD, City, DOJ, Monitoing Team Member)		1	\$ 235.00	\$ 235.00	Conference Call	1
October	20	OPR File Review (2018-0122)		2	\$ 235.00	\$ 470.00	OPR File Review	
October	22	OPR File Review (18J-0003)		4	\$ 235.00	\$ 940.00	OPR File Review	
TOTAL HOURS:				30	TOTAL:	\$ 7,050.00	TOTAL UNBILLED HOURS:	5

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
3-Oct-19	Transportation	Amtrak	Round Trip Phila to Baltimore on November 4th, 2019 Attend In-Person Meeting			Transportation	191.00	\$ 191.00
								\$ -
								\$ -
								\$ -
								\$ -
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								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Additional Notes:							TOTAL:	\$ 191.00

Subtotal Time:	\$ 7,050.00
Subtotal Expenses:	\$ 191.00
TOTAL:	\$ 7,241.00
Unbilled Hours	5.00

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

Invoice

Kevin Bethel [REDACTED] >
 To: Jason Drake <[REDACTED]>
 Cc: Jessica Drake [REDACTED] >

Sun, Nov 17, 2019 at 9:32 AM

Jason,
On the road today, sending this from the phone let me know if it is acceptable. Thanks

SALES RECEIPT



Purchased: 10/03/2019 3:56 AM PT
 Thank you for your purchase.

Merchant ID 00718
 1 Massachusetts Ave NW
 Washington, DC 20001
 800-USA-RAIL
 Amtrak.com

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

Reservation Number - [REDACTED]
PHILADELPHIA 30TH ST, PA - BALTIMORE PENN, MD (Round-Trip)
 OCTOBER 3, 2019

Billing Information

KEVIN BETHEL	
[REDACTED]	
[REDACTED]	
American Express ending in [REDACTED]	Total \$191.00
[REDACTED]	

Purchase Summary - Ticket Number 276071850 [REDACTED]

Train 185: PHILADELPHIA (30TH STREET STATION), PA - BALTIMORE (PENN STATION), MD	
Depart 9:46 AM, Friday, October 4, 2019	
1 RESERVED COACH SEAT	\$106.00
Ticket Terms & Conditions	
NER FLEX, TRVL SUN, THUR OR FRI. 1 DAY ADV RES REQUIRED	
Subtotal	\$106.00
Train 178: BALTIMORE (PENN STATION), MD - PHILADELPHIA (30TH STREET STATION), PA	
Depart 4:47 PM, Friday, October 4, 2019	
1 ADULT RAIL FARE	\$55.00
1 BUSINESS CLASS SEAT	\$30.00

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Tuesday, November 5, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
October	1	Conference Call: CE Standing Call. Notes, emails and follow-up.		1	\$ 235.00	\$ 235.00		
October	3				\$ 235.00	\$ -	Emails and communication with SME Team.	1.1
October	8	Conference Call: CE Standing Call. Notes, emails and follow-up.		0.8	\$ 235.00	\$ 188.00		
October	9	Conference Call: Community Policing and Engagement Bi-Weekly Call. Emails, document review and follow-up		1	\$ 235.00	\$ 235.00	Conference Call: Community Policing and Engagement Bi-Weekly Call. Emails, document review and follow-up	1
October	10				\$ 235.00	\$ -	Emails and communication with SME Team.	0.5
October	15	Conference Call: CE Standing Call. Notes, emails and follow-up. Quarterly CE Forum.		2.5	\$ 235.00	\$ 587.50	CONTINUED- Conference Call: CE Standing Call. Notes, emails and follow-up. Quarterly CE Forum.	1.5
October	22	Conference Call: CE Standing Call. Notes, emails and follow-up.		1	\$ 235.00	\$ 235.00	Document Review for feedback	1
October	23				\$ 235.00	\$ -	Document Review for feedback	1
October	24				\$ 235.00	\$ -	Quarterly Public Court Hearing	5
October	25				\$ 235.00	\$ -	Document Review for feedback	1

21CP Solutions Monthly Invoice

October	28	Conference Call: Community Policing and Engagement Bi-Weekly Call. Emails, document review and follow-up		1	\$ 235.00	\$ 235.00	CONTINUED- Conference Call: Community Policing and Engagement Bi-Weekly Call. Emails, document review and follow-up	1.5
TOTAL HOURS:				7.3	TOTAL:	\$ 1,715.50	TOTAL UNBILLED HOURS:	13.6

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$	1,715.50
Subtotal Expenses:	\$	-
TOTAL:	\$	1,715.50
Unbilled Hours		13.60

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

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Drake (Exec. Ass't)	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Tuesday, November 5, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
October	1	Administrative Tasks, Emails, SME support and document review/ note taking.		1.3	\$ 37.50	\$ 48.75		
October	2	Administrative Tasks, Emails, SME support and document review/ note taking.		1.1	\$ 37.50	\$ 41.25		
October	3	Administrative Tasks, Emails, SME support and document review/ note taking. Website Updates for Public Comment		1.4	\$ 37.50	\$ 52.50		
October	7	Conference Call: Bi-Weekly Recruitment Retention and Hiring Call. Note taking and follow-ups with SMEs		2.3	\$ 37.50	\$ 86.25		
October	8	Conference Call: Training Plans. Note taking and follow-ups with SMEs. Administrative Tasks, Emails, SME support and document review/ note taking. Website Updates for Public		2.8	\$ 37.50	\$ 105.00		
October	9	Conference Call: Staffing Study Bi-Weekly Call. Conference Call: PIB/CRB Workflow. Emails, document review and follow-up. Note taking and follow-ups with SMEs		3.3	\$ 37.50	\$ 123.75		
October	10	Administrative Tasks, Emails, SME support and document review/ note taking. Website Updates for Public Posting on Invoices		2.3	\$ 37.50	\$ 86.25		
October	11	Update second year monitoring plan timeline. Administrative Tasks, Emails, SME support and document review/ note taking. Website Updates for Pub		2.8	\$ 37.50	\$ 105.00		

21CP Solutions Monthly Invoice

October	14	Update second year monitoring plan timeline. Administrative Tasks, Emails, SME support and document review/ note taking.		3.3	\$ 37.50	\$ 123.75		
October	15	Administrative Tasks, Emails, SME support and document review/ note taking.		0.6	\$ 37.50	\$ 22.50		
October	16	Conference Call: Staffing Study Bi-Weekly Call. Note taking and follow-ups with SMEs		1.8	\$ 37.50	\$ 67.50		
October	17	Administrative Tasks, Emails, SME support and document review/ note taking.		1.3	\$ 37.50	\$ 48.75		
October	18	Update BPD Monitoring Team Contact Sheet with Quarterly Forum Attendees. Administrative Tasks, Emails, SME support and document review/ note taking.		2	\$ 37.50	\$ 75.00		
October	21	Conference Call: PIB Manual discussion. Note taking and follow-ups with SMEs. Emails, SME support and document review/ note taking.		2.6	\$ 37.50	\$ 97.50		
October	22	Conference Call: Training Plans Call. Note taking and follow-ups with SMEs. Administrative Tasks, Emails, SME support and document review/ note taking. Website updates for public comment on BPD Policy.		2.4	\$ 37.50	\$ 90.00		
October	23	Conference Call: Staffing Study Bi-Weekly Call. Conference Call: PIB/CRB Workflow Note taking and follow-ups with SMEs.		3.1	\$ 37.50	\$ 116.25		
October	29	Administrative Tasks, Emails, SME support and document review/ note taking.		1.3	\$ 37.50	\$ 48.75		
October	30	Conference Call: Staffing and Supervision Bi-Weekly Call		1	\$ 37.50	\$ 37.50		
October	31	Administrative Tasks, Emails, SME support and document review/ note taking.		0.6	\$ 37.50	\$ 22.50		
TOTAL HOURS:				37.3	TOTAL:	\$ 1,398.75	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
								\$ -
								\$ -
Additional Notes:							TOTAL:	\$ -
Subtotal Time:		\$ 1,398.75						
Subtotal Expenses:		\$ -						
TOTAL:		\$ 1,398.75						
Unbilled Hours		0.00						
Your initials here signify that the charges on this invoice are accurate:					INITIALS JRD			

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Goodrich	
INVOICE FOR MONTH OF:	September	
DATE SUBMITTED:	Monday, November 18, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
September	9	Call re RMS RFI		0.5	\$ 235.00	\$ 117.50		
TOTAL HOURS:				0.5	TOTAL:	\$ 117.50	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 117.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 117.50
Unbilled Hours	0.00

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

INITIALS
MG

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Goodrich	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Monday, November 18, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Time	Rate	Total	Description	Hours
October	2	Intro Call with BPD CTO		0.5	\$ 235.00	\$ 117.50		
October	7	Call re BWC Training and Deployment		0.5	\$ 235.00	\$ 117.50		
October	8	Call re Training		1	\$ 235.00	\$ 235.00		
October	10	Call with DOJ re BPD IT		1	\$ 235.00	\$ 235.00		
October	18	Call re BWC Pilot Timeline		0.5	\$ 235.00	\$ 117.50		
October	23	Call with DOJ re BPD IT		1	\$ 235.00	\$ 235.00		
TOTAL HOURS:				4.5	TOTAL:	\$ 1,057.50	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 1,057.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 1,057.50
Unbilled Hours	0.00

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

INITIALS
MG

21CP Solutions Monthly Invoice

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Joyce	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Wednesday, November 6, 19	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Hours	Rate	Total	Description	Hours
October	11	Quarterly Court Hearing - Site Visit		8	\$ 235.00	\$ 1,880.00		
October	17	Review and comment on staffing plan draft.		4	\$ 235.00	\$ 940.00		
October	22	Review and comment on community policing plan draft		1	\$ 235.00	\$ 235.00		
October	24	Quarterly Court Hearing - Site Visit		8	\$ 235.00	\$ 1,880.00		
October	28	Conference call with BPD & DOJ on community policing plan		1	\$ 235.00	\$ 235.00		
October	30	Reveiwed and comment on community policing plan (2 hrs), Reviewed and commented on sexual assault investigtin training (1.5), and conference call with BPD & DOJ on staffing plan (.5).		4	\$ 235.00	\$ 940.00		
TOTAL HOURS:				26	TOTAL:	\$ 6,110.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

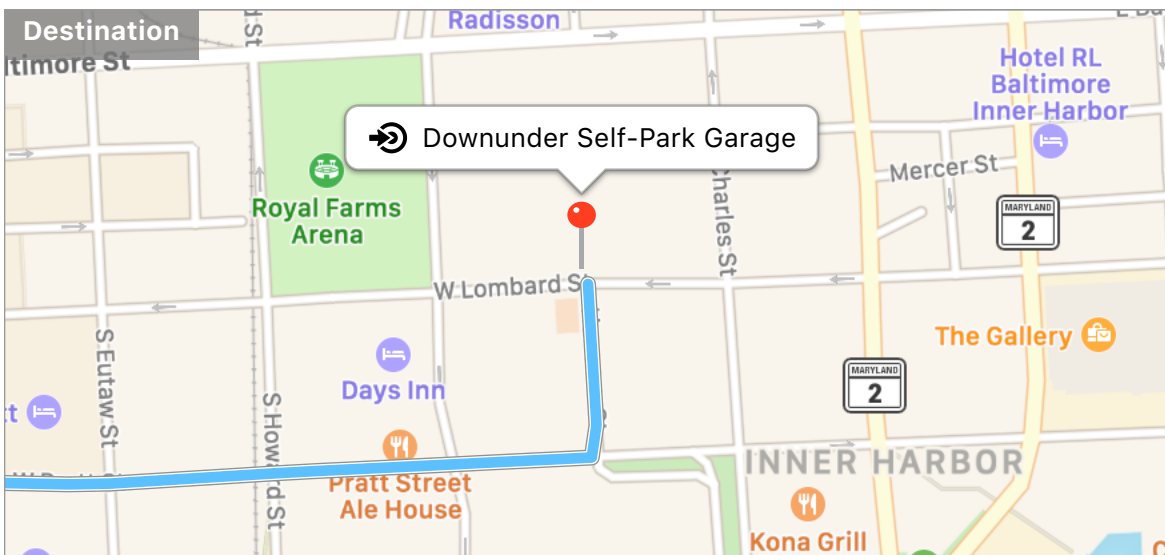
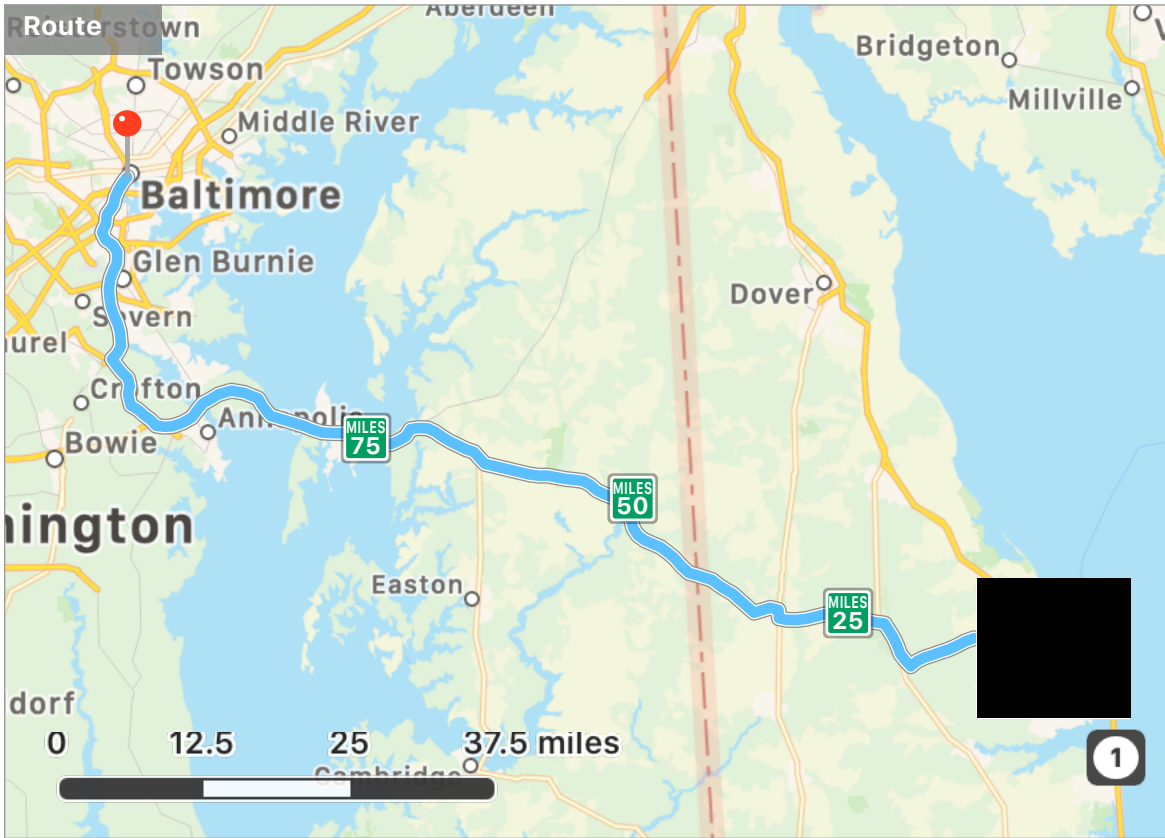
EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
10/11/19	Mileage		Round trip between Rehoboth Beach, DE and Baltimore, MD (120 mi * 2) * \$.585			Mileage	\$ 140.40	\$ 140.40
10/11/19	Parking	Down Under	Parked car in garage near court house			Parking	\$ 32.00	\$ 32.00
10/11/19	Food			Yes	\$ 53.25			\$ 53.25
10/223-24/2019	Mileage		Round trip between Rehoboth Beach, DE and Baltimore, MD (120 mi * 2) * \$.585			Mileage	\$ 140.40	\$ 140.40
10/23/19	Lodging	Marriot Residence Inn	Spent the night in Baltimore to ensure I was in court at 9 am.			Hotel	\$ 180.18	\$ 180.18
10/24/19	Parking	Marriot Residence Inn	Parked car in hotel garage.			Parking	\$ 35.00	\$ 35.00
10/23/19	Food			Yes	\$ 53.25			\$ 53.25
10/24/19	Food			Yes	\$ 53.25			\$ 53.25
								\$ -
								\$ -
								\$ -
						TOTAL:		\$ 687.73
Subtotal Time:		\$	6,110.00					
Subtotal Expenses:		\$	687.73					
TOTAL:		\$	6,797.73					
Unbilled Hours			0.00					

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

INITIALS
NJ

 **Downunder Self-Park Garage**

120 miles, 2 hr 32 min



 **Downunder Self-Park Garage**

120 miles, 2 hr 32 min



Start



MILES
0



300 feet



MILES
0.06



400 feet



MILES
0.14



300 feet



MILES
0.19



300 feet



MILES
0.25



1.9 miles



MILES
2.11



3.2 miles



MILES
5.33



200 feet

Turn left onto Lewes Georgetown Hwy

MILES
5.37





12 miles


At the roundabout, take the first exit onto N Bedford St


 **Downunder Self-Park Garage**


120 miles, 2 hr 32 min


MILES 18  **0.6 miles**
Keep right onto N Bedford St


MILES 18  **0.8 miles**
Continue onto Dupont Blvd


MILES 19  **2.8 miles**
Turn left onto Redden Rd


MILES 22  **9.3 miles**
Turn right onto Sussex Hwy

MILES 31  **0.7 miles**
Turn left onto E Newton Rd

MILES 32  **2.1 miles**
Turn right onto DE-404

MILES 34  **6.1 miles**
Continue onto Shore Hwy

MILES 40  **24 miles**
Turn right onto Ocean Gateway

MILES 64  **6.6 miles**
Merge onto US-301 S

 **Downunder Self-Park Garage**

120 miles, 2 hr 32 min

MILES
70



24 miles

Take exit 21 to merge onto I-97 North toward Baltimore

MILES
94



7.8 miles

Keep left on I-97 N toward Baltimore, MD-3 North

MILES
102



10 miles

Take exit 17A to merge onto I-695 W toward

MILES
112



2.1 miles

Take exit 7B onto MD-295 North, Balt-Wash Pkwy North toward Baltimore

MILES
114



5.4 miles

Turn right onto W Pratt St

MILES
120



0.3 miles


Turn left onto Hanover St

MILES
120



450 feet

Arrive at the destination

From: **Residence Inn by Marriott** noreply@marriott.com 
Subject: Your Oct 23, 2019 - Oct 24, 2019 Stay at RI BALTIMORE DOWNTOWN
Date: October 24, 2019 at 2:54 AM
To: [REDACTED]



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

N. Joyce		Room: 1505		Clerk:	
		Room Type: STKG			
		Number of Guests: 1			
		Rate: \$156.00			
Arrive: 23Oct19	Time: 06:39PM	Depart: 24Oct19	Time:	Folio Number:	[REDACTED]

DATE	DESCRIPTION	CHARGES	CREDITS
23Oct19	Valet Parking	35.00	
23Oct19	Room Charge	156.00	
23Oct19	Occupancy Sales Tax	14.82	
23Oct19	State Occupancy Tax	9.36	
24Oct19	Master Card		215.18
[REDACTED]			
<i>Amount: 215.18 Auth: 07149P Signature on File</i> <i>This card was electronically swiped on 23Oct19</i>			

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

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

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To plan your next stay, visit ResidenceInn.com.

Residence INN[®]

BY MARRIOTT

Thank you for choosing our hotel for your recent stay. If you have any questions, please contact the hotel at the phone number in the attached folio.

Important Information

Do Not Reply to This Email.

This email is an auto-generated message. Replies at automated messages are not monitored.

Availability

Electronic versions of your hotel bill are emailed to you upon check-out. These email messages reflect changes made to your bill prior to that instant. Any adjustments after check out may not be shown.

Authenticity of Bills

Marriott retains official records of all charges and credit to your account and will honor only those records.

Privacy

Your privacy is important to Marriott. For full details of our privacy policy, please visit our [Privacy Statement](#).

Credit of Marriott Bonvoy Points

After a points eligible stay, it may take up to 7 days for Marriott Bonvoy points to be credited to your account.

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Residence INN[®]

BY MARRIOTT

022215101118542019

Down Under
110 W Lombard St.
Down Under, Baltimore

Entry Time: 10/11/19 12:38 PM
Exit Time: 10/11/19 6:54 PM
Duration: 0d. 6h. 16m.
Pay Station: 15
Tran: 222
Ticket# 2-85371
Daily Rate \$ 32.00

Total: \$ 32.00

██████████ \$ 32.00
Last 4 digits: ██████████
Change: \$ 0.00

Thank You For
Parking With Us

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Mearnes	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Friday, October 4, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Hours	Rate	Total	Description	Hours
October	1	FIP Training 2020 call		1	\$ 235.00	\$ 235.00		
October	14	SSA training review		1.8	\$ 235.00	\$ 423.00		
October	18	SSA training review call w/DOJ		0.5	\$ 235.00	\$ 117.50		
October	28	SSA training review and emails		0.4	\$ 235.00	\$ 94.00		
October	30	SSA training and policy review		1	\$ 235.00	\$ 235.00		
TOTAL HOURS:				4.7	TOTAL:	\$ 1,104.50	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
								\$ -
								\$ -
								\$ -
								\$ -
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								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL:	\$ -
Subtotal Time:		\$	1,104.50					
Subtotal Expenses:		\$	-					
TOTAL:		\$	1,104.50					
Unbilled Hours			0.00					

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

INITIALS
t/m

21CP Solutions Monthly Invoice

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	O'Toole	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Friday, November 1, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description		Hours	Rate	Total	Description	Hours
October	7	Case Reviews OPR		7.4	\$ 235.00	\$ 1,739.00		
October	8	Case Reviews OPR		1.5	\$ 235.00	\$ 352.50		
October	22	Case Reviews and Training Call		3.4	\$ 235.00	\$ 799.00		
October	24	Case Reviews OPR		2.5	\$ 235.00	\$ 587.50		
October	25	Case Reviews OPR		2	\$ 235.00	\$ 470.00		
October	31	Case Reviews		3.6	\$ 235.00	\$ 846.00		
TOTAL HOURS:				20.4	TOTAL:	\$ 4,794.00	TOTAL UNBILLED HOURS:	0

21CP Solutions Monthly Invoice

EXPENSES

Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
								\$ -
								\$ -
								\$ -
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								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
							TOTAL:	\$ -
Subtotal Time:		\$ 4,794.00						
Subtotal Expenses:		\$ -						
TOTAL:		\$ 4,794.00						
Unbilled Hours		0.00						
Your initials here signify that the charges on this invoice are accurate:				INITIALS KMO				

21CP Solutions Monthly Invoice

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

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Ramsey	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Tuesday, November 5, 19	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
October	1	Conference Call: CE Standing Call. Notes, emails and follow-up.		1	\$ 235.00	\$ 235.00		
October	2				\$ 235.00	\$ -	Administrative tasks, document review, and emails	1.2
October	3	Conference with BPD Leadership. Communication with SME Team, document review and analysis.			\$ 235.00	\$ -	Administrative tasks, document review, and emails	0.3
October	7	Conference Call: Bi-Weekly Recruitment Retention and Hiring Call. Document prep, emails and follow-ups		1.8	\$ 235.00	\$ 423.00		
October	8	Conference Call: CE Standing Call. Notes, emails and follow-up.		0.8	\$ 235.00	\$ 188.00	Administrative tasks, document review, and emails	0.2
October	9	Conference Call: Community Policing and Engagement Bi-Weekly Call. Conference Call: Staffing Study Bi-Weekly Call. Emails, document review and follow-up. Prep for Court		4.3	\$ 235.00	\$ 1,010.50		
October	10	Prep for Court Hearing. SME Communication and emails. Call with BPD Leadership and SME's		2.8	\$ 235.00	\$ 658.00	Administrative tasks, document review, and emails. Travel	4
October	11	Court Hearing-In Chambers with Judge Bredar: Community Policing. Meeting with BPD Monitor Teammates, Emails, SME communication and document review.		8	\$ 235.00	\$ 1,880.00		
October	14	Document review, communication with SME 's, emails and telephone follow-up calls.		1.3	\$ 235.00	\$ 305.50		

21CP Solutions Monthly Invoice

October	15	Conference Call: CE Standing Call. Notes, emails and follow-up. Quarterly CE Forum.		8	\$ 235.00	\$ 1,880.00	Travel		3
October	16	Conference Call: Staffing Study Bi-Weekly Call. Emails, document review and follow-up.		1.3	\$ 235.00	\$ 305.50			
October	17	Call with BPD Leadership, calls with Monitor Team SMEs, document review, emails and follow-up		2.1	\$ 235.00	\$ 493.50			
October	18				\$ 235.00	\$ -	Administrative tasks, document review, and emails		0.6
October	22	Conference Call: CE Standing Call. Notes, emails and follow-up.		1	\$ 235.00	\$ 235.00	Administrative tasks, document review, and emails		1
October	24				\$ 235.00	\$ -	Administrative tasks, document review, and emails		0.5
October	28	Conference Call: Community Policing and Engagement Bi-Weekly Call. Emails, document review and follow-up		1	\$ 235.00	\$ 235.00			
October	30	Conference Call: Staffing and Supervision Bi-Weekly Call		1	\$ 235.00	\$ 235.00	Administrative tasks, document review, and emails		0.6
October	31				\$ 235.00	\$ -	Administrative tasks, document review, and emails		1.1
TOTAL HOURS:				34.4	TOTAL:	\$ 8,084.00	TOTAL UNBILLED HOURS:		12.5

21CP Solutions Monthly Invoice

EXPENSES								
Date	Category	Vendor	Description/Justification of Expense	MEALS + INCIDENTALS		NON-MEALS		Total
				Travel Day	Total Per Diem + Incidentals	Non-Meal Description	Non-Meal Expense	
10/10/19	Transportation	Amtrak	Travel to Baltimore for Monthly Court Hearing			Transportation	\$ 211.00	\$ 211.00
10/10/19	Food	Misc.	Request for travel day per diem for food	Yes	\$ 53.25			\$ 53.25
10/11/19	Parking	Amtrak	Parking at Amtrak station for site visit to Baltimore			Parking	\$ 28.00	\$ 28.00
10/15/19	Transportation	Amtrak	Travel to Baltimore for Quarterly Community Engagement Forum			Transportation	\$ 159.00	\$ 159.00
10/15/10	Food	Misc	Request for travel day per diem for food	Yes	\$ 53.25			\$ 53.25
10/15/18	Parking	Amtrak	Parking at Amtrak station for site visit to Baltimore			Parking	\$ 25.00	\$ 25.00
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Additional Notes:							TOTAL:	\$ 529.50
Subtotal Time:		\$ 8,084.00						
Subtotal Expenses:		\$ 529.50						
TOTAL:		\$ 8,613.50						
Unbilled Hours		12.50						
Your initials here signify that the charges on this invoice are accurate:						INITIALS		
						CHR		

Amtrak: eTicket and Receipt for Your 10/11/2019 Trip - CHARLES RAMSEY

1 message

etickets@amtrak.com <etickets@amtrak.com>

Thu, Oct 10, 2019 at 2:05 PM

To: [REDACTED]

SALES RECEIPT



Purchased: 10/10/2019 11:05 AM PT Thank you for your purchase.

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

Merchant ID 006891 Massachusetts Ave NW Washington, DC 20001 800-USA-RAIL Amtrak.com

Reservation Number [REDACTED] PHIA 30TH ST, PA - BALTIMORE PENN, MD (Round-Trip) OCTOBER 10, 2019

Billing Information

CHARLES H [REDACTED]

Visa [REDACTED]

Total \$211.00

Purchase Summary - Ticket Number [REDACTED]

TRAIN 79: PHILADELPHIA (30TH STREET STATION), PA - BALTIMORE (PENN STATION), MD Depart 8:54 AM, Friday, October 11, 2019

1 RESERVED COACH SEAT

\$88.00

Subtotal

\$88.00

TRAIN 2126: BALTIMORE (PENN STATION), MD - PHILADELPHIA (30TH STREET STATION), PA Depart 7:30 PM, Friday, October 11, 2019

1 BUSINESS CLASS SEAT

\$123.00

Ticket Terms & Conditions [REDACTED] ER SERVICE

Subtotal

\$123.00

Total Charged by Amtrak

\$211.00

Passengers

Charles Ramsey

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit Amtrak.com/changes.
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak

Receipt

P/S #21 A Payment No. 000 [REDACTED]
I/D #02 Ticket No [REDACTED]
Entry Time 10/11/2019 (Fri) 7:17
Paid Time 10/11/2019 (Fri) 19:39
Parking Time 12:22
Parking Fee Rate C \$28.00

VISA
Account # ***** [REDACTED]
Slip # [REDACTED]
Auth Code 0000071754
Credit Card Amount \$28.00
Cash Amount \$0.00
Total \$28.00

Thank You for Your Visit

Amtrak: eTicket and Receipt for Your 10/15/2019 Trip - CHARLES RAMSEY

1 message

etickets@amtrak.com <etickets@amtrak.com>

Sat, Oct 12, 2019 at 3:34 PM

To: CHARLES H [REDACTED]

SALES RECEIPT



Purchased: 10/12/2019 12:34 PM PT Thank you for your purchase.

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

Merchant ID 006921 Massachusetts Ave NW Washington, DC 20001 800-USA-RAIL Amtrak.com

Reservation Number - 2D6A98 PHILADELPHIA 30TH ST, PA - BALTIMORE PENN, MD (Round-Trip) OCTOBER 12, 2019

Billing Information

CHARLES H [REDACTED]

Visa ending in 3 [REDACTED]

Total \$159.00

Purchase Summary - Ticket Number 28506 [REDACTED]

TRAIN 19: PHILADELPHIA (30TH STREET STATION), PA - BALTIMORE (PENN STATION), MD Depart 3:55 PM, Tuesday, October 15, 2019

1 RESERVED COACH SEAT

\$55.00

Subtotal

\$55.00

TRAIN 2128: BALTIMORE (PENN STATION), MD - PHILADELPHIA (30TH STREET STATION), PA Depart 8:30 PM, Tuesday, October 15, 2019

1 [REDACTED] BUSINESS CLASS SEAT

\$104.00

Ticket Terms & Conditions: [REDACTED] SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

Subtotal

\$104.00

Total Charged by Amtrak

\$159.00

Passengers

Charles Ramsey

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit Amtrak.com/changes.
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak

Receipt

P/S #21 A Payment No.000 [REDACTED]
T/D #02 Ticket No [REDACTED]
Entry Time 10/15/2019 (Tue) 14:44
Paid Time 10/15/2019 (Tue) 21:40
Parking Time 6:56
Parking Fee Rate C \$25.00

VISA
Account # ***** [REDACTED]
Slip # [REDACTED]
Auth Code 0000 [REDACTED]
Credit Card Amount \$25.00
Cash Amount \$0.00

Total \$25.00

Thank you for Your Visit
Please Come Again !

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21CP Solutions Monthly Invoice

INSTRUCTIONS

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

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Smoot	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Saturday, November 2, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Hours	Rate	Total	Description	Hours
October	1	Review OAS Retention Plan, Peer Support Team policy, and elearning for peer response to OIS incidents.		3	\$ 235.00	\$ 705.00	Misc emails, calls, research, and correspondence.	1
October	8	Email and correspondence. Call with MT members & Review of FOP"report" document.		3.5	\$ 235.00	\$ 822.50		
October	9	Conf call and email correspondcne re: FOP "report" document analysis.		2	\$ 235.00	\$ 470.00	Misc emails, calls, research, and correspondence.	2
October	11	Review latest PIB manual. Email correspondence.		1.5	\$ 235.00	\$ 352.50	Misc emails, calls, research, and correspondence.	1
October	15	Email correspondence and review of youth policies.		2	\$ 235.00	\$ 470.00		
October	16	Email correspondence and review ofmOIS investigation policies and propsed modifications.		1.5	\$ 235.00	\$ 352.50	Misc emails, calls, research, and correspondence.	1.5
October	21	Conf Call re recruiting/retention. Dscussion re recruiting section personell changes		1.5	\$ 235.00	\$ 352.50		
October	22	Reveiw and f/u re RecruitStat memorandum		2	\$ 235.00	\$ 470.00	Misc emails, calls, research, and correspondence.	2
October	24	Review Draft Policy 322, Member-Involved Sexual Misconduct Public Comment Period Submissions		2	\$ 235.00	\$ 470.00	Misc emails, calls, research, and correspondence.	1
October	30	Staffing Plan Review and comments		2.5	\$ 235.00	\$ 587.50	Misc emails, calls, research, and correspondence.	1
October	31	Staffing Plan review and comments		4	\$ 235.00	\$ 940.00	Misc emails, calls, research, and correspondence.	2

21CP Solutions Monthly Invoice

TOTAL HOURS:	25.5	TOTAL:	\$ 5,992.50	TOTAL UNBILLED HOURS:	11.5
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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.
4. As some projects provide an hourly pay rate for travel (along with reimbursable expenses), consultants should be aware of any project guidelines governing travel time.
5. Consultants should ensure all expenses and justifying documents meet the requirements outlined in the **Billing Guidelines** tab.
6. **Do not forget: a) please initial at the bottom of the invoice b) save as a spreadsheet using this naming format:** [last name]_[project]_[month]_[year].xlsx. **Example:** Doe_Baltimore_June_2020.xlsx
7. Send your completed invoice to [21CP Solutions - Financial Department](#) between the 1st and the 5th of the month and call Monitor, Deputy Monitors, or Principals with any questions.

PROJECT :	Baltimore	Complete these four cells to populate rate columns.
INVOICE SUBMITTED BY:	Villasenor	
INVOICE FOR MONTH OF:	October	
DATE SUBMITTED:	Friday, November 1, 2019	



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

Sample Description

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

TIME							UNBILLED TIME	
Month of	Day	Description	Yale Site Visit	Time	Rate	Total	Description	Hours
October	4	Review various submitted policies/lesson plans submitted by BPD (Sexual Assault Investigator Training, Behavioral Health Training, Mobile Field Force SOP and Youth Interrogations)		2.5	\$ 235.00	\$ 587.50		
October	7	Prepare for and participate in Recruitment, Hiring and Retention / Officer Assistance and Support Bi-weekly Meeting		2	\$ 235.00	\$ 470.00		
October	8	Prepare for and participate in Bi-weekly Training Meeting		1	\$ 235.00	\$ 235.00		
October	21	Prepare for and participate in Bi-weekly Training Meeting		1	\$ 235.00	\$ 235.00		
October	26			0	\$ 235.00	\$ -	Multiple emails and document review.	2
October	29	Multiple emails concerning training and training document review		1.5	\$ 235.00	\$ 352.50		
October	31	Multiple emails concerning training and training document review		1.5	\$ 235.00	\$ 352.50		
TOTAL HOURS:				9.5	TOTAL:	\$ 2,232.50	TOTAL UNBILLED HOURS:	2

21CP Solutions Monthly Invoice

EXPENSES

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

Subtotal Time:	\$ 2,232.50
Subtotal Expenses:	\$ -
TOTAL:	\$ 2,232.50
Unbilled Hours	2.00

INITIALS

RV

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

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

INSTRUCTIONS

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

INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	CMPI (BCMC – Kelly)	
DATE SUBMITTED:	11/3/2019	
YEAR:	2019	

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Attended the Civil Rights week Citywide Town Hall at the University of Baltimore school of law. Not surprising the main talk was the upcoming "gag order" bill. I engaged dozens of people and gave out 15-20 flyers. There was also a lot of talk about Civilian Oversight, I'm sure because the Civilian Review Board operates under this office. CRB president, Bridal Pearson spoke about the gag order bill as well.	2.2	\$ 235.00	\$ 517.00	Monitor Team Check in Call	
							0.7
October	2			\$ 235.00	\$ -		
October	3			\$ 235.00	\$ -		
October	4			\$ 235.00	\$ -		
October	5			\$ 235.00	\$ -		
October	6			\$ 235.00	\$ -		
October	7			\$ 235.00	\$ -		
October	8			\$ 235.00	\$ -	Monitor Team Check in Call	0.8

October	9	Met with criminologist Kimya Dennis From Notre Dame. She participated in the last Civilian Training Review Committtee meeting at Police Headquarters and was very vocal about her concerns during the session. We discussed presenting to her class about the Consent Decree and the ongoing process. Waiting too get proposed dates	1.4	\$	235.00	\$	329.00	
October	10	Attended the Upton Planning committee meeting. The meeting included a heated back and forth between the owner of the Capital Lounge, a local retaraunt, and Officer Charles Lee, the Central District NSO, which was referenced my op-ed. The question resurfaced about who polices the police and how are they held accountable. There were about 25 people in attendance all were given Monitoring team information packets.	2.3	\$	235.00	\$	540.50	
October	11			\$	235.00			
October	12			\$	235.00	\$	-	
October	13			\$	235.00	\$	-	
October	14			\$	235.00	\$	-	
October	15	Presented to the Conference Board on Corporate Responsibility Council at the Johns Hopkins Business School. I served on a panel focused on Public Safety with Commissioner Harrison, Molly Baldwin from ROCA and Rev. Alvin Hathaway. ? Moderated the CD monitoring Team Quarterly Public Report Forum at St. Veronicas Church in Cherry Hill	3.8	\$	235.00	\$	893.00	
October	16			\$	235.00	\$	-	
October	17			\$	235.00	\$	-	
October	18			\$	235.00	\$	-	
October	19			\$	235.00	\$	-	
October	20			\$	235.00	\$	-	
October	21			\$	235.00	\$	-	Attended a focus group conducted by the National Police
October	22	Served on a Panel a symposium on Racial Equitable Community Development organized by the Network for Developing Conscious Communities. I was joined by members os CASA and BYO youth organizations focused on getting black and brown youth involved in efforts to make their communities safe. I discuseed the Youth Assessments from the summer as well as the upcoming Youth Interrogation policy. The Q & A included a lot of talk about squeegee kids and alternatives to arresst for their activities. There were about 25 people at this session and all recieved literature.	1.8	\$	235.00	\$	423.00	2.4
October	23			\$	235.00	\$	-	
October	24	Quarterly Public hearing in Federal Court with Judge Bredar	3	\$	235.00	\$	705.00	
October	25			\$	235.00	\$	-	

October	26	Presented at the screening of "Preserving the Uprising" The neighborhood liaisons were featured in a short film discussing the changes that were the result of the uprising and the role we serve as Liaisons in ensuring the community voice is heard. There were around 30 people that were in attendance throughout the event. Literature was readily available	1.7	\$	235.00	\$	399.50	Met with the York Road McCabe Community Association to discuss their perceived increase in crime since opening the Safe Streets site in their community. They are fully aware of the Monitoring Teams role with the consent decree and were present at the court hearing on the 24th. They just want to stay connected to all public safety	1.3
October	27			\$	235.00	\$	-		
October	28	Attended the Bi-weekly Community engagement meeting at police Headquarters where we gave our feedback on the proposed draft of the community policing plan submitted to the parties. The bulk of the feedback was that the plan needed to be much more specific in the areas of deliverables and timelines. After the call I met with Lt. Col. Brown, Shannon Sullivan and Ericka Groover about facilitating a collaborative feedback workshop when this policy is released	1.9	\$	235.00	\$	446.50		
October	29			\$	235.00	\$	-	Monitor Team Check-in call	0.7
October	30			\$	235.00	\$	-	Met with officer Anderson and his partner at the Avenue	1.4
October	31			\$	235.00	\$	-		
			18.1	TOTAL:	\$	4,253.50			7.3

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	4,253.50
Subtotal Expenses:	\$	-
TOTAL:	\$	4,253.50

Unbilled Hours 7.30

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

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. All time above 8 hours in a day should be reflected as "unbilled." 4. You may NOT bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
	INVOICE FOR MONTH OF: <u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	
	INVOICE SUBMITTED BY: CMPI (BCMC)- Darnyle Wharton		
	DATE SUBMITTED: 11/6/2019		
	YEAR: 2019		

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Had CE Team conferece call. Started collecting NL monthly invoices. Canvassed in Southeast district mwith weekly logs	1.6	\$ 75.00	\$ 120.00		
October	2	Checked and responded to emails. Made NL visit to Eastern District. Canvassed Eastern District with weekly logs	2.5	\$ 75.00	\$ 187.50		
October	3	Made NL visit to Northern District. Canvassed Northern District.	2	\$ 75.00	\$ 150.00		
October	4	Did final collection for monthly invoices. Did NL visit to Northeast district. Canvassed Northeast district with weekly logs	2.6	\$ 75.00	\$ 195.00		
October	5			\$ 75.00	\$ -		
October	6			\$ 75.00	\$ -		
October	7	Checked and answered emails. Posted on social media about upcoming events.	1	\$ 75.00	\$ 75.00		
October	8	Had CE Team conference call. Posted on social media about quarterly forum.	1	\$ 75.00	\$ 75.00		
October	9	Made NL visit to Eastern District and canvassed with weekly log.	2	\$ 75.00	\$ 150.00		
October	10	Checked and answered emails. Made NL visit to Southwest District.	2	\$ 75.00	\$ 150.00		
October	11	Made NL visit to Northeast district. Canvassed Northeast and Southeast district with weekly NL logs	2.3	\$ 75.00	\$ 172.50		
October	12			\$ 75.00	\$ -		
October	13			\$ 75.00	\$ -		
October	14	Posted on social media about quaterly forum and policies that were up for public comment.	1	\$ 75.00	\$ 75.00		
October	15	Attened weekly CE Team conference call. Prepared for the quarterly forum. Set up, attended, broadcasted on FB Live, for the Quarterly Forum in Cherry Hill.	4.5	\$ 75.00	\$ 337.50		

Name:

Weekly Log

September 17th - 28th ' 18

October	16	Made NL visit to Eastern District and canvassed with weekly log.	2	\$	75.00	\$	150.00
October	17	Checked and answered email. Posted on social media recent Consent Decree news. Made NL visit to Northern District	3	\$	75.00	\$	225.00
October	18	Made NL visit to Northeast district. Canvassed Northeast district with weekly NL logs	2.5	\$	75.00	\$	187.50
October	19	Canvassed Southeast district with weekly NL logs	2.5	\$	75.00	\$	187.50
October	20			\$	75.00	\$	-
October	21	Prepared for and facilitated the NL monthly meeting.	3.5	\$	75.00	\$	262.50
October	22	Attended weekly CE Team conference call. Checked, responded to, and sent emails.	1.2	\$	75.00	\$	90.00
October	23	Made NL visit to Eastern district and canvassed with weekly log. Posted on social media about quarterly hearing with Judge Bredar.	2.5	\$	75.00	\$	187.50
October	24	Made NL visit to Southern district.	2.5	\$	75.00	\$	187.50
October	25			\$	75.00	\$	-
October	26	Attended Corner crawl in Northeast district. Talked to many residents about the Consent Decree.	3	\$	75.00	\$	225.00
October	27			\$	75.00	\$	-
October	28	Checked and answered emails. Canvassed the southeast district with weekly logs	1.5	\$	75.00	\$	112.50
October	29			\$	75.00	\$	-
October	30	Made NL visit to the Eastern district.	2	\$	75.00	\$	150.00
October	31	Made NL visit to Northern district.	2	\$	75.00	\$	150.00
			50.7	TOTAL:	\$	3,802.50	0

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

Sample Description:
Attend Howard Park Civic Association meeting

TIME

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

October	17					
October	18		\$	20.00		
October	19		\$	20.00	\$	-
October	20		\$	20.00	\$	-
October	21	Monthly Consent Decree Meeting	1	\$ 20.00	\$	20.00
October	22		\$	20.00	\$	-
October	23		\$	20.00	\$	-
October	24	Attended weekly Comm Engagement/Edmondson Library-distributed brochures and information. Left and handed out brochures in Edmondson Village shopping center	2.5	\$ 20.00	\$	50.00
October	25	Corner Crawl Belair Road corridor/ handed out pamphlets and spoke with residents.	1.5	\$ 20.00	\$	30.00
October	26		\$	20.00	\$	-
October	27		\$	20.00	\$	-
October	28		\$	20.00	\$	-
October			\$	20.00	\$	-
October	30		\$	20.00	\$	-
October	31	Attended weekly Comm Engagement at Edmondson library-distributed brochures/ ran an updated assoc list as well as list of churches/ talked with an assoc. president	3	\$ 20.00	\$	60.00
			12	TOTAL:	\$	240.00
						0

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

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

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 20.00	\$ -		
October	2			\$ 20.00	\$ -		
October	3	The Kitchen participants returned to their regular day. The atmosphere was pleasant and upbeat. Most stopped by the table before their meal to gather the montly monitor and brochures (for those new). A couple signed up for the electronic version. Although they want to know about our role, it is interesting that no one has come to voice a comment regarding how we can assit them or any comment good, bad or indifferent. One has to wonder, is it because there are no interactions with this group based in the thick of uprising with police in any way? Are they staying being upstanding citizens or are the police giving them a pass? Whatever the case, beginning next year. I will include another cite to my weekly engagement. I presently am signed up to be at the Pratt Library @ Penn North. Will renew that contract - for lack of a better term for next year. However, there is still the collaboration, albeit sad to have to report with Lifebridge.	2.5	\$ 20.00	\$ 50.00		
October	4			\$ 20.00	\$ -		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8			\$ 20.00	\$ -		
October	9			\$ 20.00	\$ -		

October	10	Although participants have not asked for assistance with consent decree concerns, they have inquired as to healthcare and employment, for which I was able to assist with. In addition, with the demolition of various sections of apartments within the Gilmor Homes community, my aforementioned plans to be present at another location is a great idea. Going forward into my full 1 year as a NL; my goal is to visit the entire area for which I am to serve.	2.5	\$	20.00	\$	50.00
October	11			\$	20.00	\$	-
October	12	Set up a table during the Rainbow of Love Over Sandtown Community Event. I noticed that most participants were not the usual Soup Kitchen attendees. This was encouraging, in that I was able to share information with those who were unaware of the NL's role in the community.	3	\$	20.00	\$	60.00
October	13			\$	20.00	\$	-
October	14			\$	20.00	\$	-
October	15			\$	20.00	\$	-
October	16			\$	20.00	\$	-
October	17	Residents came and went. Some took advantage of the quietness by meditating and/or reading our Newsletter, The Baltimore Times and other flyers of interest. As previously stated, I am basically at this location to provide any updated information and be there if someone wants to share; I have plans to explore new territory. Later in the evening, I attended the Western District Community Assoc. Meeting. The New Major was introduced. Learned that there are 14 Metric Micro Zones. We were provided updates on 4 recent shootings in the District and Mondawmin Mall security concerns; shared that the mall has contracted Allied Security to guard the entry and exits. Fmr. Major is now the Youth and Community Outreach person. The BPD Chaplain Program reps Elder Harris and Antoinette introduced themselves and familiarized residents of their duties to the officers and residents; shared that there are 20 Chaplains in the Western District and that there are 3 Sectors - Sect. 1/2 is Sandtown to Penn/Fulton; Sector 3 Mondawmin to Penn. Their mission is to be a wedge between the residents by listening to their concerns and educating new officers and those unfamiliar with City life - of the culture thereof, with a vision of creating a holistic community thus bridging the gap between police and the residents.	4	\$	20.00	\$	80.00
October	18			\$	20.00	\$	-
October	19			\$	20.00	\$	-
October	20			\$	20.00	\$	-
October	21	Discussed assessment of our role in the community; NL share of our concerns, lessons learned and growth opportunities. In an effort to be uniformed and professional at tabling events, some expressed concern that we do not have our tablecloths. A rep from the DOJ introduced himself and his reprised role.	1	\$	20.00	\$	20.00
October	22			\$	20.00	\$	-
October	23			\$	20.00	\$	-

October	24		\$	20.00	\$	-
October	25		\$	20.00	\$	-
October	26		\$	20.00		
October	27		\$	20.00	\$	-
October	28		\$	20.00	\$	-
October	29		\$	20.00	\$	-
October	30		\$	20.00	\$	-
October	31	Folk were hungry today. 4 new people had lunch. I did register some to vote. They mostly wanted to eat the food and partake in the treats that were provided. Later replenished brochures at the Legends carryout after ordering.	2 \$	20.00	\$	40.00
			15	TOTAL:	\$	300.00
						0

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TOTAL:				\$	25.00

Subtotal Time:	\$	300.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	325.00
Unbilled Hours		0.00

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

INITIALS
KB

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.	INSTRUCTIONS
INVOICE FOR MONTH OF:	<u>October</u>		1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
INVOICE SUBMITTED BY:	Howard Roberts		2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
DATE SUBMITTED:	11/6/2019		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.
YEAR:	2019		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.

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Attended TURN-AROUND Tuesday at Zion Baptist - distributed brochures after session ... 3 to 5 in attendance ... did circulate with the brothers after session	2	\$ 20.00	\$ 40.00		
October	2	Did tabling at Eastside Community Action Center ... distributed brochures and updated bulletin board while clients waited to be seen ... did 2 commercials ... 5 to 15 attending ... people seemed open to / positive about knowing that the police are being monitored ... all positive today.	1	\$ 20.00	\$ 20.00		
October	3		1	\$ 20.00	\$ 20.00		
October	4	Did drive by at Wolf street and Orleans Street Enoch Pratt ... restocked brochures ... did speak to 3 briefly shred brochues with each.	1	\$ 20.00	\$ 20.00		
October	5	Did drive by IND, St. Frances Academy, Dr. Bernard Harris Schools ... left brochures at each site ... did speak briefly to front office staff at each site.					
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		

October	8	Attended the food distribution event at Oliver Community Center ... were 60 to 80 people attending ... distributed brochures while group lined up ... did distribute 30 plus brochurs ... spoke to another 20 or more during the event ... good day for the monitoring team message effort.	2	\$	20.00	\$	40.00
October	9	Did tabling at Eastside Community Action Center ... distributed brochures and updated bulletin board while clients waited to be seen ... did commercial once ... 10 to 15 attending ... people seemed open to / positive about knowing that the police are being monitored ... another positive day.	1	\$	20.00	\$	20.00
October	10			\$	20.00	\$	-
October	11			\$	20.00	\$	-
October	12			\$	20.00	\$	-
October	13	Did drive -by on Greenmount ave. ... dropped in on the senior citizen buildings near 22nd street ... left 5-15 brochures at each site ... gave short overviews.	1	\$	20.00	\$	20.00
October	14			\$	20.00	\$	-
October	15			\$	20.00	\$	-
October	16			\$	20.00	\$	-
October	17	Attended gathering at the Madison ctr for members of the burned out church across the street ... nearly 50 gathered ... did hand out brochures to 10 to 15 ... spoke to 10 others ... good energy ... people were open to the discussion about improving policing in the city	2	\$	20.00	\$	40.00
October	18	Revisited the market on monument ... handed out 10-15 brochures , left another 5 at a few food stations ... good day.	1	\$	20.00	\$	20.00
October	19			\$	20.00	\$	-
October	20			\$	20.00	\$	-
October	21	Dropped brochures at Memorial Baptist, revisited Knox Presbyterian, and St. Francis Xavier.	1	\$	20.00	\$	20.00
October	22			\$	20.00	\$	-
October	23			\$	20.00	\$	-
October	24			\$	20.00	\$	-
October	25						

October	26	Corner Crawl in Northeast ... good day in the community ... didtributed 20 brochures ... left 10 more in cars ... spoke to 10-15 people ... good day,	2	\$	20.00	\$	40.00
October	27			\$	20.00	\$	-
October	28			\$	20.00	\$	-
October	29			\$	20.00	\$	-
			15	TOTAL:	\$	300.00	0

TOTAL:	\$	325.00
Unbilled Hours		0.00

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

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

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 20.00	\$ -		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1	\$ 20.00	\$ 20.00		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8			\$ 20.00	\$ -		
October	9			\$ 20.00	\$ -		
October	10			\$ 20.00	\$ -		
October	11	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1.5	\$ 20.00	\$ 30.00		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15			\$ 20.00	\$ -		
October	16			\$ 20.00	\$ -		

October	17		\$	20.00	\$	-
October	18	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	3.5	\$ 20.00	\$	70.00
October	19		\$	20.00	\$	-
October	20		\$	20.00	\$	-
October	21	Monthly CD Staff Meeting at BMC	1	\$ 20.00	\$	20.00
October	22		\$	20.00	\$	-
October	23		\$	20.00	\$	-
October	24		\$	20.00	\$	-
October	25	Weekly Community Engagement at Herring Run Library- Erdman Ave. - set up table, spoke to Community members about consent decree and distributed CD Brochure	1	\$ 20.00	\$	20.00
October	26	Northeast District Corner Crawl with Cd Team (bel air rd. St 4 x 4 block radius) Engagement with businesses and residents. Pamphlet Distribution	2	\$ 20.00	\$	40.00
October	27		\$	20.00	\$	-
October	28		\$	20.00	\$	-
October	29		\$	20.00	\$	-
October	30		\$	20.00	\$	-
October	31	Community engagement at Garrett Heights Elementary	1	\$ 20.00	\$	20.00
			11	TOTAL:	\$	220.00
						0

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

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Attended Civil Rights Week event put on by Office of Civil Rights "Policing & Engaging Vulnerable Communities". Speakers from across BPD, law enforcement, non-profits and grass root justice reform orgs.	1	\$ 20.00	\$ 20.00		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4			\$ 20.00	\$ -		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8			\$ 20.00	\$ -		
October	9			\$ 20.00	\$ -		
October	10			\$ 20.00	\$ -		
October	11			\$ 20.00	\$ -		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14	Presented at monthly Patterson Park Neighborhood Association meeting focused on engaging Spanish Speaking community. Sat at table about "legal" resources and shared with attendees about CDMT in general and about the upcoming Quarterly Meeting	1.5	\$ 20.00	\$ 30.00		

October	15	Attended CDMT Quarterly Public Hearing in Cherry Hill.	2	\$	20.00	\$	40.00
October	16			\$	20.00	\$	-
October	17	Biweekly tabling in SE District at Orleans Branch of Enoch Pratt library	2	\$	20.00	\$	40.00
October	18			\$	20.00	\$	-
October	19			\$	20.00	\$	-
October	20			\$	20.00	\$	-
October	21	Attended monthly Neighborhood Liaison meeting	1	\$	20.00	\$	20.00
October	22			\$	20.00	\$	-
October	23			\$	20.00	\$	-
October	24			\$	20.00	\$	-
October	25			\$	20.00	\$	-
October	26	Community engagement at Corner Crawl in North Eastern District for CDMT with fellow Neighborhood Liaisons. Including individual engagement, businesses, flyering etc.	2	\$	20.00	\$	40.00
October	27	Community conversation and film screening on law enforment surveillance of black and brown communties	2	\$	20.00	\$	40.00
October	28	Biweekly tabling in SE District at Orleans Branch of Enoch Pratt library	2	\$	20.00	\$	40.00
October	29			\$	20.00	\$	-
October	30			\$	20.00	\$	-
October	31			\$	20.00	\$	-
			13.5	TOTAL:	\$	270.00	0

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			TOTAL:	\$	25.00

Subtotal Time:	\$	270.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	295.00
Unbilled Hours		0.00

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

INITIALS

MT

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

Sample Description:
 Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 20.00	\$ -		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4	Canvassed Patapsco shopping center and did pamphlet distribution as a part of my weekly community outreach	1	\$ 20.00	\$ 20.00		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8	Attended the Coppin State University Town Hall meeting. Pased out brochures and talked with some residents about our team's community Outreach.	1	\$ 20.00	\$ 20.00		
October	9			\$ 20.00	\$ -		
October	10	Did weekly tabling at Brooklyn Enoch Pratt Library and attended a event where I was able to so some Community Outreach	1	\$ 20.00	\$ 20.00		
October	11			\$ 20.00	\$ -		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15	Attended the Monitoring Team 's 7th Quarterly Public Forum/St Veronica Catholic Church	2	\$ 20.00	\$ 40.00		
October	16			\$ 20.00	\$ -		

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				\$	-
TOTAL:				\$	25.00

Subtotal Time:	\$	200.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	225.00
Unbilled Hours		0.00

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

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	INVOICE FOR MONTH OF: <u>October</u>	INVOICE SUBMITTED BY: Roberts, M.	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	DATE SUBMITTED: 11/6/2019		
	YEAR: 2019		

Sample Description:
Attend Howard Park Civic Association meeting

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

October	17		\$	20.00	\$	-
October	18		\$	20.00	\$	-
October	19		\$	20.00	\$	-
October	20		\$	20.00	\$	-
October	21	Monthly Consent Decree Neighborhood Liaison Meeting	1	\$ 20.00	\$	20.00
October	22		\$	20.00	\$	-
October	23	Waverly Library Literature Refill: I went by the library to check stock of brochures and for the first time in over year, there were no brochures in their literature set-up.	0.2	\$ 20.00	\$	4.00
October	24		\$	20.00	\$	-
October	25		\$	20.00	\$	-
October	26	Mayor's CleanUp Discussions with Neighbors. We had our usual Mayor's cleanup and I was present to talk with folks and see if they wanted to talk about police matters. A few folks raised concerns about the increased use of the helicopters over the neighborhood.	2	\$ 20.00	\$	40.00
October	27		\$	20.00	\$	-
October	28		\$	20.00	\$	-
October	29		\$	20.00	\$	-
October	30		\$	20.00	\$	-
October	31		\$	20.00	\$	-
			3.2	TOTAL:	\$	64.00
						0

					\$	-
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				TOTAL:	\$	25.00

Subtotal Time:	\$	64.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	89.00
Unbilled Hours		0.00

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

INITIALS
MJR III

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Curtis	
	DATE SUBMITTED:	11/6/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 20.00	\$ -		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4			\$ 20.00	\$ -		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8	Attended meeting with Park Circle Community and SDKG spoke with residents	2	\$ 20.00	\$ 40.00		
October	9	Passd out literature at Delta Center Food Bank with Psalmist Church	1	\$ 20.00	\$ 20.00		
October	10			\$ 20.00	\$ -		
October	11			\$ 20.00	\$ -		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15	Attended meeting with Neighborhood United and spoke with The Northwest Baltimore about the consent Decree	2	\$ 20.00	\$ 40.00		
October	16	Attended the BCCC resources fair (Housing, Safety , Education) Gave out 100 bouchures	2	\$ 20.00	\$ 40.00		

October	17		\$	20.00	\$	-
October	18		\$	20.00	\$	-
October	19		\$	20.00	\$	-
October	20		\$	20.00	\$	-
October	21	Spoke with residents at Langston hughes Center Food Pantry	2 \$	20.00	\$	40.00
October	22	Went to CRC meeting with the Northwest Police and spoke about the consent decree	2 \$	20.00	\$	40.00
October	23		\$	20.00	\$	-
October	24	Went to the Quarterly Hearing at Federal Court	4 \$	20.00	\$	80.00
October	25		\$	20.00	\$	-
October	26		\$	20.00	\$	-
October	27		\$	20.00	\$	-
October	28		\$	20.00	\$	-
October	29		\$	20.00	\$	-
October	30		\$	20.00	\$	-
October	31		\$	20.00	\$	-
			15	TOTAL:	\$	300.00
						0

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218			INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.
	INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Watts	
	DATE SUBMITTED:	10/5/2019	
	YEAR:	2019	

Sample Description:
Attend Howard Park Civic Association meeting

TIME							
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 20.00	\$ -		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4	Weekly Engagement - Nancy by Snac - Spoke to Senator Corey McCray who gave me contact for John Rankin, Pres. Electrical Union.	2	\$ 20.00	\$ 40.00		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8	Attended meeting at Linden Park Association - Approximately 25 people in attendance and President of association knew quite a lot about Consent Decree, so he and I both reviewed the materials and the inner workings of the Consent Decree	2	\$ 20.00	\$ 40.00		
October	9			\$ 20.00	\$ -		
October	10	Attended meeting with the Upton Planning Council with Ray Kelly - 22 Community Members - Ray introduced me to the community as their liaison	2	\$ 20.00	\$ 40.00		
October	11	Weekly Engagement - Nancy by Snac - Met with 2 members of the LBG Community and they will schedule time for me to present to LBG Community Public Safety Committee and the BPD LBG Advisory Council	3	\$ 20.00	\$ 60.00		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		

October	15	Tabled at the USAO RESOURCE FAIR - Spoke to 2 young men who had the same experience with Police. One was on Cumberland & Carey and the other on Old York Rd. near 38th St. I spoke to them at different times of the event, but they sited the same interactions. Ironically, I heard the same things when we did corner crawl on Monument St. - Will provide intake form. Approximately 20 people stopped by from the outside and a few vendors. More vendors than participants.	3	\$	20.00	\$	60.00
October	16			\$	20.00	\$	-
October	17			\$	20.00	\$	-
October	18			\$	20.00	\$	-
October	19			\$	20.00	\$	-
October	20			\$	20.00	\$	-
October	21	Attended the Consent Decree Monitoring Team Neighborhood Liaison meeting	1	\$	20.00	\$	20.00
October	22			\$	20.00	\$	-
October	23			\$	20.00	\$	-
October	24			\$	20.00	\$	-
October	25	Weekly Engagement - Nancy by Snac - Slow morning	1	\$	20.00	\$	20.00
October	26	Attended a meeting at Shepard's Heart Missionary with Pastor Sandra O'Connor - 35 PEOPLE WERE PRESENT AND I HAD AN OPPORTUNITY TO SPEAK AT THE END. LOTS OF QUESTIONS BUT NO STORIES SHARED	1	\$	20.00	\$	20.00
October	27			\$	20.00	\$	-
October	28			\$	20.00	\$	-
October	29			\$	20.00	\$	-
October	30			\$	20.00	\$	-
October	31			\$	20.00	\$	-
			15	TOTAL:	\$	300.00	0

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

INSTRUCTIONS

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

INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Bowman	
DATE SUBMITTED:	11/9/2019	
YEAR:	2019	

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 235.00	\$ -		
October	2			\$ 235.00	\$ -		
October	3	Reviewed/responded to 14 messages ref October 2019 Newsletter, First Thursday Call, and Staffing and Supervision Bi-Weekly Call (1.0).	1	\$ 235.00	\$ 235.00		
October	4	Reviewed/responded to 5 messages ref he Monthly Monitor, and Hodge Case & Consent Decree Question (0.5).	0.5	\$ 235.00	\$ 117.50		
October	5			\$ 235.00	\$ -		
October	6			\$ 235.00	\$ -		
October	7	Reviewed/responded to 19 messages ref Hodge Case & Consent Decree Question (1.1).	1.1	\$ 235.00	\$ 258.50		
October	8	Reviewed/responded to 10 messages ref Training call, Hodge Case & Consent Decree Question, Comment re FOP report (1.2).	1.2	\$ 235.00	\$ 282.00		
October	9			\$ 235.00	\$ -		
October	10			\$ 235.00	\$ -		
October	11	Reviewed/responded to 9 messages ref Amendment to SSA Policy Suite I, Training call, and Stops, Searches, and Arrests training (0.7).	0.7	\$ 235.00	\$ 164.50		

INVOICE

October	12		\$	235.00	\$	-
October	13		\$	235.00	\$	-
October	14		\$	235.00	\$	-
October	15	Reviewed/responded to 10 messages ref bi-weekly Policy Call, training plan meetings, Warrantless searches, Youth Interrogations and UOF Memo, and invoice form (1.0).	1 \$	235.00	\$	235.00
October	16		\$	235.00	\$	-
October	17		\$	235.00	\$	-
October	18	Reviewed/responded to 20 messages ref invoice form, PIB Weekly Reports, CD conference in Fort Worth, and BPD E-T Recommendation to Draft Policy 710, SIRT (1.0).	1 \$	235.00	\$	235.00
October	19		\$	235.00	\$	-
October	20		\$	235.00	\$	-
October	21		\$	235.00	\$	-
October	22	Reviewed/responded to 14 messages ref Administrative Duties Division Video & New Org Chart, POSTED FOR PUBLIC COMMENT: Policy 322, Member-Involved Sexual Misconduct, training call, and SSA and Technology Topic - E-tix (1.8).	1.8 \$	235.00	\$	423.00
October	23		\$	235.00	\$	-
October	24		\$	235.00	\$	-
October	25	Reviewed/responded to 15 messages ref Message from Commissioner Harrison, MPCTC Approved ID theft eLearning, Sexual Assault Investigator Training, SSA and Technology Topic - E-tix, PIB Weekly Report, MPCTC Approved Sex Trafficking of Minors eLearning, and Prisoner transport and Sexual Assault training (1.2).	1.2 \$	235.00	\$	282.00
October	26		\$	235.00	\$	-
October	27		\$	235.00	\$	-
October	28	Prepared for and participated in biweekly policy call with BPD and DOJ (0.4). Reviewed/responded to 13 messages ref SSA and Technology Topic - E-tix, amendment to SSA Policy Suite I, MPCTC Approved IDD eLearning, and Policy Call (1.2).	1.6 \$	235.00	\$	376.00
October	29	Reviewed/responded to 13 messages ref SSA e-learnings, amendment to SSA Policy Suite I, Discussion about E-tix and Data Fields for Incident Reporting, CDIU Personnel Changes, Staffing and Supervision Bi-Weekly Call, and Prisoner transport and Sexual Assault training (1.1).	1.1 \$	235.00	\$	258.50
October	30	Reviewed/responded to 17 messages ref Stops, Searches, and Arrests, Prisoner transport and Sexual Assault training, and Amendment to SSA Policy Suite I (1.5).	1.5 \$	235.00	\$	352.50

October	31	Spoke with Monitor ref DOJ request (0.2). Review/responded to 10 messages ref BPD stops, searches and arrests, and aerial surveillance, MPCTC Approved Sex Trafficking of Minors eLearning, Prisoner transport and Sexual Assault training, and media reports (1.0).	1.2	\$	235.00	\$	282.00	
			14.9	TOTAL:	\$	3,501.50		0

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	3,501.50
Subtotal Expenses:	\$	-
TOTAL:	\$	3,501.50

Unbilled Hours 0.00

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

Baltimore Consent Decree Monitor 750 E. Pratt, Ste 900 Baltimore, MD 21202				INSTRUCTIONS 1. Complete the blue box to the left first. This will cause month and rate information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day, even if you work more than eight (8) hours in a day, which you inevitably will. Leadership must authorize more than eight hours billed in a day, itemized, but will do so sparingly. 4. You may NOT bill for time spent traveling to or from Baltimore or anywhere else. Travel time is non-reimbursable. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. 6. Do not forget to initial the box attesting to the accuracy of this statement before you submit it. 7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.
		MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
		SUBMITTED BY:	Dupont	
		DATE SUBMITTED:	11/6/2019	
		YEAR:	2019	

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

TIME							
Month of	Day	Description	Hours	Rate	Total		Unbilled Hours
October	1	Discussion of feedback on the preliminary Gap Analysis Report with area advocacy group	0.8	\$ 235.00	\$ 188.00	Correspondence with local advocacy groups regarding preliminary draft of Gap Analysis Report	0.1
October	2	CPIC Data Committee Meeting	1.1	\$ 235.00	\$ 258.50		
October	3	Review of revised Gap Analysis Report, discussion of Gap Analysis report with area advocacy groups	1.1	\$ 235.00	\$ 258.50	Correspondence with Monitoring Team (S. Rosenthal) regarding GAP Analysis Report, review of Monitoring Team Newsletter	0.3
October	4	Discussion of feedback on revised Gap Analysis report with local advocacy group	0.2	\$ 235.00	\$ 47.00		
October	5			\$ 235.00	\$ -		
October	6			\$ 235.00	\$ -		
October	7			\$ 235.00	\$ -		
October	8			\$ 235.00	\$ -		
October	9	Review of CPIC Policy Committee material on BPD LEAD program, review of Mental Health First Aid Curriculum (MHFA), discussion of MHFA Curriculum with BPD Compliance Division, discussion of BPD Recruit Crisis Training timeline with BPD Compliance and Training Divisions, review of CPIC/BPD Training Committee materials and meeting minutes	2.8	\$ 235.00	\$ 658.00	Correspondence with Monitoring Team (K. Thompson, S. Rosenthal) regarding timeline for BPD Recruit Crisis Intervention Training	0.2
October	10	Discussion of MHFA Curriculum with CPIC Leadership and BPD Compliance Division, Follow up discussion of revisions to BPD Recruit Crisis Training timeline with BPD Compliance Division and CPIC Leadership, review of CPIC Data Committee notes	2.1	\$ 235.00	\$ 493.50		

October	11	Review of current BPD Call Taker/Dispatch Training Curriculum, review of LEAD Policy and Monitoring Schedule with BPD Compliance Division, Discussion of MHFA Curriculum issues	0.8	\$	235.00	\$	188.00	Discussion of inclusion of BPD LEAD and HOT Policies in Monitoring Team Schedule with Monitoring Team Members (K. Thompson, S. Rosenthal, M. Barge)	0.3
October	12			\$	235.00	\$	-		
October	13			\$	235.00	\$	-		
October	14			\$	235.00	\$	-		
October	15	Discussion of MHFA Curriculum with CPIC/BPD Crisis Training Committee and BPD Compliance Division, follow up on BPD Recruit Crisis Training timeline with BPD Compliance and Legal Divisions	1	\$	235.00	\$	235.00		
October	16			\$	235.00	\$	-		
October	17			\$	235.00	\$	-		
October	18			\$	235.00	\$	-		
October	19			\$	235.00	\$	-		
October	20			\$	235.00	\$	-		
October	21			\$	235.00	\$	-		
October	22	Review of DOJ Feedback on MHFA Curriculum, review of CPIC/BPD Crisis Training Committee Meeting minutes/notes	0.8	\$	235.00	\$	188.00	Correspondence regarding advocacy group symposium on Gap Analysis Report with Monitoring Team members (K. Thomposon, S. Rosenthal)	0.1
October	23	Discussion of MHFA Curriculum and DOJ Feedback with CPIC/BPD Training Divisions, BPD Compliance Division and DOJ, Review of CPIC Monthly Meeting materials	1.4	\$	235.00	\$	329.00	Travel to Baltimore	9
October	24	Review of latest draft of Gap Analysis Report, Discussion of Gap Analysis Report with local advocacy group, On-site meeting with CPIC/City/BPD Leadership, On-site CPIC Monthly Meeting.	2.7	\$	235.00	\$	634.50	Travel from Baltimore	9
October	25	Review of national advocacy group report on juvenile justice as related to City Youth strategies	0.5	\$	235.00	\$	117.50		
October	26			\$	235.00	\$	-		
October	27			\$	235.00	\$	-		
October	28			\$	235.00	\$	-		
October	29			\$	235.00	\$	-		
October	30			\$	235.00	\$	-		
October	31	Discussion of Gap Report with BPD Compliance Division, BPD update on CPIC progress, discussion of all parties reponse to the Gap Analysis Report with CPIC, BPD, BHSB	1.1	\$	235.00	\$	258.50	Discussion of GAP Analysis Report impact on Consent Decree issues, CPIC response to Gap Analysis Report with Monitor (K. Thompson)	0.8
			16.4	TOTAL:	\$	3,854.00			19.8

Subtotal Expenses:	\$	868.44
TOTAL:	\$	4,722.44
Unbilled	\$	19.80 hours

Invoice #105-025

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

INITIALS

RTD

#1A

SKIP TO BOOK

MEM - BWI Round Trip Oct 23-24 1 Passenger MODIFY

Randy



Start Over **Express Checkout** Confirmation

Express Checkout

Outbound Change Flight	DL1281, DL995 MEM ▶ BWI	Wed, Oct 23	4:50pm - 11:05pm	1 stop, 5h 15m Main	▼
Return Change Flight	DL1906, DL1272 BWI ▶ MEM	Thu, Oct 24	5:40pm - 9:20pm	1 stop, 4h 40m Main	▼

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



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\$123.00
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UPGRADE



First

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

\$253.00
2 left at this price
 25,300 miles

Per Person Entire Trip

UPGRADE

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View a map of the plane and select your seats

SELECT SEATS

[Wi-Fi & Trip Extras](#)

Buy a Wi-Fi pass or Trip Extras.

ADD TRIP EXTRAS

Baggage Allowance Per Passenger

[View Details](#)

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

#1B

Passenger Info

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

Passenger 1

I'm not traveling

First Name	Middle Name (optional)	Last Name	Suffix
Randolph	Thomas	Dupont	--
Frequent Flyer Program(optional)		Frequent Flyer Number	
Delta Air Lines/SkyMiles		[REDACTED]	

Secure Flight Information on File

Known Traveler #(optional)	Redress # (optional)
[REDACTED]	Redress # (optional)

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

Contact Info

Edit

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

Upgrade Request

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Customize your upgrade preferences in My Trips.

Save Preferences to Profile

Payment

[Use other forms of payment](#)

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My Wallet (3)

Randolph Dupont

Memphis, TN

All fields are required unless noted

Saved Cards

[REDACTED] + Add new card

Earn up to an additional 2 miles per dollar on this purchase when you use your Delta SkyMiles Credit Card. [Terms and](#)

#1C

Conditions)

MEM - BWI Round Trip Oct 23-24 1 Passenger

MODIFY

Randy



Randolph, use Pay with Miles, an exclusive Card Member benefit.

Terms & Conditions

Pay With Miles
Select Miles

3 Trip Protection

RECOMMENDED

Protect your trip for \$34.97 total.

Peace of mind for your trip to Baltimore is only a click away.

- Compensation: Get back up to 100% for covered trip cancellation and trip interruption
- Peace of mind: Insurance for delay, loss, damage or theft of your belongings
- Receive more: Reimbursement for eligible meals and accommodations due to a covered travel delay
- Help when you need it: 24/7 assistance in the event of a travel or medical emergency

"Consider buying travel insurance." - CNN.com, June 2019

70,954 customers protected their trip in the last 7 days



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Required: Select Yes or No to continue

Yes, protect my trip.

No, do not protect my \$518.00 trip.

By selecting Complete Purchase, you agree to all the Terms and Conditions, Delta's Privacy Policy and the Hazardous Material Policy outlined below.

You acknowledge that you are at least 16 years of age.

Federal law forbids the carriage of hazardous materials aboard the aircraft, in your luggage, or on your person. Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. E-cigarettes are not permitted in checked baggage and must be transported in carry on

Amount Due.
(1 Passenger)

\$518.00 USD

MMs

MQMs

MQDs

24 HR RISK-FREE CANCELLATION

COMPLETE PURCHASE

See Terms Below.

Terms and Conditions

SKYMILES EARNING

*Delta-marketed or - ticketed flights earn miles based on ticket price (base fare plus any carrier-imposed surcharges), up to 75,000 miles per ticket.

GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules and Hazardous Materials for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage.

Federal law forbids the carriage of hazardous materials aboard the aircraft, in your luggage, or on your person. Hazardous materials include explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. E-cigarettes are not permitted in checked baggage and must be transported in carry on baggage only.

View Fare Rules, Change & Cancellation Policies. This ticket is changeable / nonrefundable. Fees may apply. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependant on the rate of exchange at time of transaction.

In-Flight services and amenities may vary and are subject to change.

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

410-859-1100
410-859-1102
Operator of



26837-009
AIRPORT CAB

RECEIVED FROM:

NAME

TRANSPORTATION TO

DATE

CAB NO.

G. Khan

DELTA HOTEL

10/23/19

114

METER FARE	<i>35</i>	<i>15</i>
BAGGAGE		
TOLLS		
OTHER		
TIP		
TOTAL	<i>40</i>	<i>-</i>

Chauffeur

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

2A

2B

Top Level Sedans, LLC

Private Sedan Service

301/437-5163

DATE

10/24/19

PRICE \$

40⁰⁰

PICK-UP

DELTA HOTEL

DESTINATION

AIRPORT

DRIVER'S NAME

SHAN PERSAUD

TIME

BEGIN

2 PM

TIME

FINISHED

2:30 PM

TIME

WAITING

—

Thank You

#3

Mr Randolph Dupont
 175 N Rose Rd
 Memphis TN 38117
 United States

Room Number: [REDACTED]
 Arrival Date: 10-23-19
 Departure Date: 10-24-19
 CRS Number: [REDACTED]
 Rewards No: XXXX [REDACTED]
 Page No: 1 of 1

INVOICE

Folio No: 59474

10-24-19

Date	Description	Charges	Credits
10-23-19	Room Charge	152.00	
10-23-19	Rooms - State Tax	9.12	
10-23-19	Rooms - City/Occupancy Tax	14.44	
10-24-19	[REDACTED] XXXXXXXXXXXXXXX [REDACTED] XX/XX		175.56
Total		175.56	175.56
Balance		0.00	

NOTE: Changed \$152.35
 to match Venable lowest
 available rate

Clear

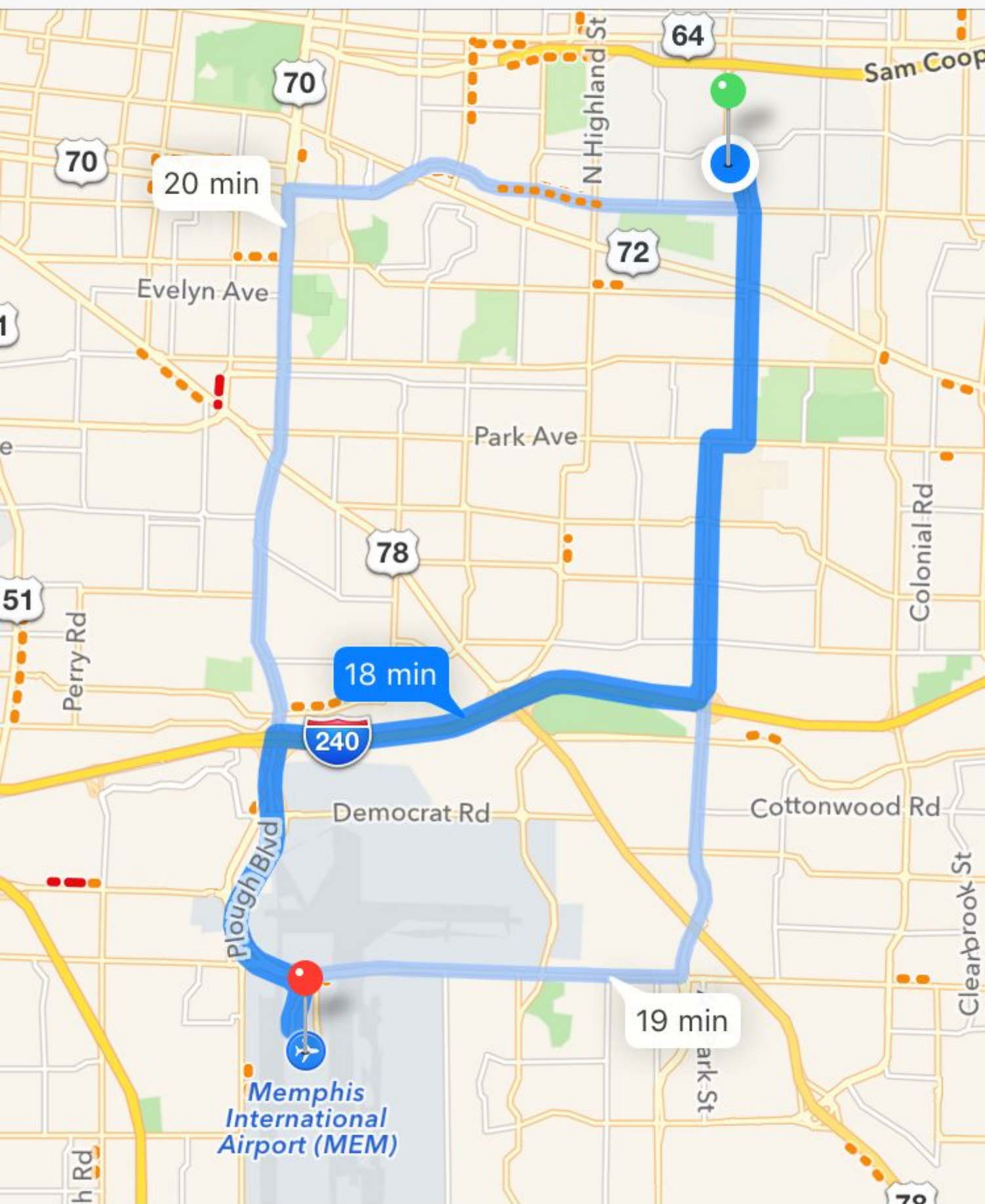
To Memphis International Airport



Drive

Walk

Transit



18 minutes

10 mi · I-240 W

Details



Start



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

INSTRUCTIONS

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

INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
INVOICE SUBMITTED BY:	Maxey	
DATE SUBMITTED:	11/1/2019	
YEAR:	2019	

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Review MT email re: PIB and original submission by BPD		\$ 235.00	\$ -		1
October	2	Review PIB materials; call re: PIB	0.7	\$ 235.00	\$ 164.50		0.5
October	5	Venconnect process - contact IT/issue escalated b/c account non-functional		\$ 235.00	\$ -		4
October	9	Obtain technical access to OPR cases		\$ 235.00	\$ -		1
October	10	FTA18-00015 OPR review/review instrument	1.3	\$ 235.00	\$ 305.50		
October	13	Review of CIU 18-0018SC/FTA 18-00077/ 2018-0100	2.5	\$ 235.00	\$ 587.50		
October	16	Review of 2018-0095, CIU 18-00131	1.8	\$ 235.00	\$ 423.00		
October	17	Ft. Worth Consent Decree Conference		\$ 235.00	\$ -	Consent decree conference	6.5
October	18	Ft. Worth Consent Decree Conference		\$ 235.00	\$ -	Consent decree conference	2.5
October	19	Review of CIU-01492, CIU 18-00506SC, CIU 18-00723, FTA 18-00057, FTA 18-00038, CIU 18-00405; 2018-0120, 2018-0189, 2018-0120, 2018-0189	4.9	\$ 235.00	\$ 1,151.50		
October	22	Review OPR 18-0245, 17-0732, 18-0177, 2018-0197, download remainder of cases for review	3.2	\$ 235.00	\$ 752.00		
October	23	Review OPR cases 2018-0233; 2018-0109; CIU 18-00264SC	1.8	\$ 235.00	\$ 423.00		
October	24	Review OPR cases 2018-0232, 2018-0109; 2018-0268; 2018-0352; 2018-0358; reconcile case list	3.7	\$ 235.00	\$ 869.50		

INVOICE

October	25	Review OPR cases 2018-0547, CIU 18-00319	0.8	\$	235.00	\$	188.00	
October	29	Review SSA policies	1.2	\$	235.00	\$	282.00	
October	30	Review pilot complaint form/trainings; review 2018-0255	1.3	\$	235.00	\$	305.50	
October	31	Review issue re: arial surveillance; officer involved sexual misconduct policy;	1	\$	235.00	\$	235.00	
			24.2	TOTAL:	\$ 5,687.00			15.5

Baltimore Consent Decree Monitor
INVOICE

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

Subtotal Time:	\$	5,687.00
Subtotal Expenses:	\$	-
TOTAL:	\$	5,687.00

Unbilled Hours 15.50

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