

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 "Time" portion of the matrix consistent with the "Sample Description" below.
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-reimbursed.
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:	Bowman
DATE SUBMITTED:	11/20/2018
YEAR:	2018

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

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Review/responded to 24 messages, including Crisis Intervention Report to the Court, BPD case books, OPR work session, Monitoring Team Report Court Hearing, Submission of Final Investigatory Stop System Plan-Line 40, October 2nd Monthly Meeting/Interactions With Persons With Behavioral Disorders, Recruitment, Hiring and Retention / Officer Assistance and Support, Uniform, Patrol Rife and Task Force Policies, and Finalized Gartner Report. Met with MT Leads and Judge Bredar.	8	\$ 235.00	\$ 1,880.00		
October	2	Attended MT leads meeting and court hearing. Review/responded to messages including Officer Safety and Wellness Training, Policy 306, Complaint Intake and Classification Process, and public hearing.	8	\$ 235.00	\$ 1,880.00		
October	3	Review/responded to messages including BPD's Mock Panel Interview Pilot, OPR Policy Meeting, Bi-Weekly Consent Decree Technology and SSA Data Collection Call, and MT Leads Meeting.	1.5	\$ 235.00	\$ 352.50	Traveled from BWI to Arlington	

Baltimore Consent Decree Monitor
INVOICE

October	4	Review/responded to 14 messages, including BPD Monitor Neighborhood Liaisons, IAS Weekly Report 09/28/2018, First Thursday Call, Bi-Weekly Staffing Plan, Recruitment Hiring & Retention / Officer Assistance and Support Bi-weekly Meeting, Documents providing guidance on Brady Giglio issues, Updated OPR-CRB Protocol and others.	2	\$ 235.00	\$ 470.00	
October	5	Review/responded to 42 messages, including 1105 - Custodial Interrogations, Training Call Reschedule, 2nd Suite SSA Policies, Tuesday Court Hearing, and Documents providing guidance on Brady Giglio issues.	3.5	\$ 235.00	\$ 822.50	
October	6		\$	235.00	\$	-
October	7		\$	235.00	\$	- Review/responded to 11 messages, including 1105 - Custodial Interrogations, Training Plan Meetings, and Custodial Interrogations -- youth specific policy (and attachments).
October	8		\$	235.00	\$	-
October	9		\$	235.00	\$	- Review/responded to 5 messages.
October	10	Review/responded to 16 messages, including Custodial Interrogations -- youth specific policy, 1105 - Custodial Interrogations, Timelines - OPR protocols, policy; Stops/Searches/Arrests (Suites 1 and 2); Sexual Assault Investigation policy, SOPs, SSA Policies, Pilot Panel Interview, BPD/CRB Working Session - Protocols/Work Flow, BWC Training Plan, and Recruitment Hiring & Retention / Officer Assistance and Support Bi-weekly Meeting. Review policies 906, 1104, 1105, 1108 and 1114.	3.4	\$ 235.00	\$ 799.00	3.6
October	11	Prepare for and participate in call with DOJ/BPD/MT ref SSA and OPR deadlines. Review/responded to 36 messages, including SSA Policies, 1105 - Custodial Interrogations, SSA Policies, Documents providing guidance on Brady Giglio issues, Timelines - OPR protocols, policy; Stops/Searches/Arrests (Suites 1 and 2); Sexual Assault Investigation policy, SOPs, Feedback on SSA 1 & Policy 708, Initial Submission: Crisis Plan and Selection Process, Training Plan Meetings, and Custodial Interrogations -- youth specific policy.	4.8	\$ 235.00	\$ 1,128.00	
October	12	Review/responded to 18 messages including Misconduct Investigations and Discipline - BPD's Proposed Workflow Timeline, SSA Review, and 1105 - Custodial Interrogations.	1.5	\$ 235.00	\$ 352.50	
October	13		\$	235.00	\$	- Review/responded to 6 messages, including SSA policies 1007 and 1112.
October	14		\$	235.00	\$	- Review/responded to 8 messages

October	15	Reviewed BPD primary and Phase II policy submissions, edit and return 1104, 1007 and 1112 to DOJ. Review/responded to 27 messages including Training Outcome Measures & First Year Plan Deadlines Meeting, SECOND REQUEST Patrol Rifle Policy, CIT Plan/Selection Process Collaboration Call, Initial Submission: Crisis Plan and Selection Process, SA Lesson Plan, 1105 Custodial interrogations w/ Monitor and DOJ cmmts, Misconduct Investigations and Discipline, 1105 - Custodial Interrogations and OPR - CRB Working Session.	5	\$ 235.00	\$ 1,175.00	
October	16	Review/responded to 28 messages ref SSA Policies, IAS Weekly Report 10/12/2018, Training Outcome Measures & First Year Plan Deadlines Meeting, Training Outcome Measures & First Year Plan Deadlines Meeting and monitoring fiscal year.	2.1	\$ 235.00	\$ 493.50	
October	17	Prepare for and participate in SSA/Technology group call. Review/responded to 28 messages, including SSA 1 - Public Feedback Discussion, SSA Suite 1 Call, Investigatory Stops System Plan, and November 16th Monthly Meeting At The Academy.	3.2	\$ 235.00	\$ 752.00	
October	18			\$ 235.00	\$ -	Review/responded to 24 messages
October	19	Prepare for and participate in Training plans call with MT/DOJ/BPD. Review/responded to 27 messages, including Recruitment Hiring & Retention / Officer Assistance and Support, Training Plan, 1105 Custodial Interrogations, Misconduct scenarios, and Policy DRAFT 1020 Task Forces.	3.8	\$ 235.00	\$ 893.00	2
October	20			\$ 235.00	\$ -	
October	21			\$ 235.00	\$ -	Review/responded to 6 messages.
October	22			\$ 235.00	\$ -	Review/responded to 13 messages including SSA Training Plan, SSA 2: 1105 & 1002 Discussion, 1105 Custodial Interrogations, BPD/CRB Collaborative Work Session, PD/MT/DOJ Meeting to discuss the classification protocol and Policy 306, and Training updates
October	23			\$ 235.00	\$ -	0.5
October	24			\$ 235.00	\$ -	Review/responded to 12 messages.
October				\$ 235.00	\$ -	1.2
October				\$ 235.00	\$ -	2
October				\$ 235.00	\$ -	2.5

Baltimore Consent Decree Monitor
INVOICE

October	25		\$ 235.00	\$ -	Review/responded to 27 messages	3
October	26		\$ 235.00	\$ -	Review/responded to 22 messages	3.1
October	27		\$ 235.00	\$ -		
October	28		\$ 235.00	\$ -		
October	29		\$ 235.00	\$ -	Review/responded to 16 messages	2.1
October	30		\$ 235.00	\$ -	Review/initiated/responded to 22 messages.	2.5
October	31	SSA and Technology bi-weekly call with BPD/DOJ/MT. Review/initiate/responded to 38 messages, including First Thursday Call, Policy 306 & OPR Classification Protocol, policy DRAFT 1020 Task Forces w/MT comment, BPD Submission: Proposed Final Draft Crisis Data Form, and Policy 1109.	4.4 \$ 235.00	\$ 1,034.00		29.8
		51.2	TOTAL:	\$ 12,032.00		

EXPENSES

Baltimore Consent Decree Monitor
INVOICE

Baltimore Consent Decree Monitor
INVOICE

				\$ -	
				\$ -	
				\$ -	
				\$ -	
TOTAL:				TOTAL: \$ 286.75	

Subtotal Time:	\$ 12,032.00
Subtotal Expenses:	\$ 286.75
TOTAL:	\$ 12,318.75

Unbilled Hours 29.80

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

INITIALS

TB

Baltimore Consent Decree Monitor

750 E. Pratt, Ste 900
Baltimore, MD 21202

INSTRUCTIONS

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	INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Dupont	
	DATE SUBMITTED:	11/7/2018	
	YEAR:	2018	

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	On-site Monitoring Team Lead Meetings (Monitor, Deputy Monitors, Team Leads for Subject Matter Expertise) and Community Presentation	5.5	\$ 235.00	\$ 1,292.50	Monitoring Team (Monitor, Deputy Monitors, SME Leads) Meetings (2.0), Travel time (8.5)	10.5
October	2	Meeting with Maryland Advocacy Group, Monitoring Team Meeting prior to Court Briefing (T. Bowman), Court Briefing, Discussion after Court Hearing with Monitoring Team (K. Robinson, S. Rosenthal & T. Bowman)	5	\$ 235.00	\$ 1,175.00	Discussion of Advocacy Meeting with Monitoring Team, Preparation for Court Hearing	2
October	3			\$ 235.00	\$ -	Travel time	7
October	4			\$ 235.00	\$ -		
October	5	Discussion of BPD CIT In-Service as related to requirements of the Consent Decree with BPD staff	0.6	\$ 235.00	\$ 141.00		
October	6			\$ 235.00	\$ -	Correspondence regarding court hearing	0.3
October	7			\$ 235.00	\$ -		
October	8			\$ 235.00	\$ -	Travel time	8
October	9	Court Hearing, Monitoring Team Meeting (K. Thompson, S. Rosenthal)	6.5	\$ 235.00	\$ 1,527.50	Court Preparation, Monitoring Team Discussion of upcoming Court Hearing (K. Thompson, S. Rosenthal)	1
October	10	Discussion of Court Hearing with Mental Health Professional Group Leadership	0.7	\$ 235.00	\$ 164.50	Travel Time	7
October	11	Collaborative Planning and Implementation Committee (CPIC) Policy Subcommittee Meeting. Review, Feedback and Correspondence on BPD CIT Officer Selection and Crisis Intervention Plan.	2.4	\$ 235.00	\$ 564.00		
October	12			\$ 235.00	\$ -		
October	13			\$ 235.00	\$ -		

October	14		\$	235.00	\$	-
October	15		\$	235.00	\$	-
October	16	Review of BPD Selection Plan with BPD Leadership, Discussion of Selection Plan with CPIC. Discussion of Crisis Intervention In-Service with BPD staff, CPIC Data Subcommittee Meeting, Follow up of Subcommittee Meeting with CPIC Leadership.	3.7	\$	235.00	\$ 869.50
October	17		\$	235.00	\$	-
October	18		\$	235.00	\$	-
October	19		\$	235.00	\$	-
October	20		\$	235.00	\$	-
October	21		\$	235.00	\$	-
October	22		\$	235.00	\$	-
October	23		\$	235.00	\$	-
October	24	Discussion of CPIC meeting agenda and overall progress with Dept. of Justice	0.8	\$	235.00	\$ 188.00
October	25	Collaborative Planning and Implementation Committee (CPIC) community meeting.	1.7	\$	235.00	\$ 399.50
October	26		\$	235.00	\$	- Correspondence regarding CPIC meeting and Crisis In-service 0.2
October	27		\$	235.00	\$	-
October	28		\$	235.00	\$	-
October	29	Discussion of BPD CIT Curriculum Planning with BPD, review of CIT 40 Hour Curriculum training manual.	1.1	\$	235.00	\$ 258.50 Discussion of BPD Crisis In-Service Planning with Monitoring Team member (M. Barge) 0.1
October	30	Follow up discussion on BPD Crisis In-service	0.3	\$	235.00	\$ 70.50
October	31		\$	235.00	\$	-

EXPENSES

Subtotal Time:	\$	6,650.50
Subtotal Expenses:	\$	2,270.58
TOTAL:	\$	8,921.08

Unbilled \$ 36.10 hours

INITIALS

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

RTD

#1

BOOK CHECK-IN MY TRIPS FLIGHT STATUS Travel Info SkyMiles More



Trip Summary

New Search Express Checkout

Flights

MON 01 OCT	MEM ➔ BWI 06:09 AM 11:27 AM	DL 566, DL 1903 4h 18m 1 Stop	Main Cabin (V) Main Cabin (V) Changeable / Nonrefundable View Upgrade Eligibility Delta Air Lines Baggage Information	CHANGE	Price per Passenger Taxes, Fees and Charges	\$221.40 \$62.20
DETAILS ▾ SELECT SEATS						
WED 03 OCT	BWI ➔ MEM 06:02 AM 09:27 AM	DL 1222, DL 1771 4h 25m 1 Stop	Main Cabin (V) Main Cabin (V) Changeable / Nonrefundable View Upgrade Eligibility Delta Air Lines Baggage Information	CHANGE		
DETAILS ▾ SELECT SEATS						
	Medallion® Qualification Miles (MQMs) earned [REDACTED] Miles earned	Medallion Qualification Dollars (MQDs) earned [REDACTED]	MILEAGE CALCULATOR		Pay with Miles Select	
		EXCLUSIVE CARD MEMBER BENEFIT Randolph, Use Pay with Miles UP TO \$50 OFF FOR EACH 5,000 MILES YOUR CURRENT MILES: [REDACTED]	Reduce the cost of your trip with Pay With Miles, an exclusive feature for Delta SkyMiles Credit Card Members. Use the menu to select miles to apply. Terms and conditions apply.		Total Price (USD)	\$283.60

Passengers

Are You Traveling?

Yes No

1 Passenger Information	Please make sure your full name is entered exactly as it appears on your government-issued identification. This Secure Flight Passenger Data is for use by the Transportation Security Administration Only.				
	Prefix --	First Name RANDOLPH	Middle Name THOMAS	Last Name DUPONT	Suffix --
	Frequent Flyer Program Delta Air Lines / SkyMiles	Frequent Flyer Number [REDACTED]	SkyBonus/BlueBiz Number --		
	Gender Male	Date Of Birth [REDACTED]	Known Traveler Number [REDACTED]	Redress Number --	
Contact Information	Device Type Cell	Country/Region United States (1)	Phone Number [REDACTED]		
	Email Address [REDACTED]				

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

#2A

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



BW 26718-034
AIRPORT CAB

METER FARE	
BAGGAGE	
TOLLS	
OTHER	
TIP	
TOTAL	45 00

RECEIVED FROM:

NAME DUPONT

TRANSPORTATION TO FAIRFIELD INN

DATE 10-1 20 18

CAB NO. 203

Chauffeur JW

410-978-3334

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

#2B

Top Level Sedans, LLC

Private Sedan Service

301/437-5163

DATE 10/3/2018 PRICE \$ 50.00

PICK-UP

FAIRFIELD INN

DESTINATION

AIRPORT

DRIVER'S NAME

SHAN PERSAUD

TIME

TIME

TIME

BEGIN _____

FINISHED _____

WAITING _____

Thank You

Fairfield Inn & Suites Baltimore Downtown/Inner Harbor

101 S. President Street
Baltimore, MD 21202 US
+1 410-837-9900

3

Summary of Charges

Guest Information	RANDOLPH DUPONT [REDACTED] MEMPHIS, TN [REDACTED] US	Dates of Stay	10/01/2018 - 10/03/2018
		Room number	[REDACTED]
		Guest number	[REDACTED]
		Member Number	[REDACTED]
		Group Number	[REDACTED]

Date	Description	Reference	Charges	Credits
10/01/2018	ROOM CHARGE	RB358	134.00	
10/01/2018	State Occupancy Tax	T2358	8.04	
10/01/2018	City Tax	T3358	12.73	
10/02/2018	ROOM CHARGE	RB358	134.00	
10/02/2018	State Occupancy Tax	T2358	8.04	
10/02/2018	City Tax	T3358	12.73	
10/03/2018	American Express	[REDACTED]		309.54
Total balance				0.00 USD

Important information

Authenticity of Hotel Bills

Marriott retains official records of all charges and credits to your account and will honor only these records.

Privacy

Your privacy is important to us. For full details, please view our [Privacy Statement](#).

Credit of Marriott Rewards Points

After a stay, it may take up to seven days for Marriott Rewards points to be credited to your account.

Questions about your bill? Please contact your hotel directly at +1 410-837-9900



DUPONT CONSULTING
RANDOLPH T DUPONT
Closing Date [REDACTED]

Business Credit Card



p. 3/6

Account Ending [REDACTED]

(i) We will debit your bank account for your payment of \$ [REDACTED] on [REDACTED]. This date may not be the same date your bank will debit your bank account. Any inquiry to American Express concerning this debit should be made before [REDACTED]. If your AutoPay payment is less than your Minimum Payment Due, we must receive an additional payment for at least the difference by [REDACTED].

H4

(i) **Important Information:** To access the most up to date version of your Cardmember Agreement, please log in to your Account at www.americanexpress.com.

Payments and Credits

Summary

	Total
Payments	[REDACTED]
Credits	[REDACTED]
Total Payments and Credits	\$0.00

Detail *Indicates posting date

Payments	Amount
10/09/18* AUTOPAY PAYMENT RECEIVED - THANK YOU [REDACTED]	[REDACTED]

New Charges

Summary

Total New Charges	Total
	[REDACTED]

Detail

	Amount
10/03/18 [REDACTED] Arrival Date 10/01/18 00000000	[REDACTED]
10/03/18 MEMPH/SHLBY AIRPORT 00000002 9019228066	MEMPHIS TN \$41.00

\$41.00

↙



3



Trip Summary



New Search

Express Checkout

Flights

MON 08 OCT	MEM ▶ BWI 4:21 PM	DL 1281, DL 880 4h 24m 1 Stop	Main Cabin (Q) Main Cabin (Q) Changeable / Refundable View Upgrade Eligibility Delta Air Lines Baggage Information	CHANGE	Price per Passenger Taxes, Fees and Charges	\$673.48 \$96.12
DETAILS ▾ SELECT SEATS						
WED 10 OCT	BWI ▶ MEM 06:02 AM	DL 1222, DL 1771 4h 25m 1 Stop	Main Cabin (Q) Main Cabin (Q) Changeable / Refundable View Upgrade Eligibility Delta Air Lines Baggage Information	CHANGE		
DETAILS ▾ SELECT SEATS						
215 Medallion® Qualification Miles (MQMs) earned [REDACTED] Miles earned ¹	[REDACTED]	Medallion Qualification Dollars (MQDs) earned	MILEAGE CALCULATOR			
Pay with Miles <input type="button" value="Select"/>						
 EXCLUSIVE CARD MEMBER BENEFIT Randolph, Use Pay with Miles UP TO \$50 OFF FOR EACH 5,000 MILES YOUR CURRENT MILES: [REDACTED] Reduce the cost of your trip with Pay With Miles, an exclusive feature for Delta SkyMiles Credit Card Members. Use the menu to select miles to apply. Terms and conditions apply.						
Total Price (USD) \$769.60						

Passengers

Are You Traveling?

Yes No

1 Passenger Information Please make sure your full name is entered exactly as it appears on your government-issued identification. This Secure Flight Passenger Data is for use by the Transportation Security Administration Only.

Prefix --	First Name RANDOLPH	Middle Name THOMAS	Last Name DUPONT	Suffix --
--------------	------------------------	-----------------------	---------------------	--------------

Frequent Flyer Program Delta Air Lines / SkyMiles	Frequent Flyer Number [REDACTED]	SkyBonus/BlueBiz Number --
--	-------------------------------------	-------------------------------

Gender Male	Date Of Birth [REDACTED]	Known Traveler Number [REDACTED]	Redress Number --
----------------	-----------------------------	-------------------------------------	----------------------

Contact Information

Device Type Cell	Country/Region United States (1)	Phone Number [REDACTED]
---------------------	-------------------------------------	----------------------------

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

6A

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



BWI

26710-041
AIRPORT CAB

RECEIVED FROM:

NAME DUPONT

TRANSPORTATION TO:

BWI Fairfield hotel

DATE 10-01-2018

CAB NO. 262

Chauffeur Geoff B

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

METER FARE		
BAGGAGE	<u>2</u>	
TOLLS		
OTHER		
TIP		
TOTAL	<u>\$50</u>	

6B

Top Level Sedans, LLC

Private Sedan Service

301/437-5163

DATE 10/10/2018

PRICE \$ 50⁰⁰

PICK-UP Fairfield

DESTINATION AIRPORT

DRIVER'S NAME Shawn Dorsano

TIME
BEGIN _____

TIME
FINISHED _____

TIME
WAITING _____

Thank You

FAIRFIELD
INN & SUITES®
Marriott.



Fairfield Inn & Suites®

#7
101 President Street
Baltimore, Md 21202
410.837.9900

Randolph/Mr Dupont

175 N Rose Rd

Memphis TN 38117-2205

Venable

Room: [REDACTED]

Room Type: KING

Number of Guests: 1

Rate: \$134.00

Clerk: SET

Arrive: 08Oct18

Time: 10:20PM

Depart: 10Oct18

Time: 03:59AM

Folio Number: 9 [REDACTED]

Date

Description

Charges

Credits

08Oct18

Room Charge

134.00

08Oct18

State Occupancy Tax

8.04

08Oct18

City Tax

12.73

09Oct18

Room Charge

134.00

09Oct18

State Occupancy Tax

8.04

09Oct18

City Tax

12.73

10Oct18

American Express

309.54

Card #: [REDACTED]

Amount: 309.54 Auth: [REDACTED] Signature on File

This card was electronically swiped on 08Oct18

Balance: 0.00

Rewards Account # [REDACTED]. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

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

Memphis Intl. Airport

www.flymemphis.com
2491 Winchester Road
TN. 38116 Memphis
901 922 8065

#8

Receipt 3543/5036/813 10/10/18 09:39:46
!!!! Copy !!!!!

010100 Pay Parking Ticket\$ 30.00
08/10/18 14:18 - 10/10/18 09:39
Length of stay: 1 Dy. 19 Hr. 21 Min.
EPAN:1007011128281515140

Total Amount \$ 30.00

Credit Amex \$ 30.00

American Express

DUPONT/RANDOLPH 0
Customer No. xxxx xxxxxx : [REDACTED]
Amount = \$ 30.00

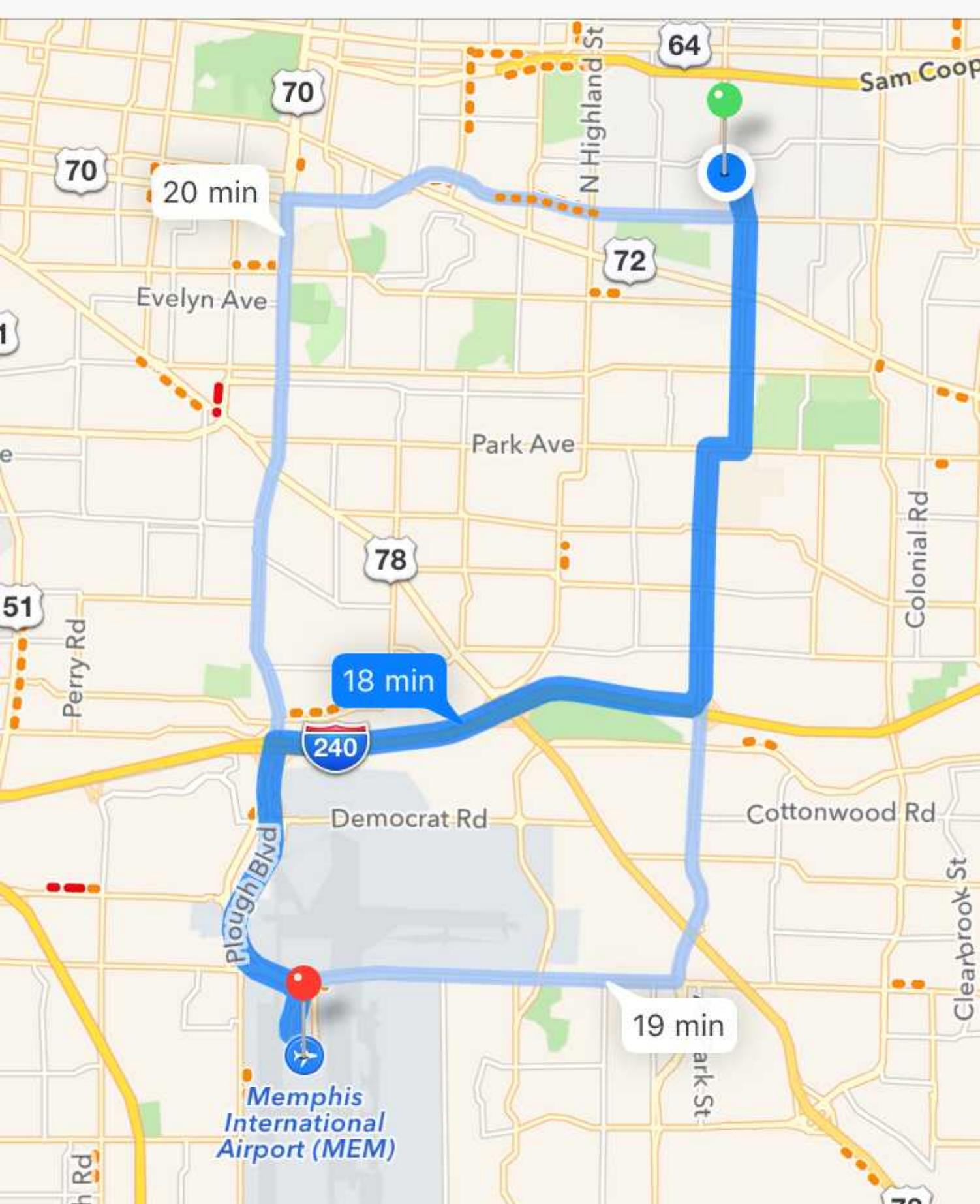
Signature : Cashier / Customer

[REDACTED] / [REDACTED]

** Thank you **
** *****

[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

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	INVOICE FOR MONTH OF:	<u>October</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Parker	
	DATE SUBMITTED:	11/5/2018	
	YEAR:	2018	

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	Reviewing and edits to OPR Classification system; Review and Edits to search tracking protocols, e-mail to T. Bowman with concerns and comments.	2.70	\$ 250.00	\$ 675.00		
October	2	Review of BPD's response to policy 306.	1.00	\$ 250.00	\$ 250.00		
October	3	Conference call with OPR, BPD, and DOJ regarding OPR policy and training.	1.40	\$ 250.00	\$ 350.00		
October	4			\$ 250.00	\$ -		
October	5	Review of DOJ/MT submission to BPD on Misconduct Classification Protocols; Review and edits to the latest version of Policy 1105, Custodial Interrogations; Review and edits to OPR Classification Protocol and Policy 306 on Complaint intake procedures; Review and comments on latest versions of Policies 906, 1002, 1105, 1105, 1108, and 1114.	3.60	\$ 250.00	\$ 900.00		
October	6			\$ 250.00	\$ -		
October	7			\$ 250.00	\$ -		
October	8			\$ 250.00	\$ -		
October	9			\$ 250.00	\$ -		
October	10			\$ 250.00	\$ -		
October	11			\$ 250.00	\$ -		

October	12		\$ 250.00	\$ -	
October	13		\$ 250.00	\$ -	
October	14		\$ 250.00	\$ -	
October	15		\$ 250.00	\$ -	
October	16		\$ 250.00	\$ -	
October	17	Review of IAS weekly report; Weekly SSA technology call; Reviewing the new comments by DOJ on the OPR Classification protocol; Review and edits to policy 1002. E-mails to set up conference calls to discuss policy edits.	2.20	\$ 250.00	\$ 550.00
October	18	Gathering materials for review of 389 page training plan; Monitoring follow up phone call regarding OPR/CRB coordination; Review of SSA Training Plan and lesson plans.	3.90	\$ 250.00	\$ 975.00
October	19	OPR Classification Protocol conference call.	2.70	\$ 250.00	\$ 675.00
October	20	Review of edits for Policies 1104, 1114, 1108.	0.50	\$ 250.00	\$ 125.00
October	21	Review and Edits to SSA training plan.	4.00	\$ 250.00	\$ 1,000.00
October	22	Review and Edits to SSA training materials; Conference Call with the court regarding the CRB protocols; Review and edits to SSA lesson plan.	5.10	\$ 250.00	\$ 1,275.00
October	23	Multiple e-mails to set up OPR/CRB conference call; Phone call with CRB and e-mails to set up meeting on 10/31; Review of Fact Scenario's for Citations for CJISJ meeting.	0.40	\$ 250.00	\$ 100.00
October	24	Conference call regarding public comments to Suite 1 of SSA policies; Reviewing edits to Suite 1 of SSA policies and comparing to public comments; Conference call on OPR Classification Protocol; Reviewing latest production of edits to OPR classification protocol; Conference call on OPR Classification protocol.	7.60	\$ 250.00	\$ 1,900.00
October	25	Conference call with MT and DOJ regarding OPR/CPR protocols; Reviewing DOJ's comments on policy 1105; Call with Tracey Myers regarding policy 1105 and DOJ comments; E-mail to T. Bowman explaining my objections to policy 1105; Conference call on policies 1105 and 1002.	3.80	\$ 250.00	\$ 950.00
October	26	Monitoring team call regarding OPR/Protocols and technology in Misconduct investigations; Call to Susan Hutson at the New Orleans Police Monitor's officer to discuss access to IAPRO for civilian oversight; Detailed review of OPR latest draft of OPR Classification Protocol and policy 306; Detailed review of the latest version of policies 1112, 1505, and 1109.	4.60	\$ 250.00	\$ 1,150.00
October	27		\$ 250.00	\$ -	
October	28		\$ 250.00	\$ -	
October	29	Reviewing the state's attorney's edits to policies 1102 and 1105. Research and response to their suggestions; Conference call with DOJ and BPD on the OPR Classification Protocol.	2.10	\$ 250.00	\$ 525.00
October	30	Redrafting language for Policy 1109 Warrantless Searches as requested by DOJ and BPD; Review and comments on the latest OPR classification protocol; Review of latest draft of OPR Classification Protocol.	2.60	\$ 250.00	\$ 650.00 Travel from Memphis to Baltimore with meetings with the CRB and BPD

October	31	Meeting with the CRB Board; Meeting for SSA technology group and also briefing on SSA paperwork and record keeping system.	4.90	\$ 250.00	\$ 1,225.00	Travel from Baltimore to Memphis	6.5
			53.10	TOTAL:	\$13,275		14.00

EXPENSES

Subtotal Time:	\$	13,275.00
Subtotal Expenses:	\$	-
TOTAL:	\$	13,275.00
Unbilled Hours		14.00

Unbilled Hours

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

INITIA

SCR

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

	INVOICE FOR MONTH OF:	<u>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self- populate.
	INVOICE SUBMITTED BY:	CMPI (BCMC) – Shantay Guy	
	DATE SUBMITTED:	11/16/2018	
	YEAR:	2018	

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.
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7. Do not hesitate to call Deputy Monitors Hassan Aden or Seth Rosenthal with any questions.

Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 235.00	\$ -		
September	2			\$ 235.00	\$ -		
September	3			\$ 235.00	\$ -		
September	4	Email management	0.5	\$ 235.00	\$ 117.50		
September	5	Email management; text message management	0.7	\$ 235.00	\$ 164.50		
September	6	Email management; call with Deputy Monitor	1	\$ 235.00	\$ 235.00		
September	7			\$ 235.00	\$ -		
September	8			\$ 235.00	\$ -		
September	9			\$ 235.00	\$ -		
September	10	Meeting with CEC	0.5	\$ 235.00	\$ 117.50		
September	11	Email management; meeting with CE Team	1.3	\$ 235.00	\$ 305.50		
September	12			\$ 235.00	\$ -		
September	13	Email management	0.4	\$ 235.00	\$ 94.00		
September	14	Email management	0.2	\$ 235.00	\$ 47.00		
September	15			\$ 235.00	\$ -		

September	16		\$ 235.00	\$ -		
September	17	Email management; meeting with CEC	2 \$ 235.00	\$ 470.00		
September	18	Email management; meeting with CE Team	1.1 \$ 235.00	\$ 258.50		
September	19	Email management; social media management; Consent Decree Advisory Committee Meeting	7.4 \$ 235.00	\$ 1,739.00		
September	20	Email management; social media management	8 \$ 235.00	\$ 1,880.00	Email management; social media management	0.5
September	21	Email management; meeting with CE Team member	0.7 \$ 235.00	\$ 164.50		
September	22		\$ 235.00	\$ -		
September	23		\$ 235.00	\$ -		
September	24	Email management; meeting with CEC	1.3 \$ 235.00	\$ 305.50		
September	25	Email management; meeting with CE Team	1.4 \$ 235.00	\$ 329.00		
September	26	Email management	0.2 \$ 235.00	\$ 47.00		
September	27	Email management	0.3 \$ 235.00	\$ 70.50		
September	28	Email management	0.2 \$ 235.00	\$ 47.00		
September	29		\$ 235.00	\$ -		
September	30		\$ 235.00	\$ -		
September	31		\$ 235.00	\$ -		
		27.2	TOTAL:	\$ 6,392.00		0.5

EXPENSES

Subtotal Time:	\$	6,392.00
Subtotal Expenses:	\$	425.00
TOTAL:	\$	6,817.00

Unbilled Hours 0.50

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

INITIA
SJG

Baltimore Consent Decree Monitor

750 E. Pratt, Ste 900

Baltimore, MD 21202

	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) – Shantay Guy	
	DATE SUBMITTED:	11/16/2018	
	YEAR:	2018	

INSTRUCTIONS

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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	Email management; meeting with CEC; prep for and execution of community forum	7.3	\$ 235.00	\$ 1,715.50		
October	2	Meeting with community group; email management; text message management	2.8	\$ 235.00	\$ 658.00		
October	3	Email management; text message management	0.4	\$ 235.00	\$ 94.00		
October	4	Proposal for FB Live chat; email management; call with Deputy Monitor; call with CEC; NL RFA edit; CE team call	4.7	\$ 235.00	\$ 1,104.50		
October	5	Email management; social media management; community calls	3.7	\$ 235.00	\$ 869.50		
October	6		\$	\$ 235.00	\$ -		
October	7		\$	\$ 235.00	\$ -		
October	8		\$	\$ 235.00	\$ -		
October	9	Public hearing	7.1	\$ 235.00	\$ 1,668.50		
October	10	Email management	0.1	\$ 235.00	\$ 23.50		
October	11		\$	\$ 235.00	\$ -		
October	12		\$	\$ 235.00	\$ -		
October	13		\$	\$ 235.00	\$ -		
October	14		\$	\$ 235.00	\$ -		
October	15		\$	\$ 235.00	\$ -		

Baltimore Consent Decree Monitor
INVOICE

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	Email management	0.2 \$ 235.00	\$ 47.00	
October	23		\$ 235.00	\$ -	
October	24	Email management	0.1 \$ 235.00	\$ 23.50	
October	25		\$ 235.00	\$ -	
October	26		\$ 235.00	\$ -	
October	27		\$ 235.00	\$ -	
October	28		\$ 235.00	\$ -	
October	29		\$ 235.00	\$ -	
October	30	Email management	0.1 \$ 235.00	\$ 23.50	
October	31	Email management	0.3 \$ 235.00	\$ 70.50	
			26.8	TOTAL: \$ 6,298.00	0

EXPENSES

Subtotal Time:	\$	6,298.00
Subtotal Expenses:	\$	280.00
TOTAL:	\$	6,578.00

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

INITIA
SJG

G & R Multi Services Inc
4517 EASTERN AVE
BALTIMORE, MD 21224 US
grmultiservices1@gmail.com



INVOICE

BILL TO
BPD MONITORING TEAM
5011 ARBUTUS AVENUE
BALTIMORE MD 21215

INVOICE # 1070
DATE 10/01/2018
DUE DATE 10/01/2018
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Personal PA FM Translation Equipment Translation Equipment	12	25.00	300.00
Personal PA FM Translation Equipment Translation Equipment PPA T46	2	0.00	0.00
translation services:translation services fee from Spanish to English and English to Spanish	2.50	50.00	125.00

thank you for working for us

BALANCE DUE

\$425.00

SJGmy 10/12/2018
PROGRAM - CONSENT DECREE
ACCOUNT - OUTREACH
GRANT - GENERAL



community first access, inc.

3717 Boston Street, #250

Baltimore, MD 21224

443-376-7265

info@communityfirstaccess.org

Invoice

BILL TO

Community Mediation Program, Inc.

3333 Greenmount Avenue

Baltimore, MD 21218

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1069	11/01/2018	\$280.00	12/01/2018	Net 30	

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/01/2018	Non-Profit Service: 10/1/2018 - 6:00PM - 8:00PM	2	70.00	140.00
10/01/2018	Non-Profit Service: 10/1/2018 - 6:00PM - 8:00PM	2	70.00	140.00
11/01/2018	Consumer: OPEN ACCESS			

Thank you for your business.

BALANCE DUE

\$280.00

Thank you for the opportunity to provide services.

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

	INVOICE FOR MONTH OF:	<u>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton	
	DATE SUBMITTED:	9/30/2018	
	YEAR:	2018	

INSTRUCTIONS

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Sample Description:

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

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 75.00	\$ -		
September	2			\$ 75.00	\$ -		
September	3			\$ 75.00	\$ -		
September	4	Checked and answered emails, posted to social media, started collecting NL invoices, made Tuesday NL visits	5.8	\$ 75.00	\$ 435.00		
September	5	checked and answered emails, posted to social media, collecting NL invoices, made Wednesday NL visits	4.5	\$ 75.00	\$ 337.50		
September	6	Checked and answered emails, posted to social media, made Thursday NL visits	4.5	\$ 75.00	\$ 337.50		
September	7	checked and answered emails, posted to social media, did two hour community drop in	6.7	\$ 75.00	\$ 502.50		
September	8			\$ 75.00	\$ -		
September	9			\$ 75.00	\$ -		
September	10	checked and answered email, posted to social media, made Tuesday NL visit, did two hour community drop in	6.5	\$ 75.00	\$ 487.50		
September	11	checked and answered email, posted to social media, made Tuesday NL visit,	5	\$ 75.00	\$ 375.00		
September	12	Made Wednesday NL visits, posted to social media, checked and answered email	5.3	\$ 75.00	\$ 397.50		
September	13	checked and answered emails, made Thursday NL visits, posted to social media,	4.5	\$ 75.00	\$ 337.50		
September	14	Did two hour community drop in, checked and answered emails, posted to social media pages	7	\$ 75.00	\$ 525.00		
September	15			\$ 75.00	\$ -		

September	16		\$	75.00	\$	-
September	17	Had one on one with community liaison, checked and answered emails, co-facilitated NL monthly meeting, posted to social media pages, did two hour community drop in	6.5	\$	75.00	\$ 487.50
September	18	Attended weekly CE team call, checked and answerd email, posted to social media pages, did Tuesday NL visit	5	\$	75.00	\$ 375.00
September	19	Made Wednesday NL visits, posted to social media, checked and answered email	4.6	\$	75.00	\$ 345.00
September	20	Made Thursday NL visits, checked and answered emails, posted to social media pages, attended Police reform meeting at Living Classrooms,	5.1	\$	75.00	\$ 382.50
September	21	checked and answered emails, did two hour community drop in, posted to social media pages	6.5	\$	75.00	\$ 487.50
September	22		\$	75.00	\$	-
September	23		\$	75.00	\$	-
September	24	Checked and answered emails, posted to social media pages, did two hour community drop in, had one on one with community liaison, updated invoice sheet	6.5	\$	75.00	\$ 487.50
September	25	Checked and answered emails, attended community meeting in Southwest district, posted to social media pages, updated invoice sheet,	5	\$	75.00	\$ 375.00
September	26	Checked and answered emails, posted to social media pages, made Wednesday NL visits	5	\$	75.00	\$ 375.00
September	27	Checked and answered emails, posted to social media pages, made Thursday NL visits,	4.2	\$	75.00	\$ 315.00
September	28	Did two hour communioty drop in, checked and answered emails, posted to social media pages	6.5	\$	75.00	\$ 487.50
September	29		\$	75.00	\$	-
September	30		\$	75.00	\$	-
September	31		\$	75.00	\$	-
			104.7	TOTAL:	\$ 7,852.50	0

EXPENSES

Subtotal Time:	\$	7,852.50
Subtotal Expenses:	\$	-
TOTAL:	\$	7,852.50
Unbilled Hours		0.00

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

INITIAL
DKW

Baltimore Consent Decree Monitor

750 E. Pratt, Ste 900

Baltimore, MD 21202

	INVOICE FOR MONTH OF:	<u>October</u>
	INVOICE SUBMITTED BY:	CMPI (BCMC)- Darnyle Wharton
	DATE SUBMITTED:	10/31/2018
	YEAR:	2018

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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	Checked and answered email, attended the quarterly community forum, posted on social media	7 \$	75.00 \$	525.00		
October	2	checked and answered email, attended meeting with Disabilities Rights MD, posted on social media	5.2 \$	75.00 \$	390.00		
October	3	checked and answered email, made Wednesday NL visit, posted on social media	5 \$	75.00 \$	375.00		
October	4	Made Thursday NL visits, posted on social media, started collecting NL invoices, checked and answered emails	6 \$	75.00 \$	450.00		
October	5	checked and answered emails, did two hour community drop in, created NL hiring flyer, posted to social media pages	7.5 \$	75.00 \$	562.50		
October	6		\$	75.00 \$	-		
October	7		\$	75.00 \$	-		
October	8	Did two hour community drop in, checked and answered emails, posted to social media, had meeting with Community liaison	7.3 \$	75.00 \$	547.50		
October	9	Had weekly CE team conference call, checked and answered email, posted to social media	5.4 \$	75.00 \$	405.00		
October	10	Made Wednesday NL visit, checked and answered emails, posted to social media, monitored NL applications input, canvassed in central district	5.4 \$	75.00 \$	405.00		
October	11	Made Thursday NL visits, checked and answered emails, posted to social media	4.5 \$	75.00 \$	337.50		
October	12	checked and answered emails, did two hour community drop in, posted to social media	7 \$	75.00 \$	525.00		
October	13		\$	75.00 \$	-		
October	14		\$	75.00 \$	-		

Name:

Weekly Log

September 17th - 28th '18

October	15	checked and answered emails, had monthly NL meeting, posted to social media, did two hour community drop in	7.5	\$	75.00	\$	562.50
October	16	checked and answered emails, posted to social media, canvassed in central district	4.1	\$	75.00	\$	307.50
October	17	Made weekly NL visit, checked and answered emails, posted to social media, canvassed in southeast district	5	\$	75.00	\$	375.00
October	18	checked and answered emails, posted to social media, made weekly NL visits	5.5	\$	75.00	\$	412.50
October	19	checked and answered emails, posted to social media, did two hour community drop in	6.5	\$	75.00	\$	487.50
October	20	did tabling at Nile Style barbershop with Northeast NL	2	\$	75.00	\$	150.00
October	21		\$	\$	75.00	\$	-
October	22	Checked and answered email, posted to social media, did two hour community drop in	7.4	\$	75.00	\$	555.00
October	23	Checked and answered emails, did canvassing in Southeast, posted to social media,	5	\$	75.00	\$	375.00
October	24	Checked and answered emails, made Wednesday NL visit, posted to social media, did canvassing in Central	5	\$	75.00	\$	375.00
October	25	Checked and answered emails, made Thursday NL visits, posted to social media,	5.5	\$	75.00	\$	412.50
October	26	Checked and answered emails, did two hour community drop in, attended the bi-weekly community engagement conference call with BPD	7	\$	75.00	\$	525.00
October	27		\$	\$	75.00	\$	-
October	28		\$	\$	75.00	\$	-
October	29	Checked and answered emails, posted to social media, did two hour community drop in	7.5	\$	75.00	\$	562.50
October	30	Checked and answered emails, posted to social media, canvassed in central	5.5	\$	75.00	\$	412.50
October	31	Checked and answered emails, tool youth workers to central district to fo brochure distribution, made weekly NL visit, posted to social media	6	\$	75.00	\$	450.00
			139.8	TOTAL:	\$	10,485.00	0

Name:

Weekly Log

September 17th - 28th '18

Name:

Weekly Log

September 17th - 28th '18

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				TOTAL:	\$ -

Subtotal Time:	\$ 10,485.00
Subtotal Expenses:	\$ -
TOTAL:	\$ 10,485.00
Unbilled Hours	0.00

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

INITIALS
DKW

Baltimore Community Mediation Center

3333 Greenmount Avenue

Baltimore, MD 21218

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day, travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

	INVOICE FOR MONTH OF:	<u>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Alvonia Allen	
	DATE SUBMITTED:	10/5/2018	
	YEAR:	2018	

Sample Description:

Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5			\$ 20.00	\$ -		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11	Attended Dickeyville Comm Association Meeting	1	\$ 20.00	\$ 20.00		
September	12			\$ 20.00	\$ -		
September	13	pratt Library from 2-3. Better Southwest Community Association Meeting from 6-7 PM	2	\$ 20.00	\$ 40.00		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16			\$ 20.00	\$ -		

September	17	Monthly Meeting at Greenmount with supervision	1	\$ 20.00	\$ 20.00	
September	18			\$ 20.00	\$ -	
September	19			\$ 20.00	\$ -	
September	20	Pratt Library 2-3 weekly engagement site. Manned table at Community Forum 1100 E. Pratt Street from 6pm to 8pm	3	\$ 20.00	\$ 60.00	
September	21			\$ 20.00	\$ -	
September	22			\$ 20.00	\$ -	
September	23			\$ 20.00	\$ -	
September	24			\$ 20.00	\$ -	
September	25	Community Resource committee meeting/ Beechfield Community	1.5	\$ 20.00	\$ 30.00	
September	26			\$ 20.00	\$ -	
September	27	Pratt Library from 2-3 weekly engagement site.	1	\$ 20.00	\$ 20.00	
September	28			\$ 20.00	\$ -	
September	29	Corner Crawl Southwest Shopping Center	2	\$ 20.00	\$ 40.00	
September	30			\$ 20.00	\$ -	
September	31			\$ 20.00	\$ -	
			11.5	TOTAL:	\$ 230.00	0

EXPENSES

Subtotal Time:	\$	230.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	255.00
Unbilled Hours		0.00

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

INITIA
AA

Baltimore Community Mediation Center

3333 Greenmount Avenue

Baltimore, MD 21218

INSTRUCTIONS

1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet.
2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below.
3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day, travel stipend will be paid.
5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting
6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions.

	INVOICE FOR MONTH OF:	<u>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Curtis	
	DATE SUBMITTED:	10/5/2018	
	YEAR:	2018	

Sample Description:

Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5	canvassed Mondawmin Mall (70 people)	2	\$ 20.00	\$ 40.00		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8	talked to residents at Monte Verde Apt (25 people)	1	\$ 20.00	\$ 20.00		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11			\$ 20.00	\$ -		
September	12			\$ 20.00	\$ -		
September	13			\$ 20.00	\$ -		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16			\$ 20.00	\$ -		

September	17	canvassed Reisterstown Road Plaza (52 people)	2	\$ 20.00	\$ 40.00	
September	18	canvassed Rogers Train Station (80 people)	2	\$ 20.00	\$ 40.00	
September	19		\$	\$ 20.00	\$ -	
September	20		\$	\$ 20.00	\$ -	
September	21		\$	\$ 20.00	\$ -	
September	22		\$	\$ 20.00	\$ -	
September	23		\$	\$ 20.00	\$ -	
September	24		\$	\$ 20.00	\$ -	
September	25	Talked to residents at the Jewish Community center (43 people) Tough Crowd They have their own Police assigned	3	\$ 20.00	\$ 60.00	
September	26	visited Forest Park High School (30 people)	2	\$ 20.00	\$ 40.00	
September	27	talked to workers at Safe Street Park Heights (4 people)	1	\$ 20.00	\$ 20.00	
September	28	talked to residents at Jai Medical Center (18 people)	1	\$ 20.00	\$ 20.00	
September	29		\$	\$ 20.00	\$ -	
September	30		\$	\$ 20.00	\$ -	
September	31		\$	\$ 20.00	\$ -	
			14	TOTAL:	\$ 280.00	0

EXPENSES

Subtotal Time:	\$	280.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	305.00
Unbilled Hours		0.00

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

INITIAL
PC

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218				INSTRUCTIONS <ol style="list-style-type: none"> 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day, travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions. 					
	INVOICE FOR MONTH OF:	<u>September</u>		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.					
	INVOICE SUBMITTED BY:	Dunaway							
	DATE SUBMITTED:	10/5/2018							
	YEAR:	2018							
<p>Sample Description: Attend Howard Park Civic Association meeting</p>									
TIME									
Month of	Day	Description		Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours	
September	1			\$	20.00	\$	-		
September	2			\$	20.00	\$	-		
September	3			\$	20.00	\$	-		
September	4	weekly tabling at Cherry Hill Library		1	\$	20.00	\$	20.00	
September	5			\$	20.00	\$	-		
September	6	Attended Meeting for neighborhood Coalition		1.5	\$	20.00	\$	30.00	
September	7			\$	20.00	\$	-		
September	8			\$	20.00	\$	-		
September	9			\$	20.00	\$	-		
September	10	Completion of digital draft for Southern District church contact list		1	\$	20.00	\$	20.00	
September	11			\$	20.00	\$	-		
September	12			\$	20.00	\$	-		
September	13	weekly tabling at Cherry Hill Library		1	\$	20.00	\$	20.00	
September	14			\$	20.00	\$	-		
September	15			\$	20.00	\$	-		
September	16			\$	20.00	\$	-		

September	17	Monthly Meeting with Monitoring Team	1	\$	20.00	\$	20.00
September	18	weekly tabling at Cherry Hill Library	1	\$	20.00	\$	20.00
September	19		\$	20.00	\$	-	
September	20	Attended the SDCRC meeting at Southern Police station	1	\$	20.00	\$	20.00
September	21		\$	20.00	\$	-	
September	22		\$	20.00	\$	-	
September	23		\$	20.00	\$	-	
September	24		\$	20.00	\$	-	
September	25	creation of digital church email contact list	2	\$	20.00	\$	40.00
September	26	Research for community organization email contact information	1	\$	20.00	\$	20.00
September	27		\$	20.00	\$	-	
September	28		\$	20.00	\$	-	
September	29		\$	20.00	\$	-	
September	30		\$	20.00	\$	-	
September	31		\$	20.00	\$	-	
			10.5	TOTAL:	\$	210.00	0

EXPENSES

Subtotal Time:	\$	210.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	235.00
Unbilled Hours		0.00

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

INITIAL
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>September</u>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Roberts, H.	
	DATE SUBMITTED:	10/5/2018	
	YEAR:	2018	

Sample Description:

Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4	Dropped fliers at 2 libraries this month ... still had fliers from last visit ... not much traffic at Herring Run and Wolf Branch of Enoch Pratt	1	\$ 20.00	\$ 20.00		
September	5	Staffed table at Eastside Community Action center on the 5th & 12th ... distributed 15-20 brochures on each day ... spoke briefly about our focus and efforts to date	1	\$ 20.00	\$ 20.00		
September	6			\$ 20.00	\$ -		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11			\$ 20.00	\$ -		
September	12	Staffed table at Eastside Community Action center on the 19th and 26th ... distributed 15-20 brochures on each day ... spoke briefly about our focus and efforts to date	1	\$ 20.00	\$ 20.00		
September	13			\$ 20.00	\$ -		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16			\$ 20.00	\$ -		

September	17		\$	20.00	\$	-
September	18	Oliver Community Food Drop ... 100 plus attending ... distributed 40 brochures ... this is a monthly event from 9 to 12noon at 1400 East Federal street	2	\$	20.00	\$ 40.00
September	19		\$	20.00	\$	-
September	20	Dropped brochures at 4 schools ... distributed 50 brochures ... spoke briefly about our focus and efforts to those gathered in the front offices ...	2	\$	20.00	\$ 40.00
September	21	Dropped brochures at Greenmount, Madison and Oliver Rec centers ... lobby area still had brochures from last month's viist	2	\$	20.00	\$ 40.00
September	22		\$	20.00	\$	-
September	23		\$	20.00	\$	-
September	24		\$	20.00	\$	-
September	25	Attended 3 meetings this month at Zion Baptist for Turnaround Tuesday - distributed brochures ... 10-15 in attendance on most days ... did circulate after session and addressed brothers questions	2	\$	20.00	\$ 40.00
September	26	Passed out brochures ... 10-15 on average on the 19th and 26th at the Broadway treatment facility ... group swells to 25 on occasion ... this is a weekly stop prior to office hours at the Eastern Community	2	\$	20.00	\$ 40.00
September	27		\$	20.00	\$	-
September	28	Deropped fliers at multiple sites on Braodway and Chase streets ... used schedule for the Mobile Job Center ... spoke with those lining up ... 10 on avearge at each site	2	\$	20.00	\$ 40.00
September	29		\$	20.00	\$	-
September	30		\$	20.00	\$	-
September	31		\$	20.00	\$	-
15			TOTAL:	\$ 300.00		0

EXPENSES

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:

INITIAL
HR

Baltimore Community Mediation Center 3333 Greenmount Avenue Baltimore, MD 21218				INSTRUCTIONS <ol style="list-style-type: none"> 1. Complete the blue box to the left first. This will cause month and name information to populate the spreadsheet. 2. Enter descriptions and hours in the "Time" portion of the matrix consistent with the "Sample Description" below. 3. You may not bill more than eight (8) hours in a day or more than fifteen (15) hours in a month. All time above 8 hours in a day, travel stipend will be paid. 5. Please make sure all expenses meet the Guidelines listed in the Billing Guidelines tab. Do not forget to initial the box attesting 6. Do not hesitate to call Shantay Guy at 410-900-9867 or Darnyle Wharton at 410-746-0167 with any questions. 			
	INVOICE FOR MONTH OF:	<u>September</u>					
	INVOICE SUBMITTED BY:	Jackson					
	DATE SUBMITTED:	10/4/2018					
	YEAR:	2018		Complete these four cells before starting spreadsheet. Rates and other info will self-populate.			
<p>Sample Description: Attend Howard Park Civic Association meeting</p>							
TIME							
Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
September	1			\$ 20.00	\$ -		
September	2			\$ 20.00	\$ -		
September	3			\$ 20.00	\$ -		
September	4			\$ 20.00	\$ -		
September	5			\$ 20.00	\$ -		
September	6	Weekly Community Engagement At The Herring Run Library	1.5	\$ 20.00	\$ 30.00		
September	7			\$ 20.00	\$ -		
September	8			\$ 20.00	\$ -		
September	9			\$ 20.00	\$ -		
September	10			\$ 20.00	\$ -		
September	11			\$ 20.00	\$ -		
September	12	Pamphlet Distribution & Engagement at Giant Supermarket 5100 Block of Sinclair Lane	1	\$ 20.00	\$ 20.00		
September	13	Weekly Community Engagement At The Herring Run Library	1	\$ 20.00	\$ 20.00		
September	14			\$ 20.00	\$ -		
September	15			\$ 20.00	\$ -		
September	16			\$ 20.00	\$ -		

September	17	Monthly BPD Monitoring Team Liaison Meeting	1	\$ 20.00	\$ 20.00
September	18			\$ 20.00	\$ -
September	19			\$ 20.00	\$ -
September	20	Weekly Community Engagement At The Herring Run Library	1.5	\$ 20.00	\$ 30.00
September	21			\$ 20.00	\$ -
September	22			\$ 20.00	\$ -
September	23			\$ 20.00	
September	24			\$ 20.00	\$ -
September	25	Pamphlet Distribution & Engagement on 3900 Block of Erdman Avenue	2	\$ 20.00	\$ 40.00
September	26	Pamphlet Distribution & Engagement on 4000-4700 Blocks of Erdman Avenue	3	\$ 20.00	\$ 60.00
September	27	Weekly Community Engagement At The Herring Run Library	1	\$ 20.00	\$ 20.00
September	28			\$ 20.00	\$ -
September	29	Pamphlet Distribution & Engagement on 5200 Block of Belair Road	3	\$ 20.00	\$ 60.00
September	30			\$ 20.00	
September	31			\$ 20.00	\$ -
			15	TOTAL:	\$ 300.00
					0

EXPENSES

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:

INITIAL
KLJ

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INSTRUCTIONS

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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:	11/1/2018	
	YEAR:	2018	

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	Rosemont Community Association	1	\$ 20.00	\$ 20.00		
October	10			\$ 20.00	\$ -		
October	11	Pratt Library	1	\$ 20.00	\$ 20.00		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15	Monthly Meeting at Greenmount with supervision	1	\$ 20.00	\$ 20.00		
October	16	Spoke with Anita Cathcart / President of Allendale Association	0.15	\$ 20.00	\$ 3.00		

October	17		\$	-
October	18	Pratt Library/ also spoke with Daisy Fields from Rognel Heights for scheduling	1.5 \$	20.00 \$ 30.00
October	19		\$	20.00 \$ -
October	20		\$	20.00 \$ -
October	21		\$	20.00 \$ -
October	22	Westgate Community Association	0.3 \$	20.00 \$ 6.00
October	23		\$	20.00 \$ -
October	24		\$	20.00 \$ -
October		Weekly engagement at the Pratt.	1 \$	20.00 \$ 20.00
October	26		\$	20.00 \$ -
October			\$	20.00 \$ -
October	28		\$	20.00 \$ -
October			\$	20.00 \$ -
October	30		\$	20.00 \$ -
October	31		\$	20.00 \$ -
			5.95	TOTAL: \$ 119.00
				0

EXPENSES

Subtotal Time:	\$	119.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	144.00
Unbilled Hours		0.00

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

INITIAL

A

Baltimore Community Mediation Center
3333 Greenmount Avenue
Baltimore, MD 21218

INSTRUCTIONS

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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:	11/2/2018	
	YEAR:	2018	

Sample Description:

Attend Howard Park Civic Association meeting

TIME

Month of	Day	Description	Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1	Northwest Forum BPD Monitoring Team	2	\$ 20.00	\$ 40.00		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4	Langston Hughes (Talking to their mentoring program)		\$ 20.00	\$ -		
October	5		2	\$ 20.00	\$ 40.00		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8			\$ 20.00	\$ -		
October	9	Park Heights Renaissance Monthly Meeting (Giving community resource/consent Decree right	2	\$ 20.00	\$ 40.00		
October	10			\$ 20.00	\$ -		
October	11	Forest Park Community Center (Northwest Community Meeting with Officials	2	\$ 20.00	\$ 40.00		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15			\$ 20.00	\$ -		
October	16			\$ 20.00	\$ -		

Baltimore Community Mediation Center - Neighborhood Liaison
INVOICE

October	17	Pimlico Elementary (Community meeting about the resources in Park Heights including the present program to benefits to have BPD Monitoring in the Library)	2	\$ 20.00	\$ 40.00	
October	18	Park Circle Community Association Monthly Meeting	2	\$ 20.00	\$ 40.00	
October	19			\$ 20.00	\$ -	
October	20			\$ 20.00	\$ -	
October	21			\$ 20.00	\$ -	
October	22			\$ 20.00	\$ -	
October	23			\$ 20.00	\$ -	
October	24	City Hall (in the Morning)/ CC Jackson Recreation Center (In the Evening)	3	\$ 20.00	\$ 60.00	
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

EXPENSES

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:

INITIAL
PC

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.
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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:	11/5/2018	
	YEAR:	2018	

Sample Description:

Attend Howard Park Civic Association meeting

TIME

Month of	Day		Hours	Rate	Total	Comments (Unbilled Time)	Unbilled Hours
October	1			\$ 20.00	\$ -		
October	2			\$ 20.00	\$ -		
October	3			\$ 20.00	\$ -		
October	4	Cherry Hill Community Coalition meeting/BPD Weekly Tabling	2.5	\$ 20.00	\$ 50.00		
October	5			\$ 20.00	\$ -		
October	6			\$ 20.00	\$ -		
October	7			\$ 20.00	\$ -		
October	8	Community Engagement Pamphlet distribution	0.5	\$ 20.00	\$ 10.00		
October	9			\$ 20.00	\$ -		
October	10			\$ 20.00	\$ -		
October	11	Weekly Tabling	1	\$ 20.00	\$ 20.00		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15	BPD Monthly Meeting	1	\$ 20.00	\$ 20.00		
October	16			\$ 20.00	\$ -		

October	17		\$	20.00	\$	-
October	18	Weekly Tabling	1	\$	20.00	\$ 20.00
October	19		\$	20.00		
October	20		\$	20.00		
October	21		\$	20.00	\$	-
October	22		\$	20.00	\$	-
October	23		\$	20.00	\$	-
October	24		\$	20.00	\$	-
October	25	Weekly Tabling	1	\$	20.00	\$ 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	\$	-

EXPENSES

Subtotal Time:	\$	140.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	165.00
Unbilled Hours:		0.00

Unbilled Hours 0.00

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

INITIAL
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>	Complete these four cells before starting spreadsheet. Rates and other info will self-populate.
	INVOICE SUBMITTED BY:	Jackson	
	DATE SUBMITTED:	11/5/2018	
	YEAR:	2018	

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.	1.5	\$ 20.00	\$ 30.00		
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.	1	\$ 20.00	\$ 20.00		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14			\$ 20.00	\$ -		
October	15	Monthly Team Meeting at Mediation Center on Greenmount Ave.	1	\$ 20.00	\$ 20.00		
October	16	Community Engagement/Brochure Distribution at Fort Worthington Elem.	1.5	\$ 20.00	\$ 30.00		

October	17		\$	20.00	\$	-
October	18	Weekly Community Engagement at Herring Run Library- Erdman Ave.	1.5	\$	20.00	\$ 30.00
October	19		\$	20.00	\$	-
October	20	Tabling Event at Nile Style Barbershop 6622 Harford Rd.	2	\$	20.00	\$ 40.00
October	21		\$	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.	1	\$	20.00	\$ 20.00
October	26		\$	20.00	\$	-
October	27		\$	20.00	\$	-
October	28		\$	20.00	\$	-
October	29	Brochure Distribution/BPD Monitoring discussion (Bel Air Rd area 21206)	1.5	\$	20.00	\$ 30.00
October	30	Brochure Distribution/BPD Monitoring discussion (Planet Fitness 21206))	1.5	\$	20.00	\$ 30.00
October	31		\$	20.00	\$	-
			12.5	TOTAL:	\$ 250.00	0

EXPENSES

Subtotal Time:	\$	250.00
Subtotal Expenses:	\$	25.00
TOTAL:	\$	275.00
Unbilled Hours		0.00

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INITIAL
KLJ

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:	Roberts, M.	
	DATE SUBMITTED:	11/5/2018	
	YEAR:	2018	

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	Attended meeting at CVCBD Land Use Committee	0.3	\$ 20.00	\$ 6.00		
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	Attended Meeting at Better Waverly Board Meeting	1.5	\$ 20.00	\$ 30.00		
October	10			\$ 20.00	\$ -		
October	11			\$ 20.00	\$ -		
October	12			\$ 20.00	\$ -		
October	13			\$ 20.00	\$ -		
October	14	Email management	0.1	\$ 20.00	\$ 2.00		
October	15	Email management	0.4	\$ 20.00	\$ 8.00		
October	16	Attending meeting at Sustainability Expo in Hampden	1	\$ 20.00	\$ 20.00		

October	17	Attended meeting at BPD Consent Decree Community Meeting	1.5	\$ 20.00	\$ 30.00	
October	18			\$ 20.00	\$ -	
October	19			\$ 20.00	\$ -	
October	20	Weekly tabling at Falls Road Enoch Pratt , email management	2.2	\$ 20.00	\$ 44.00	
October	21	Weekly tabling at Falls Road Encoh Pratt	1	\$ 20.00	\$ 20.00	
October	22			\$ 20.00	\$ -	
October	23	Attended meeting at CVCBD and conducted outreach	0.2	\$ 20.00	\$ 4.00	
October	24	Outreach at Baltimore Votes	0.2	\$ 20.00	\$ 4.00	
October	25			\$ 20.00	\$ -	
October	26			\$ 20.00	\$ -	
October	27	Conducted outreach during Mayor's Clean Up Day in Harwood & Charles Village, Weekly tabling at Falls Road Enoch Pratt	1.5	\$ 20.00	\$ 30.00	
October	28	Conducted outreach at Harvest Festival at 27th & Greenmount, Weekly tabling hours at Falls Road Enoch Pratt	0.5	\$ 20.00	\$ 10.00	
October	29	Weekly tabling at Falls Road Enoch Pratt	1.5	\$ 20.00	\$ 30.00	
October	30			\$ 20.00	\$ -	
October	31	Conducted outreach at 300 & 400 block of Whitridge	1	\$ 20.00	\$ 20.00	
			12.9	TOTAL:	\$ 258.00	0

EXPENSES

Subtotal Time:	\$	258.00
Subtotal Expenses:	\$	25.00

TOTAL: \$ 283.00

Unbilled Hours 0.00

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

INITIAL

MJR III