

COOPERATIVE AGREEMENT
Youth Violence Reduction Program

THIS AGREEMENT entered into this 15th day of June, 2015, by and between **JACKSON COUNTY, MISSOURI**, hereinafter referred to as "the County," and **MICHAEL TOOMBS**, 607 West 17th St. Kansas City, MO 64106, hereinafter referred to as "Trainer."

WHEREAS, the Jackson County Prosecuting Attorney's Office has developed the Jackson County Youth Violence Reduction Program (formerly known as the Teens in Transition Program), a summer outreach project that is part of the No Violence alliance (NoVA) Project; and,

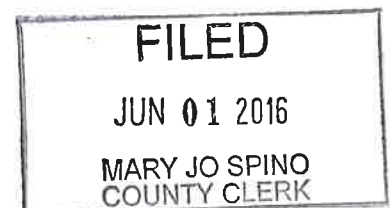
WHEREAS, Trainer has agreed to furnish life skills training to forty juveniles identified to be in the social network of violent groups in Kansas City; and,

WHEREAS, Trainer will conduct a ten-week summer program to provide a safe, stable, and healthy environment where the juveniles will gain the appropriate life skills training to reduce the risk of committing a violent act, in accordance with the terms and conditions set forth in this Agreement and Trainer's response to Request for Proposals No. 16-16, as authorized by Resolution 19135, dated May 2, 2016; and,

WHEREAS, Trainer and the County have agreed to be bound by the provisions hereof;

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and Trainer respectively agree as follows:

1. **Services**. Trainer shall conduct life skill classes on a daily basis for the



period of May 31, 2016, through August 5, 2016, as is more fully described in the attached Exhibit A and incorporated herein by reference.

2. **Independent Contractor.** Trainer shall work as an independent contractor and not as an employee of the County. Based upon his expertise and knowledge, Trainer shall be subject to the direction of the County only as to the type of services to be rendered and not as to the means and methods for accomplishing the result. Trainer shall report all earnings received hereunder as gross income and be responsible for his own Federal, State and Local withholding taxes and all other taxes, and operate his business independent of the business of the County, except as required by this Agreement, and may continue to conduct consulting work for other clients without prior consent of the County subject to the restriction on the receipt of County funds from more than one source.

3. **Payment.** For services rendered under this Agreement, the County shall pay Trainer a fee of \$38,500.00 for services itemized in Trainer's budget as indicated in Exhibit A. Upon execution of this Agreement, County shall pay Trainer one-half of this amount or \$19,250.00 upon receipt of his itemized invoice. The balance shall be paid in two equal payments in the amount of \$9,625.00 each upon receipt of Trainer's invoice for the months of July and August. Trainer's invoice shall itemize all services performed during the month. The County shall pay such invoices in a timely manner.

4. **Expenses.** Trainer shall be responsible for his own expenses related to the services provided under this Agreement.

5. **Duration and Termination.** This Agreement shall commence as of May

10, 2016, and shall continue through August 30, 2016.

6. **Assignment.** Trainer agrees, in addition to all other provisions herein, that she will not assign any portion or the whole of this Agreement without the prior written consent of the County.

7. **Confidentiality.** Trainer shall not communicate, divulge or utilize any confidential information concerning her activities, staff, volunteers, or other stakeholders, either during or after the term of the Agreement, other than in the course of performance of services pertaining to this Agreement.

8. **Remedies for Breach.** Trainer agrees to faithfully observe and perform all of the terms and conditions of this Agreement, and failure to do so shall represent and constitute a breach of this Agreement. In such event, Trainer consents and agrees as follows:

- (1) The County may terminate this Agreement by giving thirty (30) days' notice to Trainer; and,
- (2) The County shall be entitled to seek any available legal remedy and to collect from Trainer all costs incurred by the County as a result of said breach including reasonable attorney's fees, costs and expenses.

9. **Severability.** If any covenant and other provision of this Agreement is found to be invalid or incapable of being enforced by reason of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless otherwise expressly stated herein.

10. **Conflict of Interest.** Trainer warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever have an interest in or receive any benefit from the profits emoluments of this Agreement.

11. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Trainer shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Trainer, its officers, employees or agents during the performance of this Agreement.

12. **Employment of Unauthorized Aliens Prohibited.** Pursuant to §285.530.1, RSMo, Trainer assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri and/or Jackson County, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, Trainer shall sign an affidavit, attached hereto and incorporated herein as Exhibit B, affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

13. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this

1st day of June, 2016.

APPROVED AS TO FORM

JACKSON COUNTY, MISSOURI


W. Stephen Nixon
County Counselor


Frank White, Jr.
County Executive

ATTEST:

MICHAEL TOOMBS

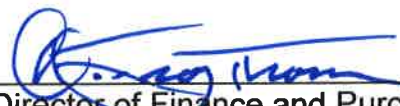

Mary Jo Spino
Clerk of the Legislature

By 
Tax ID: 497-60-3503

REVENUE CERTIFICATE

I hereby certify that there is a balance, otherwise unencumbered to the credit of the appropriation to which this Agreement is chargeable and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$38,500.00 which is hereby authorized.

June 26, 2016
Date


Director of Finance and Purchasing
Account Number: 001-4105-56790

PC 41052016001

JACKSON COUNTY PROSECUTOR'S INTEROFFICE MEMORANDUM

TO: MS. JESSICA JOHNSON
FROM: GINA ROBINSON, CHIEF OF OPERATIONS
SUBJECT: REQUEST FOR PROPOSALS- YOUTH VIOLENCE REDUCTION
DATE: APRIL 15, 2016
CC: MICHAEL MANSUR, DIRECTOR OF COMMUNICATIONS

Ms. Johnson:

As a follow-up to our discussion, our office would like tentatively award Michael Toombs RFP#16-16 Youth Violence Reduction Program. Mr. Toombs has previous experience administering this program under the Prosecutor's Office and has proven success in working with youth through art education. However, the offer is contingent upon the following revisions to the submitted proposal:

Approved Budget Areas:

| | |
|--------------------------------|-----------------|
| General Supplies | 4,700 |
| Independent Contractors | 11,300 |
| Field Trips and Transportation | 1,500 |
| Project Director | 12,500 |
| Project Coordinator | <u>8,500</u> |
| Total | \$38,500 |

Justification:

- Line item for general supplies needs to be reduced to no more than \$4,700. Recommended reductions are cost associated with journals and excluding cost for food.
- Line item for food and refreshments needs to be removed as such expense will be covered Jackson County Prosecutor's Office.
- Remove expense for Beth Sarver (\$200). It was mentioned that she is paid by Truman Medical Center for this service.
- Additional clarification for cost associated with Charles Jones for Site Support (\$1,500). The question posed is since he is already on Arts Tech payroll is it necessary he works extra hours for this program? This amount may be adjusted based on justification.
- The line item for field trips needs to be reduced to no more than \$1,500.

Based on these changes the proposed contract amount is **\$38,500**. Due to timing constraints, please let me know if Mr. Toombs is in acceptance of these proposed changes no later than 5PM on Tuesday, April 19, 2016.

If you have any questions, please feel free to contact me via email or directly at (816) 881-3369. Thanks!



The Storytellers Inc.

607west 17th street, Kansas City, MO 64108 U.S.A.
VM (816) 678-8694
michaeltoombs@kc.rr.com

April 18th 2016

April 16th, 2016

Dear Teens in Transition Finance Committee:

Thank you for your positive response to my RFP application to facilitate the third year of Teens in Transition. I understand that your counter offer is \$38,500 instead of my proposed budget. I accept.

The past 12 years has provided me the opportunity to be a key facilitator for youth and at risk individuals through the Prosecutor's Office. The process of application continues to change but with a sincere desire to serve the young people, we can work through difficulties and differences. Open and honest communication about expectations are key to bring the best to our work.

Providing "next generation" education for underserved and at risk youth is a challenge but one that I am ready to continue.

I appreciate your offer to serve this summer as the facilitator of Teens in Transition and look forward to implementing the process and developing relationships with the young people and their community.

Sincerely,

Michael Toombs
Art Director Storytellers Inc.

"Youth Violence Reduction Program" Life Skills Program Scope of Services Narrative

Imagine a teenager who arrives at school or a typical community event with the weight of his world on his shoulders. He watched his mother receive the usual bruises and carries the pain, shame and frustration of not being able to stop the violence...again. His homework remains undone, he has not eaten breakfast, and he has not had anything "healthy" to eat since his last school lunch. Today, he is far from ready to be a healthy young adult. A "friend" makes a snide remark about the fact that he is wearing exactly what he was wearing the day before and he snaps. Usually, this scenario will end with an act of violence or disruptive behavior and represents an effort to address the symptoms. It triggers unhealthy consequences and is a pathway to incarceration and labels the youth as having a "history of violence." What he really has is a history of trauma that remains unaddressed.

Crucial parts of planning for success for these students are maintaining and progressing in their personal goals, addressing the trauma and toxic stress for youth, providing tools to better manage the student's behavioral and physiological responses to trauma and toxic stress, and (possibly the most important) helping the student transition back into a healthy lifestyle and eliminate/reduce involvement in criminal activity.

This "Youth Violence Reduction Program" will address the many underlying and outward factors and behaviors that identified the youth as a perpetrator of violence and one step away from going to jail. As per the program requirements, the nine areas that make-up the scope of work are addressed below.

Cognitive Behavioral Training

According to a Mayo Clinic article on Cognitive Behavioral Therapy, CBT is a useful tool to address emotional challenges, such as

- Learning techniques for coping with stressful life situations
- Identifying ways to manage emotions
- Resolving relationship conflicts and learning better ways to communicate
- Coping with grief or loss
- Overcoming emotional trauma related to abuse or violence

It also delineates the following typical steps in the process:

- Identify troubling situations or conditions in one's life
- Become aware of thoughts, emotions and beliefs about these problems
- Identify negative or inaccurate thinking that may be contributing to the problems
- Reshape negative or inaccurate thinking.

One of the participants of the 2015 Teens in Transition program demonstrated how this process worked in her in a speech during the auction of the artwork created during the

program. She stated that before she began, all she knew how to do was fight in many situations. Through the program, she learned that there are other options, including talking about the issue or even just walking away. That one change in her negative/inaccurate thinking has greatly increased her chances at success in life. And that was just a small part of the life skills she, and the other youth, learned in the course of the program.

Our approach to the Youth Violence Reduction Program includes all of the above, and goes a step further by utilizing Social and Emotional Learning (SEL). Research has shown that promoting social and emotional skills leads to reduced violence and aggression among children, higher academic achievement and an improved ability to function in schools and in the workplace. Utilizing this model, staff coach youth in conflict resolution and model how to negotiate, how to discuss differences in opinion without resorting to personal attacks, and how to accept others when their attitudes, beliefs and values differ from one's own. In situations of conflict between two youth, both are removed from the classroom by staff to work out the conflict in private under staff supervision. In classroom discussion settings, staff helps the youth explore new ways to deal with conflict, and model showing respect to those they disagree with.

Throughout the course of the 10-week Youth Violence Reduction Program, the steps entailed in CBT and the SEL model will be utilized to help reshape the actions and attitudes of the youth. Guest speakers, such as Mr. Darnell Hill, will be brought in to discuss these types of issues with the youth. This is the underlying philosophy of the Interactive Arts Education approach of Mr. Toombs.

Team Building

Participants, approximately 40, will learn how to work with people they do not know and may not like. Sharing a meal is a how most families build a caring bond and is a good first step in building relationships; Nutritional meals and refreshments to facilitate this process will be provided. During the summer this nourishment may be their only meal of the day.

In an effort to develop a sense of team and camaraderie, participants will work together with 3-6 teams. Using Giant Jenga as a method of team building, participants will compete and share experiences including strategies that foster collaboration. Incentives will be awarded based on effort and results. Other team building exercises will take place in the first few weeks of the program to foster the team environment.

After the team builders, the group will identify two current affairs topics for discussion for the following week. Students will be expected to be informed and prepared to discuss assigned topics.

Concurrently, a new program website concept will be developed and implemented. The participants will discuss a structure and design for the NoVA program. Website developers will begin the website structure based on participant input. The website will

have video, written words of the participants, program pictures, activity calendar, etc. If significant progress is made in this digital literacy area, a basic NoVA app could also be developed.

Effective Communication

Participants will have numerous opportunities to develop effective communication throughout the project. The team setting will provide opportunities to develop clear and appropriate communication that is conducive to successful project completion. The projects themselves will provide an avenue to participants to practice effective communication and for the staff and special speakers to model various forms of effective communication. In addition, participants will have exposure to various forms of verbal, non-verbal, written and artistic communication. Through their experiences and learning components, youth will expand their vocabularies and develop communication skills through exposure and practice. The work aspect of this project provides learning with real world consequences.

Participants will produce a written journal throughout the sessions. The journal is a creative tool adding insight into the participants' development. The art of journaling will be taught and examples provided. Participants will then write their reflections. This will become a daily ritual with the group.

Anger Management

The program sessions will provide tools to help participants manage their anger. A major component of the project involves expression. Journaling, communication, and other activities will provide positive outlets for strong emotions. In addition, team building, problem solving and projects will give real life situations to practice new learning.

Participants will learn breathing techniques to create an internal sense of calmness and be taught how to incorporate these new strategies in every aspect of their lives. Learning how to engage your brain before your mouth is a critical social skill that participants, and adults, need to be successful at school, the workplace, home, and other social settings. While breathing and calming techniques may not work on the "street", this program will also work on keeping participants off the mean streets and in safe places. The old adage, "Count to ten before you open your mouth" still applies.

Conflict Resolution

Putting a diverse group of youth who do not know each other in teams working closely together provides opportunities for conflict, and in turn, for staff to mentor the youth in constructive conflict resolution. This is one of the central components of the SEL (Social and Emotional Learning) model utilized by our staff. SEL is the process of helping students develop the skills to manage their emotions, resolve conflict nonviolently, and make responsible decisions.

Coping Skills

Team building, problem solving and projects provide a natural context to explore and practice conflict resolution strategies, coping skills and problem solving. Instead of just discussing skills in the abstract, participants will have real experience in a supportive environment to explore their learned responses to problems, conflicts and differences. They will also have a supportive environment and mentors to help them learn and practice more effective strategies. Participants will have mentors who can provide instruction and modeling in these areas crucial to future success. Regularly attending participants will learn to manage themselves, identify conflicts, explore solution/resolutions of conflicts, learn and utilize effective coping skills, and develop a skill set for the future.

Participants will learn specific protective factor skills as well as how to handle stressful situations. Mothers in Charge will again work this summer with these young people to cope with violent occurrences in their past and strategies to prevent tragic events from affecting them and their families. There will be plenty of raw emotions due to the violent histories and also an opportunity to discuss victim empathy. Trauma informed care will play a major role in teaching and healing our participants.

Another focus of this session will be addictions and addictive behaviors. Initially, a description to addiction will be presented. We will then move to dissecting the elements of addictive behavior and how these behaviors can take over one's life. A guest speaker from KU Medical Center and the Kansas City Kansas City Community College Substance Abuse Prevention Center will discuss with the participants the various physical and emotional aspects of addiction. Participants will wear alcohol/drug-induced (perceived) goggles to feel the typical effects of an impaired person. This experience provides valuable insight, while unimpaired, of how the influence of alcohol and other drugs affect response times, accuracy and safety.

Problem Solving

While the Giant Jenga game is also used as team-building strategies, participants will compete and share experiences including strategies that develop problem-solving skills. Learning to deal with frustration is an essential problem-solving skill. For example, the participants will write their name using their non- dominant hand. Discussions will revolve around feelings of awkwardness, poor quality, and frustration. Participants will understand that through education, practice, and determination that most of their problems can be solved.

Community Awareness/Community Service Project

Similar to the past two summers, Youth Violence Reduction Program will take field trips to the Nelson Atkins Museum, a KC Royals baseball game, and other fun and educational settings. Additionally, a major art project will serve as the group's

community service project. Plans are being developed to create a community multi-media project.

Follow-up Counseling

Mr. Toombs and his staff will continue to provide mentoring to the youth and follow up with any issues that arise with the participants. However, due to lack of a licensed therapist/psychotherapist on the team, formal counseling is outside the scope of services that will be provided under this RFP. In past programs, members of the Jackson County Prosecutor's Office have filled this role. It was our understanding that they would provide that function again this year.

Participant groups estimated at 15-40 participants

Mr. Toombs and his team have worked with groups in this size range in many past projects. It will not be a problem to accommodate this range of participants.

Preference for groups/activities to be separated by gender

This project will offer multiple program strands to address specific gender needs and interests. For decades, research has demonstrated the existence and challenges of differences between genders. Each gender has differing preferences and styles when it comes to expressing anger, communication, leadership, exerting influence, and developing relationships. In a group setting, especially where there is a much larger number of one gender, the smaller group may not get their gender-specific needs met. This project, by its very nature, will have a much larger number of male participants. Having times of separation between the genders will allow more gender-specific approaches and activities. In addition to enhancing outcomes, gender-specific times will give participants a greater sense of connection to the project and provide an additional platform for the sharing of other perspectives and input.

Participants will initially meet as a group to go through daily activities that all teenagers need to learn. While acknowledging that 75 percent or more of the participants will be African-American males, special weekly activities will be designed for the girls. This project will bring in speakers and artists that will address women's issues, fashion, career counseling, human sexuality, and other special needs specifically for the young women. During these times, the project will provide programming addressing men's issues such as defining manhood in today's world. It is imperative to offer a balanced approach to support both the young men and women. Ultimately, both genders have to learn how to build healthy and positive relationships. MOCSA will again be included to address the groups both separately and together, and will cover topics including what constitutes consent. It is anticipated that this approach will provide more honest and transparent interaction and sharing among participants.

Teaching/Tutoring of Program

Participants in the program will be required to attend 12-15 hours per week. Regular attendance will be required and documented. The program will operate during the following times:

Monday, 3:00 PM to 6:00 PM Tutoring Sessions Only.
Tuesday through Friday 3:00PM to 6:00PM.

Financial Incentives will be given to participants in exchange for their work in the program (including, but not limited to, a public services project they will complete). ArtsTech through KC NoVA will provide the stipend to the participants. The recommended amount provided will be the minimum wage required by law. Returning youth leaders will be offered a higher rate of pay. Financial incentives go beyond just encouraging attendance and participation. It places value on the work and products the youth provide through their efforts and mirrors the real world with high expectations and compensated outcomes.

Completion of thorough documentation in all life skills activities, CBT group sessions and participant(s) progress towards program goals: Complete, accurate and thorough documentation will be maintained for the project components. Videography and photos of events will be provided and a website will be produced. Evaluation is important to program accountability, development, and demonstration of efficacy. Last year, the Department of Criminal Justice and Criminology at UMKC provided an in-kind external evaluation of the Teens in Transition Program. This evaluation will continue with the Youth Violence Prevention Program in summer 2016.

Michael V. Toombs, "Youth Violence Reduction Program" Program Director, agrees to meet with Program Administrator and KC NoVA Client Advocates on a regular basis.

Respondent Requirements

Respondent's Experience working with at-risk youth

Mr. Toombs, an accomplished painter and art activist, founder and Director of Storytellers Inc., Artist Collective with 25 years of relevant experience, and his well-qualified team have outstanding experience working with the most troubled youth in Kansas City. Their willingness and ability to teach and counsel at-risk youth is exemplary. Mr. Toombs' proven track record is unmatched in the art and youth fields.

Respondent Knowledge and Experience in CBT Therapy in group sessions.

According to a Mayo Clinic article on Cognitive Behavioral Therapy, CBT is a useful tool to address emotional challenges, such as

- Learning techniques for coping with stressful life situations
- Identifying ways to manage emotions
- Resolving relationship conflicts and learning better ways to communicate

- Coping with grief or loss
- Overcoming emotional trauma related to abuse or violence

It also delineates the following typical steps in the process:

- Identify troubling situations or conditions in one's life
- Become aware of thoughts, emotions and beliefs about these problems
- Identify negative or inaccurate thinking that may be contributing to the problems
- Reshape negative or inaccurate thinking.

In addition, it states that you "also work with a mental health counselor (psychotherapist or therapist) in a structured way". Neither Mr. Toombs, nor members of his team, are licensed therapists. They do, however, effectively apply these concepts in working with the youth.

Our approach to the Youth Violence Reduction Program includes all of the above, and goes a step further by utilizing Social and Emotional Learning (SEL). When students work together on project teams, they learn to collaborate, communicate and resolve conflicts. Cooperative learning and character development supports the social and emotional development of students and prepares them for success in the modern workplace.

There are 5 key areas of SEL:

1) Self-Awareness:

- a. What are my thoughts and feelings?
- b. What causes those thoughts and feelings?
- c. How can I express my thought and feelings respectfully?

This area is explored through the use of journals, discussions, and writing exercises including poetry and rap.

2) Self-Management:

- a. What different responses can I have to an event?
- b. How can I respond to an event as constructively as possible?

3) Social Awareness:

- a. How can I better understand other people's thoughts and feelings?
- b. How can I better understand why people feel and think the way they do?

4) Relationship Skills:

- a. How can I adjust my actions so that my interactions with different people turn out well?
- b. How can I communicate my expectations to other people?
- c. How can I communicate with other people to understand and manage their expectations of me?

5) Responsible Decision Making

- a. What consequences will my actions have on myself and others?
- b. How do my choices align with my values?
- c. How can I solve problems creatively?

Mr. Toombs and his team explore these questions with the youth in the course of the project, applying them in appropriate situations.

Knowledge of Community Resources Available to Youth

As a well-known and respected community youth development artist, Mr. Toombs brings a wealth of community partners and resources to this project. From Mothers in Charge, to DJ Q, to teachers, and trauma informed care specialists, to the Mayor, and Jackson County Prosecutor, Mr. Toombs is a capable community resource broker. Mr. Toombs' team of content experts bring with them experience in youth development and a trauma informed care perspective. Their ability to positively engage hard to reach youth is exemplary.

Ability to Meet with Youth in a Variety of Settings

Mr. Toombs and his team have worked with youth in a variety of locations throughout the Kansas City Metropolitan Area including ArtsTech in Kansas City, Missouri, MyArts in Independence, at the Jackson County Prosecutor's Office, a yoga studio in Independence, church locations in the community, Kansas City, Kansas Community College, and the Nelson-Atkins Museum of Art, among others. They are willing and able to continue this as required in the course of the program.

Additional Support Resources Available to Successful Respondents

Mr. Toombs and his team gladly acknowledge the following available support resources available:

- Case Management: KC Nova advocates will provide intensive case management including individual and family counseling;
- Transportation (bus passes);
- Clothing and other support necessary for the success of the program;
- Meeting Space @ ArtsTech located at 1522 Holmes, Kansas City, Missouri;
- Security will be provided in-kind by the Kansas City, Missouri Police Department's School Resource Officers;
- Additional Funding will be provided by the City of Kansas City, Missouri;
- Technic Assistance will be provided by the Family Courts;
- Program Evaluators will be provided by UMKC.

Experience and Qualifications

Michael V. Toombs has had extensive experience for the past 25 years working with the most troubled teenagers in Kansas City. Michael Vance Toombs is an accomplished

painter and art activist, founder and Director of Storytellers Inc., Artist Collective. Mr. Toombs is a community leader and champion for young people and the adult working artists in the Greater Kansas City area. Michael began as a young student with Matthew Monks at the Nelson Adkins Art Gallery. He furthered his study through classes at the Kansas City Art Institute and completed a business entrepreneurial course of study through Donnelly College, Kansas City, Kansas. Michael left the corporate climate as customer service manager for GHA Insurance to develop his own business in the belief that *"Art is a change agent for society's difficulties."* Michael's current art form is "interactive arts education". The following are examples of the diverse community engagement of Michael Toombs as director: *In-light-en-ed*, The Bartle Convention Center Mural, *Urban Literacy Conference*, University of Missouri, Kansas City, *Art and the Entrepreneur Forum*, Wichita State University, *Environmental Art* at the Olorun Foundation, Burkina Faso, West Africa, *What My Eyes See*, a child's view of their Quindaro, KCK neighborhood and the Media Project (health disparities in minority young people), with the University of Kansas School of Medicine, National Institute of Health, Science Education Partnership Award, Founding Artist of Sentenced to the Arts, Jackson County Juvenile Justice.

More specifically, Mr. Toombs designed, implemented, and coordinated the 2014 and 2015 summer "Teens in Transition" programs for NoVA youth. Not only does Mr. Toombs have exceptional youth development skills, he hires the best possible independent contractors to be part of his team to provide the necessary skills to positively impact the participants. All Toombs team members have proven track records of working well with our most difficult youth and also pass the necessary background checks.

See attached resume for more details.

Staff Capabilities

Cathy Burchett – Project Coordinator/Youth Mentor – Ms. Burchett began working with Mr. Toombs in 1994, and has assisted in many of the projects he has been involved with in the ensuing 20+ years. She has worked with the Teens in Transition programs for the past two summers, providing mentoring, site management, scheduling of speakers and events. She also supervised timesheet completion and delivered paychecks to the youth, as well as documenting the process as it unfolded. She was also an integral part of the Club KC project during the summers of 2014 and 2015, acting as mentor to the youth and providing guidance and assistance for the program, including offering African Drumming instruction during the events. She also provided site management and payroll support for all involved. See attached resume for more details.

Taylor Brown – Tutoring – Ms. Brown has been working with at-risk youth for 3 years, including running the tutoring portion of the Teens in Transition program, as well as coordinating the modeling events and poetry slam for Club KC.

Daryoush Hosseini - Support Staff – Mr. Hosseini participated as a youth in our Media Program, and has been working with us as an intern for about 8 years; His expertise is computer repair and building, and he provides technical and logistical support to our programs now while he attends college.

Charles Jones – Support staff – Mr. Jones has been working with at-risk youth since 1997. He was an integral part of the team in meal preparation and mentoring for the Teens in Transition program. He has also been working with Sentenced to the Arts.

References

Please see Narrative Attachment 2.

Documentation of previous similar programs developed and implemented by Respondent.

The following are examples of the diverse community engagement of Michael Toombs as director: *In-light-en-ed*, The Bartle Convention Center Mural, *Urban Literacy Conference*, University of Missouri, Kansas City, *Art and the Entrepreneur Forum*, Wichita State University, *Environmental Art* at the Olorun Foundation, Burkina Faso, West Africa, *What My Eyes See*, a child's view of their Quindaro, KCK neighborhood and the Media Project (health disparities in minority young people), with the University of Kansas School of Medicine, National Institute of Health, Science Education Partnership Award, Founding Artist of Sentenced to the Arts, Jackson County Juvenile Justice.

We have also attached Resolution No. 020888 issued on July 25th 2002 by Mayor Kay Barnes regarding the Miracle on 30th Street, a Prospect for Change.

Detailed Narrative Outlining Respondent's Life Skills Approach and the Recommended Activities for this project.

Please see Narrative Attachment 1 outlining the "Youth Violence Reduction Program" Life Skills Approach and Activities Timeline.

Pricing

Please see the enclosed pricing document included in a separate sealed envelope within the Original Request for Proposal package. This pricing is the fixed, all inclusive fee. The fee includes all professional staff support, travel costs, the cost of clerical efforts and all other miscellaneous project expenses.

This proposal package includes all the required items listed.

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program 2016 Schedule

1st week - Orientation - program goals

A great deal goes on in the world beyond the neighborhood. We will identify areas of interest from the participants and engage in open discussions to identify interests and concerns. Field trips will be scheduled to broaden the members' scope of access. As a group we will complete a mind map of who we are and what we care about. We will also discuss the project in the neighborhood that we will be working on, begin conceptualizing the concept for each installation.

This week, we will be working with the young people to develop a tool for the purpose of documenting day-to-day experiences and things they identify as interesting to them. The method in developing the tool is being presented by an artist whose goal is to help them identify with their own personal sense of self and project that in the creation of the tool. This process also provides them with a hands-on experience early in the program which will allow us to identify their individual creative abilities.

Week 1 – Orientation to the Project – May 31 through June 3

| Date | Day | Time | Activity | Staff | Supplies |
|------|---------|-----------|---|-----------------|--|
| 5/31 | Tuesday | 2:30-3:00 | Contract signings for all staff; last minute prep | All staff | 2 copies of each person's contract, pens |
| | | 3:00-3:30 | Wanding | SRO's | Wands |
| | | 3:30-3:35 | Introductory remarks | Michael, Dave | |
| | | 3:35-3:45 | Mayor Sly James addresses group | Mayor Sly James | |
| | | 3:45-4:15 | Eat/Michael meets with youth returning from last year and sets expectations for their role in the project | Charles/Michael | Food- Danny's Big Easy |
| | | 4:15-4:30 | Journal selection- write in Journals / individual youth photos | Michael / Scott | Journals, pens/pencils camera |
| | | 4:30-4:50 | Orientation – Discuss the program, why we're here, including what the project goals are, incentives ; | Michael | Info on the project; |
| | | 4:50-5:15 | Creating Code of Conduct for the group | Michael/Cathy | White Board/ Flip Chart; copy of last year's CoC |
| | | 5:15-5:45 | Intro to community project – concept overview. Visualization exercise – What words do they want reflected in the artwork they will create? How do they want to be seen in a positive way? What images do they want to represent how community works with police and vice versa; Get their ideas (Group to name it) | Michael/Cathy | Flip chart, markers |
| | | 5:45-6:00 | Journal entry – something about today | Michael | Journals, pens/pencils |
| | | 6:00-6:30 | Wrap-up / cleanup / Incentives | Michael/Cathy | |

**RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program
2016 Schedule**

| Date | Day | Time | Activity | Staff/ Presenters | Supplies |
|--|-----------|-----------|---|---|--|
| 6/1 | Wednesday | 3:00-3:15 | Wandering | SRO's | Wands |
| | | 3:00-3:30 | Eat | Charles | Food |
| | | 3:30-4:30 | Timesheets; W4's; pay details | Cathy | Timesheets & explanation; W4's |
| | | 4:30-5:15 | Journal entries; Color in photos to put on journal cover. Youth/SRO photos - Dar take individual photos of those missed Tuesday | Michael, Dar | Journals, photos, markers, color pencils; iPad for photos |
| | | 5:15-5:45 | Drumming | Cathy/Michael | Drums/percussion instruments |
| | | 5:45-6:15 | This is a job; rules/code of conduct apply | Omar | |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets /Incentives | replacement/Michael Michael/Cathy | Timesheets |
| 6/2 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-4:45 | Eat / The Recipe Poetry Guild presentation | Charles / Theodore Hughes & Desmond Jones | Food / paper and pens or pencils; wifi access; projector; screen |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets /Incentives | Michael/Cathy | Incentives; timesheets |
| | | 5:00-6:00 | Tutoring | | |
| 6/3 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles/Michael | Food – New Peking |
| | | 3:30-4:30 | Creative exercise | Michael | Project supplies |
| | | 4:30-4:45 | Journal Entries – reflections on the week | Michael/Dar | Journals, pens/pencils |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets /Incentives | Michael/Cathy | Incentives; timesheets |
| Staff Action Items for the week | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program 2016 Schedule

2nd week - Connections - team building

In an effort to develop a sense of team and camaraderie, participants will work together on 2 teams. Using Giant Jingo as the method of team building, participants will compete. The winning team will receive a prize.

We will have a good meal and continue developing our four team projects so that the concepts can be approved by the sponsoring committee and sent to the printer.

After the team builder, the group will identify 2 Neighborhood Challenges topics for discussion for the following week. Students will be expected to bring informed discussion regarding the topics. (At this point, the parallel group could be started.) This is an opportunity for them to reflect on their experiences in order to measure day to day successes and failures and capture inspiration in order to have future access. Our goal is to use the experiences that they go through in their day-to-day lives both during and away from the program in order to create a dialog among the group, allow them to discover things about one another, and their interests. This will provide a personal dialog of experiences that are important to them individually. This is also a way to help them to begin to see things beyond their personal experience.**

Propose program website concept - The participants will discuss a structure and design for the NOVA program. Website developer will begin the website structure from the discussion. The website will have video, written words of the participants, program pictures, activity calendar, etc. (This website will not be launched unless approved by the participants and the sponsoring committee.)

Week 2 – Connections / Team Building – June 6th thru June 10th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|-----------|---|---------------------------------|---|
| 6/6 | Monday | 3:00-6:00 | Tutoring | Taylor | |
| 6/7 | Tuesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:00 | Review/sign Code of Conduct | Michael/Cathy | 2 copies per student; one for journal, the other for our binder |
| | | 4:00-5:30 | Team building Exercises | Amanda | Team builder Supplies |
| | | 5:30-6:15 | Creative Exercise | Michael | Project Supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets / Incentives | Michael/Cathy | Incentives; timesheets |
| 6/8 | Wednesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-4:00 | Talk about abiding by Code of Conduct; spirituality, compassion, and karma. | Michael | |
| | | 4:00-5:45 | DJ Presentation – The reality of being a business owner. Spinning sounds | Vince Irving & Lloyd Cooper III | Journals, pencils/pens |

**RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program
2016 Schedule**

| Date | Day | Time | Activity | Staff/Presenter | Supplies Needed |
|--|----------|-----------|--|-----------------|--|
| | | 5:45-6:15 | Art Project | Michael | Project supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets / Incentives | Michael/Cathy | Incentives; timesheets |
| 6/9 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-4:45 | Girl's Program -- Positive words & images pertaining to change, what does that mean? Color it in and decorate. | Susie; staff | |
| | | 3:45-4:30 | Boy's Program - Guest speaker -- Mothers in Charge | Michael | Projector, screen |
| | | 4:30-4:45 | Boy's program -- Masks; journals | Michael | Journals, masks, pens, color pencils |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets / Incentives | Michael/Cathy | Incentives; timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 6/10 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-5:15 | Girls Program -- Ice breakers -- Art Portion | Susie; Shenequa | Art supplies |
| | | 3:45-5:15 | Boys Program -- Journals | Michael | Journals, face pictures, color pencils |
| | | 5:15-5:30 | Wrap-up / cleanup / End Pay Period - end time, total hours and sign and date timesheets / Incentives | Michael/Cathy | Incentives; timesheets |
| Staff Action Items for the week | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

3th week - Neighborhood Challenges discussion

Students will participate in a discussion using information learned at home. Their content will provide us insight into their individual scope and awareness. Information on their chosen Neighborhood Challenges topics will be on hand if needed to add to the discussion.

Panels will be worked on and we'll begin gauging weather or not the team is ready to go into the community to work on the projects

After the team builder, the group will identify 2 Neighborhood Challenges topics for discussion for the following week. Students will be expected to bring informed discussion regarding the topics. (At this point, the parallel group could be started.)

Propose program website concept - The participants will discuss a structure and design for the NOVA program. Website developer will begin the website structure from the discussion. The website will have video, written words of the participants, program pictures, activity calendar, etc.

Week 3 – Neighborhood Challenges / Discussion – June 13th thru June 17th

| Topic | Day | Time | Activity | Staff | Supplies Needed |
|-------|-----------|-----------|--|---------------------------------|-----------------------------------|
| 6/13 | Monday | 3:00-6:00 | Tutoring | Taylor | |
| 6/14 | Tuesday | 3:00-3:15 | Wanding / Start new timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-5:00 | Teambuilding Exercises | Amanda | |
| | | 5:00-6:15 | Girls Program – Nurture Groups, Part 1 | Susie, Shenequa | |
| | | 5:00-6:15 | Boys Program – Mr. Hill | Darnell Hill | Journals, pen/pencils |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets /Incentives | Michael/Cathy | Incentives; timesheets |
| 6/15 | Wednesday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-5:45 | DJ Workshop | Vince Irving & Lloyd Cooper III | *Arrive 30 minutes early to setup |
| | | 5:45-6:15 | Journal Entries | Michael | Journals, pens |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets /Incentives | Michael/Cathy | Incentives; timesheets |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

| Topic | Day | Time | Activity | Staff | Supplies Needed |
|--|----------|-----------|---|-----------------|--------------------------------|
| 6/16 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-4:45 | Girls Program – Mothers in Charge | Susie, Shenequa | Screen, projector |
| | | 3:45-4:45 | Boys Program – The Recipe | Michael | |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets / Incentives | Michael/Cathy | Incentives; timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 6/17 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Turkey rollups, grapes, chips, |
| | | 3:45-5:00 | Art Project | Michael | Art supplies |
| | | 4:30-5:00 | Ice cream treats! | Ice cream truck | |
| | | 5:00-5:15 | Give out paychecks | Dave Sullivan | Paychecks, signing sheet |
| | | 5:15-5:30 | Wrap-up / cleanup / End time on timesheets / Incentives | Michael/Cathy | Incentives; timesheets |
| Staff Action Items for the week | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

4th week - this week may have a field trip day

(1st community workshop) -this sessions design is to go out to the community and discover things which they do not know about the city in which they live maybe the Nelson Atkins then we take our projects into the community and work.

Goals- to get them to work more like a family and present a positive image of themselves to the community in which they live. By now we hope to see a much more solid team of young people.

(also we landscape the trees and plants honoring those who have died or have been born)

Week 4 – Community Awareness – June 20nd thru June 24th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|-----------|---|-----------------|--------------------------|
| 6/20 | Monday | 3:00-6:00 | Tutoring | Taylor | |
| 6/21 | Tuesday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Pizza, cookies/mints |
| | | 3:45-5:00 | Teambuilding Project | Amanda | |
| | | 5:00-5:15 | Select team members for murals; discuss/revise incentives | Michael, Cathy | |
| | | 5:15-6:15 | Girls Program – Inspiration Boards | Susie, Shenequa | |
| | | 5:15-6:15 | Boys Program – Mr. Hill | Darnell Hill | |
| | | 6:16-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 6/22 | Wednesday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-5:45 | Art Project | Michael | Art supplies |
| | | 5:45-6:15 | Journal Entries | Michael/Cathy | Journals Pens or pencils |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |

**RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program
2016 Schedule**

| Date | Day | Time | Activity | Staff | Supplies Needed |
|--|----------|-----------|--|-----------------|-----------------------|
| 6/23 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-4:45 | Girls Program -- Inspiration Boards, Part 2 | Susie, Shenequa | |
| | | 3:45-4:45 | Boys Program -- Work on art project | Michael | Art supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 6/24 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:45 | Eat | Charles | Food |
| | | 3:45-4:45 | Website and Technology | Scott Lemmon | Computer |
| | | 4:45-5:15 | Journal Entries -- reflections on the week | Michael | Journals Pens/pencils |
| | | 5:15-5:30 | Wrap-up / cleanup / End pay period on timesheets | Michael/Cathy | Timesheets |
| | | 6:30-8:30 | Club KC to make up for missed time to get IDs | Michael/Cathy | |
| Staff Action Items for the Week | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

5th week-Who's paying Attention?

Each of us has someone who looks to us for advice and role model. What type of impression do we make? How does our behavior influence others? We will develop a chart made of our behavioral strengths and weaknesses Communication will be a focus topic. We will mind map those who have the most influence on us and who we influence. 1hr. (2nd community workshop)-Then we're out to the community to work on our projects and clean our installation areas.

Week 5 – Who's Paying Attention? – June 27th thru July 1st

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|-----------|--|---------------|--|
| 6/27 | Monday | 3:00-6:00 | Tutoring | Taylor | |
| 6/28 | Tuesday | 3:00-3:15 | Wandering / Start new timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-5:00 | Multimedia presentation--History of Hip Hop or alternative | Michael | Projector, screen |
| | | 5:00-6:15 | Girls Program – Power Plan Presentation | Beth Sarver | Projector |
| | | 5:00-6:15 | Boys Program – Art project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 6/29 | Wednesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-4:00 | Eat | Charles | Food |
| | | 4:00-5:00 | First Call presentation | Angela Circo | |
| | | 5:00-5:15 | Journal entries | Michael | Journals |
| | | 5:15-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 6/30 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:45 | Girls Program – Power Plan Presentation, Part 2 | Beth Sarver | |
| | | 3:30-4:45 | Boys Program – Art project | Michael | Art supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets / Paychecks | Michael/Cathy | Timesheets / Paychecks / paycheck signing sheet |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 7/1 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

| | | | | |
|--|-----------|--|--------------------------------|--|
| | 3:30-4:45 | Art Project | Michael | Art Supplies |
| | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets / Paychecks | Michael/Cathy Dave Sullivan | Timesheets / Paychecks / paycheck signing sheet |
| Staff Action Items for the week | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program 2016 Schedule

6th week-Addiction

The focus of the session will begin the talking points regarding addictions and addictive behaviors.

We begin by putting a description to addiction. We move to dissecting the elements of addictive behavior and how these behaviors can take over one's life. A guest speaker from will discuss with the participants the various physical and emotional aspects of addiction. 1hr.

Then we will work in the studio on our projects for the day, refine and develop our concepts and enjoy good food.

Week 6 – Addictions – July 4th thru July 8th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|-----------|--|---------------|--------------------|
| 7/4 | Monday | 3:00-6:00 | HOLIDAY | | |
| 7/5 | Tuesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:30 | Guest Speakers – NoVA KCPD Captain, Jean Peters Baker, Tammy Dickinson | Michael | |
| | | 4:30-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/6 | Wednesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-4:00 | Eat | Charles | Food |
| | | 4:00-5:00 | First Call presentation | Angela Circo | |
| | | 5:00-5:15 | Journal entries | Michael | Journals |
| | | 5:15-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/7 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles~ | Food |
| | | 3:30-4:45 | Girls Program – MOCSA | Neta Meltzer | |
| | | 3:30-4:45 | Boys Program – Art Project | Michael | Art supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

| Date | Day | Time | Activity | Staff | Supplies Needed |
|--|------------|-------------|--|---------------|------------------------|
| 7/8 | Friday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-5:15 | Team Building – Game of Power; It Made Me Think | Amanda | |
| | | 5:15-5:30 | Wrap-up / cleanup / End pay period on timesheets | Michael/Cathy | Timesheets |
| Staff Action Items for the Week | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

7th week-Neighborhood Challenges

What are the main challenges of my neighborhood? This process will provide participants the opportunity to see who and what affects their behavior and the behavior of others in their neighborhood. In our discussion we will examine elements of cause and effect-how does what we wear, say, think (our interiors) and do, affect conditions around us. How can the environment we live in affect who we become? We will also continue on the Art project.

Week 7 -- Neighborhood Challenges -- July 11th thru July 15th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|-----------|---|-----------------|-----------------------------|
| 7/11 | Monday | 3:00-6:00 | Tutoring | Taylor | |
| 7/12 | Tuesday | 3:00-3:15 | Wandering / Start new timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-5:00 | MOCSA presentation | Neta Meltzer | Computer, projector, screen |
| | | 5:00-5:15 | Journal reflections | Michael | Journals, pens |
| | | 5:15-6:15 | Girls Program -- Art Project | Susie, Shenequa | Art Supplies |
| | | 5:15-6:15 | Boys Program -- Art Project | Michael | Art Supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/13 | Wednesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-6:15 | Art project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/14 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:45 | Girls Program -- Wellness | Crystal Swope | |
| | | 3:30-4:45 | Boys Program -- Art Project | Michael | Art supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 7/15 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-5:00 | Art Project | Michael | Art supplies |
| | | 5:00-5:15 | Pass out paychecks | Cathy | Paychecks, signing sheet |
| | | 5:15-5:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

8th week – Fashion, Business and Finances; Continue work on mural project

The goal of this week – This week we will be focusing on Fashion, business and finances. Both girls and guys will work with models to participate in the Club KC Runway & Fashion Show event on Friday. The girls will have also have discussions on dressing for success and participate in mock interviews. They will also be doing a field trip to a Yoga studio. An FDIC manager will come in for the first of 3 visits to talk to the youth about finances. We will also continue working on our mural projects.

Week 8 – Topic: Fashion, Business and Finances – July 18th thru July 22th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|------------|---|--|--|
| 7/18 | Monday | 10:30-1:00 | Fittings at Forever XXI for Club KC fashion show | Omar, Susie, Taylor, Forever XXI staff | Omar & Susie arrange rides for participating youth |
| | | 3:00-6:00 | Tutoring | Taylor | |
| 7/19 | Tuesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-5:30 | Girls Program – Fashion discussion / Mock Interviews | Susie, Shenequa | Mural supplies |
| | | 3:30-5:30 | Boys Program – Mock interviews | Michael | Journals, pens |
| | | 5:30-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/20 | Wednesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:30 | FDIC Presentation – Youth Wealth Building | Greg House/ FDIC | |
| | | 4:30-4:45 | Journal Entries | | |
| | | 4:45-6:15 | Art Project | Michael | Art supplies |
| | | 5:45-6:15 | Club KC Fashion Show participants work with models | Da-Voncia Hendricks | |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/21 | Thursday | 2:30-3:00 | Girls arrive early and eat / wandering / fill out start on timesheets | SRO's / Charles / Cathy | Wands / Timesheets |
| | | 3:00-5:00 | Girls Program – Fashion show / Mock Interviews | Susie, Shenequa | |
| | | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:45 | Boys Program - Art Project | Michael | Art supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| | | 5:00-5:30 | Dress Rehearsal for modelling | Taylor | |

**RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program
2016 Schedule**

| Date | Day | Time | Activity | Staff | Supplies Needed |
|--|----------|------------|--|-------------------------------------|--|
| 7/22 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-5:15 | Art Project | | Art supplies |
| | | 5:15-5:30 | Wrap-up / cleanup / End pay period on timesheets | Michael/Cathy | Timesheets |
| | | 5:30-11:00 | Club KC Runway & Fashion Show Event | Michael, Cathy, Shenequa, Taylor | Clothing from Forever XXI; prizes for top models; makeup artist & hair stylist |
| 7/23 | Saturday | 12:00-3:00 | Yoga field trip | Susie, Cathy | Healthy snacks |
| Staff Action Items for the Week | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program

2016 Schedule

9th week – Complete Art Projects & Continue Financial Literacy Education

The goal of this week – Complete the art project. Continue financial literacy education

Week 9 – Complete Art Projects; prepare for Culminating Event – July 25th thru July 29th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|--|-----------|-----------|---|------------------|--------------------------|
| 7/25 | Monday | 3:00-6:00 | Tutoring | Taylor | |
| 7/26 | Tuesday | 3:00-3:15 | Wandering / Start new timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/27 | Wednesday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:30 | FDIC Presentation – Adult Wealth Building | Greg Housel/FDIC | |
| | | 4:30-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 7/28 | Thursday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:45 | Art Project | Michael | Art supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 7/29 | Friday | 3:00-3:15 | Wandering / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:45-4:45 | FBI Talk | Eric K. Jackson | |
| | | 4:45-5:00 | Journal entries | Michael | Journals, pens |
| | | 5:00-5:15 | Pass out paychecks | Dave Sullivan | Paychecks, signing sheet |
| | | 5:15-5:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| Staff Action Items for the week | | | | | |

RFP 16-16 Narrative Attachment 1 Youth Violence Reduction Program 2016 Schedule

10th and final visit culminating event

The goal of this week – Complete the art project. Create thank you notes for the dignitaries who will be attending.

Week 10 – Culminating Events – August 1st thru August 5th

| Date | Day | Time | Activity | Staff | Supplies Needed |
|------|-----------|------------|--|---------------------|--------------------|
| 8/1 | Monday | 9:00-11:00 | Take models to Forever XXI for fittings for fashion show | Susie | |
| | | 3:00-6:00 | Tutoring | Taylor | |
| 8/2 | Tuesday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:30 | MOCOSA program – Trauma | Neta Meltzer | |
| | | 4:30-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 8/3 | Wednesday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:30 | FDIC Presentation – Comparison Shopping | Greg Housel FDIC | |
| | | 4:30-6:15 | Art Project | Michael | Art supplies |
| | | 6:15-6:30 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| 8/4 | Thursday | 3:00-3:15 | Wanding / Fill out start time on timesheets | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-3:30 | Eat | Charles | Food |
| | | 3:30-4:00 | DEA Visit | DEA | |
| | | 4:00-4:45 | Final work on murals and thank you notes for dignitaries | Michael | Mural supplies |
| | | 4:45-5:00 | Wrap-up / cleanup / End time on timesheets | Michael/Cathy | Timesheets |
| | | 5:00-6:00 | Tutoring | Taylor | |
| 8/5 | Friday | 3:00-3:15 | Wanding / Fill out start/end time on timesheets & sign | SRO's / Cathy | Wands / Timesheets |
| | | 3:15-4:00 | Final preparation for culminating event | Michael | |
| | | 4:00-5:30 | Culminating Event – Community Art Dedication | | |
| | | 5:30-11:30 | Continue celebration and modeling at Club KC | | |

WORK AUTHORIZATION AFFIDAVIT

As a condition for any service provided to the County, a business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit.

Every such business entity shall complete the following affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The completed affidavit must be returned as a part of the contract documentation.

This affidavit affirms that **Michael Toombs** is enrolled in, and is currently participating in, E-verify or any other equivalent electronic verification of work authorization operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986 (IRCA); and, **Michael Toombs**, does not knowingly employ any person who is an unauthorized alien in conjunction with the contracted services.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Michael Toombs
Authorized Representative's Signature

Artist Director
Title

MICHAEL TOOMBS
Printed Name

05-18-16
Date

Subscribed and sworn before me this 18 day of May, 2016. I am commissioned as a notary public within the County of Jackson, State of Missouri, and my commission expires on 9-15-2019.

Frances A. Love
Signature of Notary

