



# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res. Ord. No.: 19135

Sponsor(s): Alfred Jordan

Date: May 2, 2016

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>Awarding a Contract for Life Skills Training for the "Teens in Transition" Summer Program for the Jackson County, Missouri Prosecuting Attorney's Office to Michael Toombs of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 16-16.</u>											
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$38,500</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$38,500</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$38,500</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 001-4105-56790 General Fund, Prosecuting Attorney, Other Contractual Services</td> <td style="text-align: right;">\$38,500</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> OTHER FINANCIAL INFORMATION:  <input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget)  Prior Year Budget (if applicable): \$60,000.00 Prior Year Actual Amount Spent (if applicable): \$36,100.00		Amount authorized by this legislation this fiscal year:	\$38,500	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$38,500	Amount budgeted for this item * (including transfers):	\$38,500	Source of funding (name of fund) and account code number: 001-4105-56790 General Fund, Prosecuting Attorney, Other Contractual Services	\$38,500
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Source of funding (name of fund) and account code number: 001-4105-56790 General Fund, Prosecuting Attorney, Other Contractual Services	\$38,500											
PRIOR LEGISLATION	Prior ordinances and (date): 4834, March 28, 2016 Prior resolutions and (date):											
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Jessica Johnson, Senior Buyer, 881-3465											
REQUEST SUMMARY	The Prosecuting Attorney's Office requires Life Skills Training for the "Youth Violence Reduction Program" formerly known as the "Teens in Transition" Summer Program. The Purchasing Department issued Request for Proposal No. 16-16 in response to those requirements.  A total of thirty-one (31) notifications were distributed and one response was received and evaluated as follows: <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Respondent</th> <th style="width: 20%;">Amount</th> <th style="width: 30%;">Points Awarded</th> </tr> </thead> <tbody> <tr> <td>Michael Toombs, Kansas City, MO</td> <td style="text-align: center;">\$38,500.00</td> <td style="text-align: center;">87%</td> </tr> </tbody> </table> Points Awarded were based on the Respondent's Responsiveness to RFP, Qualifications & Experience, References, Previous Successful Programs and Pricing.  Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Contract for Life Skills Training for the "Youth Violence Reduction Program" for the Prosecuting Attorney's Office to Michael Toombs of Kansas City, Missouri as the best proposal received.		Respondent	Amount	Points Awarded	Michael Toombs, Kansas City, MO	\$38,500.00	87%				
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CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)											
ATTACHMENTS	Abstract of Proposals Received, Memorandum from Gina Robinson of the Prosecuting Attorney's Office and the pertinent pages of Michael Toombs proposal.											
REVIEW	Department Director: 	Date: 4/19/16										
	Finance (Budget Approval): 	Date: 4/20/16										

Division Manager: <i>Marylou Beow</i>	Date: <i>4/28/16</i>
County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #4834
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



ABSTRACT OF BIDS

Res. 19135

RFP: 16-16		The Storytellers Inc.		AMOUNT	AMOUNT	AMOUNT	AMOUNT
DATE: 04/05/16							
COMMODITY: Youth Violence Reduction Program							
NO	DESCRIPTION	UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT

Grand Total 4,500.00

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED

ON April 5, 2016, BY

[Signature]

CLERK OF THE LEGISLATURE

[Signature]  
 PURCHASING

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**JACKSON COUNTY PROSECUTOR'S INTEROFFICE MEMORANDUM**

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**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

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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>
<b>Total</b>	<b>\$38,500</b>

**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.

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

April 18<sup>th</sup> 2016

April 16<sup>th</sup>, 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 25<sup>th</sup> 2002 by Mayor Kay Barnes regarding the Miracle on 30<sup>th</sup> 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	Wandering	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	Journals, pens/pencils

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Staff/ Presenters</b>	<b>Supplies</b>
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 replacement/Michael	
		6:15-6:30	Wrap-up / cleanup / End time on timesheets /Incentives	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
<b>Staff Action Items for the week</b>					

# 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 6<sup>th</sup> thru June 10<sup>th</sup>

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  
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<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Staff/Presenter</b>	<b>Supplies Needed</b>
		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
<b>Staff Action Items for the week</b>					

# 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 13<sup>th</sup> thru June 17<sup>th</sup>

Topic	Day	Time	Activity	Staff	Supplies Needed
6/13	Monday	3:00-6:00	Tutoring	Taylor	
6/14	Tuesday	3:00-3:15	Wandering / 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	Wandering / 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

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Topic	Day	Time	Activity	Staff	Supplies Needed
6/16	Thursday	3:00-3:15	Wanding / Fill out start time on timesheets	SRO's / Cathy	Wands / Timesheets
		3:15-3:45	Eat	Charles	Food
		3:45-4:45	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	Wanding / 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
<b>Staff Action Items for the week</b>					

**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 20<sup>nd</sup> thru June 24<sup>th</sup>**

Date	Day	Time	Activity	Staff	Supplies Needed
6/20	Monday	3:00-6:00	Tutoring	Taylor	
6/21	Tuesday	3:00-3:15	Wandering / 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	Wandering / 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

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<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Staff</b>	<b>Supplies Needed</b>
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	
<b>Staff Action Items for the Week</b>					



# 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 27<sup>th</sup> thru July 1<sup>st</sup>

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  
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	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
<b>Staff Action Items for the week</b>				

**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 4<sup>th</sup> thru July 8<sup>th</sup>**

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  
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<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Staff</b>	<b>Supplies Needed</b>
7/8	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	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
<b>Staff Action Items for the Week</b>					

# 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 11<sup>th</sup> thru July 15<sup>th</sup>

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 18<sup>th</sup> thru July 22<sup>th</sup>

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**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Staff</b>	<b>Supplies Needed</b>
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
<b>Staff Action Items for the Week</b>					

# 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 25<sup>th</sup> thru July 29<sup>th</sup>

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 House/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
<b>Staff Action Items for the week</b>					



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

10<sup>th</sup> 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 1<sup>st</sup> thru August 5<sup>th</sup>**

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	MOCSA 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		