



## **Request for Information (RFI)**

### **Providing Services Youth & At-Risk Youth Services at Evans Center**

During the Regular Council Meeting held on July 18, 2024, City Council discussed the use of the facilities at the Evans Center located at 1361 Florida Ave NE in northeast Palm Bay. The City of Palm Bay (City) is seeking input from eligible 501(c)3 non-profit entities concerning the use of the facilities at the Evans Center to provide services for Palm Bay's youth and at-risk youth.

Non-profits organizations (NPO) should provide input on services that have demonstrated success in building employable skills in vocational trades, i.e., HVAC, machining, manufacturing, culinary, and other key skills. NPOs should describe their capacity and experience in providing similar services to youth and/or at-risk youth within the last 24 months. NPOs should briefly summarize the program(s) and services(s), describe how success is measured, and provide the number of youths served in the last 24 months.

The City of Palm Bay acquired the Evans Center on August 5, 2024. Evans Center is approximately 6,068 sqft and previously served as a neighborhood market and restaurant, equipped with a full kitchen, walk-in refrigerator, range, and hood. The Center also features a community room. The proposed use of facilities shall not include any space (1,000 sqft) for which there is an active lease with Brevard Health Alliance.

This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise, that the City will take procurement action in this matter. The City will not be responsible for any costs incurred in furnishing this information. This RFI is issued for research and planning purposes to help inform the use of public facilities at Evans Center to provide services for Palm Bay youth and at-risk youth. This is strictly a Request for Information and does not commit the City contract for any service. There will be no award of funds based on responses to this RFI. However, if they City does issue a Request for Applications (RFA) or Request for Proposals (RFP), all entities that submitted a response to this RFI will be notified and invited to submit. Note that information submitted to the City of Palm Bay may or may not be used to develop a RFA or RFP; therefore, submissions to this RFI should not be of proprietary or confidential nature. The City may contact submitting entities to discuss responses to this RFI.

The deadline to respond to this RFI is 3 PM on Friday, September 13, 2024.

Submissions should be sent via electronic format to [HCDinfo@pbfl.org](mailto:HCDinfo@pbfl.org). Incomplete submissions will not be considered.

Please provide the following information.

**A. BASIC INFORMATION**

1. Name of Organization/Legal Entity: **METCA, INC.**
2. Mailing Address: **P.O. Box 360611, Melbourne, FL 32904 or 1911 Glen Meadows Circle, Melbourne, FL 32935**
3. Confirmation of 501(c)3 status: **(See Attached)**
4. Representative Name: **Teresa R. Jones**
5. Representative Title: **CEO/Founder**
6. Representative Telephone: **(321) 626-6571**
7. Representative Email Address: **[teri@metcainc.org](mailto:teri@metcainc.org)**
8. Representative Website Address: **[www.metcainc.org](http://www.metcainc.org)**

**B. PROJECT OVERVIEW**

1. Provide an overview of the youth programs proposed.
2. Summarize the scope of services proposed to be provided and expected outcomes.
3. Briefly explain how the program will be managed, including how clients will be identified.
4. Explain how success will be measured.
5. Provide a summary of staffing for proposed programs and services.
6. Provide hours of operations, including days of the week.
7. Provide the age range for which the NPO is defining 'youth' and reason for selecting this age range.
8. Provide the NPO's definition of 'at-risk youth'.
9. Generally, explain the proposed use of the facilities at Evans Center, to include space needs.
10. Estimate how many participants would be served annually.
11. Explain what other funding would be utilized to provide proposed programs and services, include funding source and amount.
12. Provide a list of proposed partnerships with other organizations and their role in the programs and services.



## **B. PROJECT OVERVIEW**

### **1. Overview of Proposed Youth Program:**

The proposed youth programs will provide the following services to the at-risk youth of Palm Bay.

- (1) Financial Literacy training as an afterschool and weekend program.
- (2) Entrepreneurial and Workforce Development training.
- (3) Soft skills training to include self-esteem effective communication, time management, conflict resolution, problem solving, goal setting, understanding commitment, etc.
- (4) Substance Abuse & Opioid prevention and awareness training, as well as group therapy sessions for those in crisis.
- (5) Complimentary braiding, hair washing, personal hygiene and skin care classes for girls ages 10-18.
- (6) "Mommy" Wellness classes for pregnant teenagers through delivery and first month of baby's care.
- (7) Complimentary barbering classes for boys aged 11-18.
- (8) Summary: These programs will provide at-risk youth a haven for emotional and professional development by providing them the education and life skills they will need to be successful in life.

### **2. Scope of Services Proposed and Expected Outcomes:**

The extensive proposed scope of service will offer educational and skills training in several areas of personal development. These services can be divided into three categories: (1) Educational Topics & Soft Skills Training, (2) Substance Abuse Prevention & Awareness Training, and (3) Workforce Development Training. The expected outcomes will be students who are educated, and trained to best manage life challenges and who will be ready for professional careers for the workforce in hair and skin-care management.

### **3. Description of how the Program will be Managed and how clients will be identified.**

The suggested programs will be co-managed by Dr. Teri Jones and Ms. Carlisa Amoomensah. They will be responsible for the programs' day-to-day activities that will be administered within the Evans Center. The Operations Manager will be Ms. Jennifer Bartalot. She will have operational responsibility for the braiding, skin-care, barbering and "Mommy" Wellness programs. Dr. Jones and Ms. Amoomensah will have operational management responsibility for the remaining programs. Prospective at-risk clients will be recruited from the middle schools, high schools, Club Esteem, the Docks, Eddie Lee Taylor and Joe Davis Community Centers, and neighborhood residents.

#### **4. Explain How Success will be Measured**

Success will be measured through student attendance, skill development, feedback from participants and families, and post-program results, such as students pursuing additional training or working part-time in related fields. Regular assessments will track progress in both technical and personal development, with final evaluations in the form of practical demonstrations or portfolio presentations.

#### **5. Provide a Summary of Staffing for Proposed Programs and Services**

The program will be staffed by a combination of professional instructors, volunteers, and administrative personnel. Each class will be led by an expert, with supportive staff assisting in organizing materials, managing schedules, and providing mentorship. The Operations Program Managers will be responsible for overseeing program delivery and ensuring all staff are trained and prepared for classroom presentations.

#### **6. Provide Hours of Operations, Including Days of the Week**

Classes will be held Monday through Saturday, with after-school sessions from 4:00 PM to 7:00 PM and Saturday sessions from 10:00 AM to 2:00 PM. This schedule will accommodate students' school hours and allow flexibility for those with other commitments.

#### **7. Provide the Age Range for Which the NPO is Defining Youth and Reason for Selecting this Age Range**

The program defines youth as those aged 10-24. This age range is chosen to capture middle school, high school, and college age students. This age range is also in alignment with defined age ranges by federal and state grants for youth.

#### **8. Provide the NPO's Definition of "At-Risk" Youth**

The program defines 'at-risk youth' as individuals who face socio-economic challenges, have limited access to educational or vocational resources, or are exposed to negative influences such as crime, substance abuse, or unstable family environments. These youth often need structured opportunities to build confidence, learn life skills, and avoid potential harmful behaviors.

#### **9. Generally, explain the Proposed use of the Facilities at Evans Center, to include Space Needs.**

Below is a descriptive summary of the proposed use of the facilities at the Evans Center .

- (1) Financial Literacy training as an afterschool and weekend program.
- (2) Entrepreneurial and Workforce Development training.
- (3) Soft skills training to include self-esteem effective communication, time management, conflict resolution, problem solving, goal setting, understanding commitment, etc.
- (4) Substance Abuse & Opioid prevention and awareness training, as well as group therapy sessions for those in crisis.



- (5) Complimentary braiding, hair washing, personal hygiene and skin care classes for girls ages 10-18.
- (6) “Mommy” Wellness classes for pregnant teenagers through delivery and first month of baby’s care.
- (7) Complimentary barbering classes for boys aged 11-18.

The programs will focus on personal growth, responsibility, and will provide a positive environment for youth to learn and establish healthy, productive relationships with their mentors and trainers. Students will be taught practical grooming skills that can be used professionally, offer a creative outlet, and build self-esteem. Students will receive hands-on training in personal hygiene care, braiding and barbering, covering the basics of hair care, styles, and techniques, along with customer service and professional conduct. Students in substance abuse crisis will receive referral crisis management services through our partnership with Brevard Health Alliance, and an opportunity for group therapy as part of their crisis management process. The expected outcomes include developing marketable skills that can lead to job opportunities or entrepreneurship, enhancing personal confidence, and encouraging positive peer relationships. Participants will leave the program with the ability to apply these skills in real-world settings, and those interested will be guided toward further vocational training or certifications.

Ideally, the spaces needed will be a group training room that can accommodate up to 30 individuals comfortably, a conference room, two office spaces, a group therapy room, three classrooms, a space for a community refrigerator and microwave, a closet for storing snacks, male and female restrooms and a reception area to greet guest, clients, and direct them to the appropriate locations.

#### **10. Estimate how Many Participants would be Served Annually**

Student will attend the offered programs on a volunteer basis. As the program experiences steady growth over a timeframe of 3 – 4 months, student attendance may reach capacity. However, the desire is to service at least 15 -20 students per class topic for a grand total of about 140 students per session. Once a class is completed new sessions will start. The plan is to provide at least three sessions per year of all training areas/training programs. Annually, our goal is to serve 420 students.

#### **11. Other Funding Sources and Amount**

To service a program of this magnitude, the program will be reliant on the following sources of funding: grants for at-risk-students, donations, private donors, fundraisers and in-kind services. The total amount we will need to raise for the first year of operation is approximately \$185,000.

## **12. Proposed Partnerships to Include their Role with the Program Services**

Proposed partnerships would include local schools, non-profit organizations, beauty supply stores, and barbershops. Schools and community organizations could assist with outreach and referrals, while barbershops and beauty salons may offer internships or apprenticeships for students who excel. Local supply stores could provide discounted or donated classroom materials and supplies.

Consideration for partnerships within Brevard County would be:

- (1) South Brevard Middle Schools
- (2) South Brevard High School
- (3) Eddie Lee Taylor Community Center
- (4) Club Esteem
- (5) The Docks (Neighborhood Up)
- (6) Joe Davis Community Center
- (7) Neighborhood Churches
- (8) Local Barber Shops
- (9) Local Beauty Shops
- (10) Brevard Health Alliance
- (11) Healthcare Facilities
- (12) Local Police Station
- (13) Local Fire Station
- (14) Launch Credit Union (Financial Literacy Training)
- (15) Sams, Publix and Aldi grocery stores

More opportunities for partnerships will be identified as we implement our services at the Evans Center.



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

METCA  
C/O NA  
1911 GLEN MEADOWS CIRCLE  
MELBOURNE, FL 32935-4720

Date:  
03/18/2024  
Employer ID number:  
93-4201630  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
November 30, 2023  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053465002994

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements