



Macedonia CDC-JTEP  
P.O. Box 482  
Melbourne, FL 32902

## **Request for Information - Evans Center**

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### ***A. BASIC INFORMATION***

1. **Name of Organization/Legal Entity:**  
Macedonia Community Development Corporation (MCDC)
2. **Mailing Address:**  
P.O. Box 482  
Melbourne, FL 32902
3. **Confirmation of 501(c)3 Status:**  
*See Attachment A*
4. **Representative Name:**  
Willie Peterson
5. **Representative Title:**  
Executive Director
6. **Representative Telephone:**  
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### ***B. PROJECT OVERVIEW***

1. **Provide an overview of the youth programs proposed:**

Macedonia Community Development Corporation (MCDC) is excited to expand its youth programs at the Evans Center, located at 1361 Florida Ave NE in Palm Bay. As a 501(c)3 non-profit, we focus on empowering both youth and at-risk youth through comprehensive job training and placement programs that develop employable skills for long-term success.

#### **Overview of Proposed Youth Programs:**

1. **Healthcare Job Training and Placement Program**  
Our current healthcare program offers extensive training and placement opportunities in high-demand healthcare roles, such as Home Health Aide (HHA), Certified Nursing



Assistant (CNA), Practical Nurse (PN), and Registered Nurse (RN). These programs equip participants with the skills required to excel in the healthcare industry, preparing them for licensure and successful employment.

## 2. **STEM Programs**

MCDC is committed to preparing youth for careers in science, technology, engineering, and mathematics. Our STEM programs provide hands-on learning and mentorship, ensuring participants gain valuable skills and experience needed to thrive in these critical fields.

## 3. **HVAC Program**

We are in the final stages of launching our HVAC training program, providing practical experience in heating, ventilation, and air conditioning. This program will give youth the skills needed for successful careers in the vocational trades, addressing the demand for HVAC professionals.

## 4. **Culinary Program**

With the support of a Certified Culinary Chef, we are set to launch a culinary program that offers hands-on training in culinary arts and food service. This program will utilize the full kitchen facilities at the Evans Center and will be tailored to youth looking to build careers in the culinary industry.

## **Program Design and Implementation:**

Our programs are designed to address the specific needs of Palm Bay's youth and at-risk youth. With the resources of the Evans Center, we will be able to offer:

- **Economic Empowerment Workshops:** These workshops will focus on building skills in high-demand trades such as HVAC and culinary arts, along with job search strategies, resume writing, and entrepreneurship support.
- **Income Stabilization Initiatives:** These include subsidized employment, workforce re-entry programs, and emergency financial assistance to support long-term financial stability.
- **Health and Wellness Programs:** We will provide targeted support addressing both physical and mental health to ensure well-rounded development for participants.
- **Community Engagement and Volunteer Opportunities:** Youth will have access to mentorship programs, advisory councils, and volunteer opportunities to foster community involvement and personal growth.

## **Scaling Strategy:**

To enhance the impact of these programs, MCDC will:



- **Develop Partnerships:** We will collaborate with local businesses, healthcare providers, and other community organizations to expand resources and support for the program.
- **Conduct Outreach:** Through local media, social media, and community events, we will actively recruit participants and raise awareness of our offerings.
- **Monitor and Evaluate:** A robust monitoring and evaluation system will track progress, measure the impact of the programs, and gather feedback to ensure continuous improvement.

MCDC is ready to leverage its resources and experience to deliver impactful job training and placement services for the youth of Palm Bay. Our goal is to enhance employability and improve the overall well-being of youth and young adults in the community, and we are enthusiastic about the opportunity to work with the City of Palm Bay in this effort.

## 2. Summarize the scope of services proposed to be provided and expected outcomes:

### Summary of Scope of Services and Expected Outcomes: Program Overview

**Background and Achievements:** Over the past two years, MCDC has taken significant steps to implement job training and placement programs aimed at supporting youth, young adults, and at-risk individuals. While these efforts have seen some success, we recognize the need for further expansion and enhancement to reach a broader audience and deliver even greater impact.

### Proposed Programs and Services:

#### 1. Healthcare Job Training and Placement:

**Scope:** MCDC offers comprehensive scholarships, training, and placement services for individuals pursuing careers in the healthcare sector. This includes roles such as Home Health Aides (HHAs), Certified Nursing Assistants (CNAs), Practical Nurses (PNs), and Registered Nurses (RNs).

**Expected Outcomes:** Participants will be equipped with essential skills required for various nursing roles, from entry-level positions to advanced nursing practice. Graduates will be prepared for licensure and successful employment in the healthcare field, contributing to increased job placement rates and career advancement opportunities.



## 2. STEM Programs:

**Scope:** Our STEM initiatives aim to prepare youth for careers in science, technology, engineering, and mathematics. Through hands-on training and mentorship, participants gain valuable experience that aligns with the demands of these critical fields.

**Expected Outcomes:** Graduates will possess the technical skills and knowledge needed to pursue STEM careers, increasing their employability in these high-demand sectors.

## 3. HVAC Program:

**Scope:** With an MOU in progress, we plan to offer HVAC training at the Evans Center, providing youth with hands-on experience in heating, ventilation, and air conditioning.

**Expected Outcomes:** Participants will gain practical skills in HVAC trades, leading to vocational certifications and employment opportunities in this essential industry.

## 4. Culinary Program:

**Scope:** MCDC is set to launch a Culinary Program, utilizing the full kitchen facilities at the Evans Center. This program will be led by a committed Certified Culinary Chef and will offer practical training in culinary arts and food service.

**Expected Outcomes:** Participants will develop culinary skills that will prepare them for employment in the food service industry, with the potential to advance in various culinary careers.

## 5. Financial Literacy Course:

**Scope:** This course addresses the critical need for financial preparedness, particularly for those entering high-income careers such as professional sports or nursing. The curriculum will cover budgeting, saving, investing, and other essential financial management skills.

**Expected Outcomes:** Participants will be better equipped to manage their finances effectively, reducing the risk of financial mismanagement and improving long-term financial stability. Collaborations with local banks and credit unions



will provide additional resources and banking programs tailored to the needs of the participants.

#### **6. Business Management Course:**

**Scope:** Led by our Organization Development Manager, a retired college professor, this course will provide training for aspiring entrepreneurs. The curriculum will include business planning, management strategies, and entrepreneurial skills.

**Expected Outcomes:** Participants will gain the knowledge and skills needed to start and manage their own businesses, contributing to economic growth and job creation within the community.

#### **7. Early Childhood Care Training:**

**Scope:** Within the first 24 months, MCDC plans to introduce a training program for early childhood care providers. This program will target both in-home and facility-based settings and will be led by a retired childcare facilitator.

**Expected Outcomes:** Participants will be prepared to deliver high-quality early childhood care, meeting the increasing demand for trained professionals in this field.

#### **Implementation Strategy:**

To ensure the successful implementation of these programs at the Evans Center, MCDC will:

- **Develop Partnerships:** Collaborate with local businesses, educational institutions, and community organizations to support and enhance our training programs.
- **Conduct Community Outreach:** Leverage local media, social media, and community events to promote the programs and recruit participants.
- **Monitor and Evaluate:** Implement a robust monitoring and evaluation system to track progress, gather feedback, and assess the impact of our programs.

Through these targeted programs and strategic implementation efforts, MCDC aims to expand its impact, providing valuable training and career opportunities to the community, particularly for youth, young adults, and at-risk individuals



**3. Briefly explain how the program will be managed, including how clients will be identified:**

The MCDC JTEP program will be managed through a highly collaborative approach, leveraging partnerships with local businesses, educational institutions, and community organizations to maximize resources and impact. The executive management team includes an Executive Director and Administrator with over 25 years of experience managing nonprofit organizations. Both hold advanced degrees, with backgrounds in Social Work and Leadership & Management, further enhancing the leadership and operational capacity of the program.

Each area of training is led by highly qualified instructors, such as a culinary expert, a former school principal, and a dedicated team of volunteers who are deeply committed to the local community. Their collective expertise ensures that participants receive top-quality instruction and support, contributing to the success of the program.

Clients will be identified through a structured outreach strategy that includes local media campaigns, social media promotions, and participation in community events. MCDC will actively engage with the community to promote the available programs and recruit participants. Potential clients will be assessed based on their interest in the offered programs, need for vocational training, and their potential to benefit from the services provided.

Once identified, clients will go through a structured intake process designed to evaluate their eligibility, needs, and career goals. This ensures that each participant is matched with the most suitable program for their growth and success. Throughout their training and job placement journey, participants will receive ongoing support, which will be tailored to their specific needs to help them achieve long-term employment and self-sufficiency.

**4. Explain how success will be measured:**

Success will be measured through a combination of quantitative and qualitative metrics, including:

- The number of participants enrolled, trained, and successfully placed in jobs.
- Participant feedback and satisfaction surveys.
- Certification and licensure rates for those in healthcare and vocational programs.
- Long-term tracking of participant employment outcomes and financial stability.
- Community impact, including the growth of local businesses and increased economic activity as a result of the programs.





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5. **Provide a summary of staffing for proposed programs and services:**

The programs at Macedonia Community Development Corporation (MCDC) will be supported by a robust staffing structure that includes internal experts and strategic partnerships to enhance program delivery and participant success.

**Administrative Support Staff:**

**Role:** The administrative team is responsible for program coordination, participant recruitment, and data management. They handle scheduling, maintaining records, processing applications, and ensuring smooth day-to-day operations across all programs.

**Job Training and Placement Programs:**

**Staffing:** MCDC is currently assembling an advisory team of healthcare professionals to guide the administration of this program module.

**Healthcare Instructors:** Certified professionals with extensive experience in training Home Health Aides (HHAs), Certified Nursing Assistants (CNAs), Practical Nurses (PNs), and Registered Nurses (RNs). In partnership with Brevard Nursing Academy, MCDC enhances its healthcare training programs by leveraging the Academy's resources, expertise, and referral network.

**Role:** These instructors provide comprehensive scholarships, training, and placement services, equipping participants with the necessary skills for various nursing roles. They prepare students for licensure and support their successful employment in the healthcare field.

**STEM Programs:**

**Staffing:** The STEM program is currently led by a retired school principal who brings extensive experience in educational leadership and curriculum development. Additionally, the program is supported by qualified teachers and industry experts with strong backgrounds in science, technology, engineering, and mathematics (STEM).

**Role:** The team delivers hands-on training and mentorship, preparing youth for careers in STEM fields. The program ensures participants gain valuable, real-world experience through projects, workshops, and one-on-one mentoring. The established leadership and ongoing operations of this program demonstrate its readiness and effectiveness.



### **HVAC Program:**

**Staffing:** We are in the process of finalizing our MOU for the HVAC youth component with Sustainable Workplace Solutions, an Orlando based company with plans to offer this training at the Evans Center. This program will provide hands-on experience in heating, ventilation, and air conditioning, which is crucial for vocational trades. The program will be led by experienced and certified HVAC technicians who are ready to begin training youth in heating, ventilation, and air conditioning systems.

**Role:** Although the Memorandum of Understanding (MOU) for the HVAC youth component is being finalized, the program is fully prepared to offer practical, hands-on experience in HVAC systems, which is essential for vocational trades. The trainers will guide participants through the skills necessary for entry into the HVAC industry, with an emphasis on real-world application and job readiness.

### **Culinary Program:**

**Staffing:** A highly qualified and committed chef is set to lead the Culinary Program.

**Role:** This program, which will utilize the full kitchen facilities at the Evans Center, is poised to begin offering practical training in culinary arts and food service. Participants will learn essential culinary skills, kitchen management, and food preparation techniques, positioning them for employment in the food service industry. The chef's readiness and commitment ensure the program can commence immediately.

### **Financial Literacy Course:**

**Staffing:** We have a financial expert who is already a part of our team with a track record in financial literacy education and collaboration with financial institutions will lead the course.

**Role:** The proposed Financial Literacy Course is designed to equip youth entering the workforce with essential financial management skills, including budgeting, saving, and investing. This course, already structured and ready to launch, will be tailored to participants' specific career paths, with additional resources provided by partnering local banks and credit unions.





### **Business Management Course:**

**Staffing:** A retired college professor with degrees in Social Work, Management, and Leadership, and extensive experience in business planning and management, is already part of the MCDC team and is prepared to lead this course.

**Role:** The Business Management Course is designed for individuals interested in starting their own businesses. The curriculum, ready for deployment, covers business planning, management strategies, and entrepreneurial skills. The course is structured to begin immediately, offering valuable training to aspiring entrepreneurs.

### **Early Childhood Care Training:**

**Staffing:** An experienced professional with degrees in Early Childhood Education and a 25 year background of operating a childcare facility is prepared to lead this program.

**Role:** This training program for early childhood care providers, both in-home and facility-based settings, is planned to launch within the first 24 months, contingent upon sufficient interest. The facilitator's readiness ensures that the program can be initiated as soon as there is demonstrated demand, providing critical skills to those entering the childcare field.

Each proposed program within MCDC is staffed by individuals who not only possess the expertise necessary for effective delivery but are also ready to commence operations immediately, ensuring a seamless transition from planning to execution. The involvement of skilled professionals and established partnerships underscores the preparedness and potential impact of these programs.

### **6. Provide hours of operations, including days of the week:**

The programs at the Evans Center will operate Monday through Friday, from 9:00 AM to 8:00 PM. Some of these classes will be offered during evening hours and weekends (if necessary) to accommodate participants' schedules and program needs.

### **7. Provide the age range for which the NPO is defining 'youth' and reason for selecting this age range:**

MCDC defines 'youth' as individuals aged 16 to 24 years. This age range was selected to encompass high school students, recent graduates, and young adults who are entering the workforce or seeking change or to advance their careers. It reflects the critical period



during which individuals transition from education to employment and are most in need of vocational training and career support.

**8. Provide the NPO's definition of 'at-risk youth':**

AT Macedonia MCDC, At-risk youth' are defined as young individuals who face significant barriers to success due to socio-economic challenges, lack of access to education and training, involvement in the juvenile justice system, or other factors that may impede their ability to achieve stable employment and financial independence.

**9. Generally, explain the proposed use of the facilities at Evans Center, to include space needs:**

**Proposed Use of Facilities at Evans Center**

Macedonia Community Development Corporation (MCDC) plans to utilize the Evans Center's facilities, which were previously used as a neighborhood market and restaurant, to host a variety of training sessions, workshops, and hands-on learning experiences for our youth programs. Given the layout of the center, which includes a full kitchen, a walk-in refrigerator, range, hood, and a community room, we have outlined our proposed use of these spaces as follows:

**Kitchen Facilities:**

The fully equipped kitchen, which includes a walk-in refrigerator, range, and hood, will be the cornerstone for our Culinary Program. This area is ideally suited for practical culinary training, where participants will learn food preparation, cooking techniques, and kitchen management in a professional-grade environment. The kitchen's layout allows for simultaneous instruction and hands-on practice, accommodating multiple students at once. This setup will prepare participants for careers in the culinary and food service industries.

**Community Room:**

The community room will serve as a multifunctional space for a variety of our programs. This room can be set up as a classroom for lectures and workshops, such as our financial literacy courses, business management training, and STEM education sessions. The flexible nature of the community room will allow us to



reconfigure it for different purposes, whether for traditional classroom seating, group workstations, or even hands-on STEM activities that require more open space.

### **General Training Areas:**

While specific workshop or industrial spaces are not explicitly mentioned in the Evans Center's current description, we intend to adapt portions of the community room or other available open areas within the center for practical training. For example, the healthcare and HVAC programs may utilize these spaces for demonstrations, simulations, or small-scale practical exercises. We will ensure that these areas are equipped with the necessary materials and tools to create a conducive learning environment.

### **Space Utilization Strategy:**

**Flexible Program Delivery:** We plan to utilize the kitchen and community room to their full potential by scheduling programs in a way that allows for the effective use of space without overlap. For instance, culinary training sessions will be held in the kitchen during times when other programs are not using the community room. Conversely, workshops and classroom sessions can take place in the community room while the kitchen is in use for culinary training.

### **Adaptation and Efficiency:**

Given the need to adapt the available spaces to meet the requirements of various programs, we will implement a flexible layout strategy. This includes movable furniture, portable equipment, and modular setups that can quickly transform the community room from a classroom setting to a hands-on workshop environment, depending on the program being conducted.

By carefully planning and adapting the use of the Evans Center's kitchen and community room, MCDC will create a versatile environment that supports a wide range of youth programs, ensuring that all participants receive high-quality, practical training that meets the needs of their chosen career paths.



**10. Estimate how many participants would be served annually:**

MCDC anticipates serving approximately 100-150 participants annually across all proposed programs.

**11. Explain what other funding would be utilized to provide proposed programs and services, include funding source and amount:**

Macedonia Community Development Corporation (MCDC) has developed a diversified funding approach to ensure the success and sustainability of the proposed programs at the Evans Center. In addition to potential funding from the City of Palm Bay, MCDC will leverage current program funding from local and county sources, as well as established Memorandums of Understanding (MOUs) with key partners, and in-kind services to enhance program operations. Although we have not yet secured federal or state funding, we anticipate applying for these opportunities in the future.

We estimate securing additional funding in the range of \$250,000 to \$500,000 annually through a combination of local, county, private foundation grants, and contributions from community partners. While Palm Bay has not yet committed funding, we hope that the City's support would strengthen the financial foundation necessary to provide impactful services for the youth attending programs at the Evans Center. Our existing partnerships, current funding, and in-kind services ensure the program's initial sustainability and potential growth.

**12. Provide a list of proposed partnerships with other organizations and their role in the programs and services:**

MCDC has cultivated strong partnerships with several key organizations that play critical roles in supporting our programs and services. These partnerships include:

- **Brevard Nursing Academy:** Provides comprehensive healthcare training to MCDC students.
- **CareerSource:** Offers funding support for the MCDC-JTEP program, enabling workforce development.
- **HealthFirst:** Contributes financial support to the MCDC-JTEP program, helping expand our reach and resources.
- **STEM Educational Institutions and Organizations:** Offer training resources, mentorship, and certification opportunities:
  - Brevard Public Schools
  - NASA Kennedy Space Center / Saturday Academy
  - PNC Bank



- Brevard County Library Mobile Unit
- NASA Academy
- FAB LAB

- **Community Businesses:**

- **Current Role:** Community businesses are currently supporting the Business Management Course, offering mentorship and guidance to aspiring entrepreneurs. Additionally, they are providing job placement opportunities in the healthcare and HVAC industries.
- **Proposed Role:** These partnerships aim to expand by offering more mentorship opportunities and creating additional internship placements. Community businesses plan to continue providing job placement in healthcare, HVAC, and other sectors, allowing participants to gain hands-on experience and practical business skills. The expanded role will focus on giving participants real-world exposure, helping them build professional networks, and enhancing their career readiness through internships and direct employment pathways.

- **Financial Institutions:**

- **Current Role:** Financial institutions are currently assisting with the Financial Literacy Course, providing education on personal finance and money management.
- **Proposed Role:** Moving forward, these institutions plan to offer more in-depth financial coaching, including personalized financial advice, access to banking resources, and tailored financial services for participants. Workshops on financial strategies, credit management, and creating tailored financial products like low-interest loans or savings programs will be introduced to help participants achieve financial stability during and after their training.

INTERNAL REVENUE SERVICE  
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DEPARTMENT OF THE TREASURY

Date: **AUG 06 2009**

MACEDONIA COMMUNITY DEVELOPMENT  
CORPORATION OF SOUTH BREVARD  
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MELBOURNE, FL 32901

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DLN:  
17053270315048  
Contact Person:  
ROBERTA VAN METER ID# 52624  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
September 17, 2007  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)