

10. Consideration of soliciting proposals through the Request for Applications (RFA) process from non-profit organizations for the purpose of providing services to Palm Bay youth and at-risk youth at the Evans Center.



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Clinton Hatcher, Community & Economic Development Director

**DATE:** October 17, 2024

**RE:** Consideration of soliciting proposals through the Request for Applications (RFA) process from non-profit organizations for the purpose of providing services to Palm Bay youth and at-risk youth at the Evans Center.

### **SUMMARY:**

On August 1, 2024 Regular Council Meeting, City Council directed staff to publish a Request for Information (RFI) to solicit input on the use of facilities at the Evan's Center for the purpose of providing services that benefit Palm Bay youth and at-risk youth. This was a request for information only. The City published the RFI on Monday, August 12, 2024 with all submissions due by Friday, September 13, 2024.

The City closed on the acquisition of the Evans Center on August 5, 2024.

The City received submissions from four (4) non-profits proposing programs for youth and at-risk youth at the Evans Center from the following agencies: Club Esteem, Inc., Community Revitalization, Inc., Macedonia Community Development Corporation (CDC), and METCA, Inc.

Staff reviewed all submissions and determined agencies were consistent in recommended services to be provided to Palm Bay youth and at-risk youth, suggesting training services and skill-building in the areas of Culinary Arts, Heating Ventilation and Air Conditioning (HVAC), Financial Literacy, and STEM programs. The general consensus from all agencies who submitted a response to the RFI proposed an approximate goal of serving 50-100 individual youth participants annually. All agencies identified after-school hours for their program operations, with a few offering weekend hours.

The evaluation committee consisted of staff members from Community & Economic Development, Parks & Facilities Department, City Manager's Office, and the City Attorney's Office.

Staff supports the proposed programs as noted above and recommends that City Council authorize the City to issue a Request for Applications (RFA) soliciting proposals from non-profits for use of the Evans Center to provide programs for Palm Bay youth and at-risk youth, focusing on culinary arts, heating ventilation and air conditioning (HVAC), financial literacy, and STEM programs for approximately 50 youth participants annually. The RFA will define 'youth' as ages 16-25 years old.

Upon further direction from City Council to issue a Request for Applications (RFA), all entities that submitted a response to the RFI will be notified and invited to submit. All subsequent applications or proposals will be presented to City Council for final consideration.

**REQUESTING DEPARTMENTS:**

Community & Economic Development

**FISCAL IMPACT:**

There is no fiscal impact at this time.

**STAFF RECOMMENDATION:**

Motion to authorize the City to publish a Request for Applications (RFA) soliciting proposals from non-profits for use of the Evans Center to provide programs for Palm Bay youth and at-risk youth.

**ATTACHMENTS:**

1. Club Esteem, Inc. RFI Proposal
2. Community Revitalization, Inc. RFI Proposal
3. Macedonia Community Development Corporation (CDC) RFI Proposal
4. METCA, Inc. RFI Proposal

2024-2025

Club Esteem,  
Inc.

## Inspiring Youth and Young Adults to Achieve Excellence

After-school and Summer Program for  
The Economically Disadvantaged



**Club Esteem**

**City of Palm Bay, FL**

**Request for Information**

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***Challenging Youth ~ Embracing Excellence***

Club Esteem • 3316 Monroe Street, Melbourne Florida 32901 • Ph: (321) 409.8942 □ Fax: (321) 726.9646  
Website: [www.clubesteem.com](http://www.clubesteem.com) • Email: [clubesteem@clubesteem.org](mailto:clubesteem@clubesteem.org)  
Club Esteem is 501(c) 3 not-for-profit organization, (EIN #59-3317831).



<b>Contact Information</b>	
<b>Name of the Organization:</b>	Club Esteem
<b>Mailing Address:</b>	3316 Monroe Street, Melbourne FL 32901
<b>Representative Contact Name and Title:</b> <b>Direct Phone Number:</b> <b>Cell Number:</b>	Ellena L. Little, Executive Director 321-409-8942 321-848-6754
<b>Email address:</b>	ellenalittle@clubesteem.org

## B. PROJECT OVERVIEW

### 1. Provide an overview of the youth programs proposed. OUR MISSION

We are inspiring boys and girls in under-resourced communities to achieve excellence through tutoring, mentoring, and enrichment programs. Together, with families, volunteers, and community partners, we are creating equity through education.

Club Esteem is a nonprofit organization inspiring 1st-12th grade boys and girls from under-resourced communities to embrace academic and personal excellence. Through a combination of individualized tutoring, mentoring, and enrichment programs Club Esteem students grow into determined, compassionate, workforce-ready, and college-bound young people destined for success.

Club Esteem's virtual and on-site Entrepreneurship/Business Development program "College Ready and Career Technical Training Business" will be a part of our Future Professional program give at-risk youth and young adults skills needed for gainful employment.

The program will expose youth to the world of business and incorporate a variety of educational training techniques including classroom instruction, internships and job shadowing. As well as performing Arts activities to provide opportunities to hone talents and interests.

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

This pilot program will empower students through entrepreneurial education, financial literacy and enrichment opportunities for students to create

and develop new ideas, regardless of their future career path.

Elements of creating a business plan for the decided-upon project will include:

Idea Generator for product and marketing

Market research

Job Shadowing

Career skill building and educational training in Health Services, Paraprofessional, Coding,/STEAM and more

Operations and logistics Costs and Pricing Cash flow management Crafting an Elevator speech The Women's Business Center weVENTURE at Florida Institute of Technology will assist with this program. CAMID, The Brevard County School Board Adult Education, and other existing partners and agencies. We are blessed to have over 60 partner agencies and businesses that assist with our programs.

We anticipate our program will begin to energize our students to think and dream big, and visualize success through

entrepreneurship. It will provide them with the base knowledge to pursue an idea and make it profitable. Whether or not they decide to become

entrepreneurs after college, they will have the foundation of good business skills to help them succeed in the workplace, along with the confidence they

gain through positive feedback.

Many of our program graduates return to the community and make a greater contribution to the area than those without a degree. Their success will spur

future generations in the community to aim high and pursue their education. This results in a stronger, more economically sound neighborhood which, in

turn, contributes to the success of the city, county, state and country.

problems that need to be solved, invent a solution for them and, ultimately, make the world a better place.

3. Briefly explain how the program will be managed, including how clients will be identified. Club Esteem staff and volunteers will manage the program. This would be an extension of the programs that will offer. We will identify clients through our

existing partnerships throughout the community as well as social media. We use the HUD guidelines to verify low-income status.

4. Explain how success will be measured. Success will be measured by pre-and post-test, graduation rates, completion of the program, job placement and college acceptance.

5. Provide a summary of staffing for proposed programs and services. Club Esteem has an existing volunteer base and staff. Other staff will be recruited to assist as well.

6. Provide hours of operations, including days of the week. Monday – Friday 12 PM – 6PM

7. Provide the age range for which the NPO is defining 'youth' and reason for selecting this age range. 16yrs – 25 yrs

8. Provide the NPO's definition of 'at-risk youth'. Club Esteem uses the guidelines based defined by Housing and Urban Development. We also collect W-2, Income Tax Returns, check stubs and social security documents to determine if our clients are low income

9. Generally, explain the proposed use of the facilities at Evans Center, to include space needs. We would need the meeting room and possibly some office space to store documents and supplies.

10. Estimate how many participants would be served annually. Club Esteem serves over 200 low-income children in grades 1<sup>st</sup> -12<sup>th</sup>. We have hundreds of high school graduates and other connections in the community. Typically, there are 30-35 high school students enrolled. We anticipate having 25 -50 in this program annually.

11. Explain what other funding would be utilized to provide proposed programs and services, include funding source and amount. We receive funding through the United Way, Bank of America and other donors for our high school and job employment services. We would also reach out to other grantors and donors.

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

### **Community Partnerships**

- Greater Palm Bay Chamber of Commerce Brevard Prosperity Initiative Team - looking at achievement gap - the disparity in academic performance between

groups of students and learning gaps - the disparity between what a student has mastered and what is expected at their grade level. Focus is on 3<sup>rd</sup> grade reading level. Agreed to assist with Club Esteem's needs by providing volunteers, funding, and other in-kind donations (computers, laptops, school supplies).

- Conradina chapter of the Florida Native Plant Society and we're getting ready for our 14th annual Landscaping with Florida Natives Tour on Saturday, Oct. 14, 2023. This year they are starting a pilot program on the following Friday, Oct. 20<sup>th</sup> - Childrens Florida Native Plants Education Day for Club Esteem and Homeschoolers. In addition, members of the group will assist with Club Esteem's community garden (collect supplies and volunteers).
- Career Source, Eastern Florida State College, BPS Adult. Florida Tech, and Community Education Career Technical Training, Palm Bay High School – Industry Certified and Career Technical Education certification
- Data ad hoc working committee – to help quantify data and use it to present compelling story telling and the importance of Club Esteem.
  - Collaborating with STEM Outreach Manager, Florida Tech | Center of Advanced Manufacturing and Innovative
  - Adilt Education
  - WeVenture
  - The Greater Palm Bay Charter and many more

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 02 1997

CLUB ESTEEM INC  
516 E NEW HAVEN AVE  
MELBOURNE, FL 32901

Employer Identification Number:  
59-3317831  
DLN:  
17053197035007  
Contact Person:  
D. A. DOWNING  
Contact Telephone Number:  
(513) 241-5199  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Addendum Applies:  
Yes

Dear Applicants:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Please provide the following information.

### BASIC INFORMATION

1. Name of Organization/Legal Entity: **Community Revitalization Alliance, Inc.**
2. Mailing Address: **P.O. Box 1672. Melbourne, FL 32902**
3. Confirmation of 501(c)3 status – **See attached IRS Determination Letter**
4. Representative Name: **Alberta Clinkscales**
5. Representative Title: **Chief Executive Officer**
6. Representative Telephone: **321-431-1614 (cell) 321-473-9500 (office)**
7. Representative Email: **alberta@communityalliance321.org**

### PROJECT OVERVIEW

1. Provide an overview of the youth programs proposed:

Community Revitalization Alliance is committed to representing and addressing the needs of our diverse community that is grappling with the aftermath of gun violence and the tragic loss of our youth. We recognize that our efforts to assist must include comprehensive mental health counseling, group therapy, and support for our returning citizens and their families. Our goal is to be a part of the solution, implementing a wholistic approach to building a wholesome, healthy, and economically vibrant.

Our Developing Leaders community-based Teen STEAM (Science, Technology, Engineering, Arts, Math) Technical Education program is designed to provide program participants with hands-on, practical training in specific trades and professions, with the inclusion of essential general education courses to include life-management skills, and basic personal and business financial management skills to ensure they are well-rounded and capable of adapting to various career and life challenges.

The curriculum is divided into two broad areas of focus:

#### **Skill Development Courses:**

- **Culinary Arts:** Participants will gain hands-on experience in the culinary field, learning everything from basic kitchen essentials to advanced culinary techniques, including food safety, management skills, and the creative presentation of food. The course prepares students for careers in culinary and hospitality. **Course Instructor: Ms. Dana Biggs, Owner/CEO of Dana's Cupcakes & More,**

- **Media Arts:** This course covers various forms of media, including film, photography, audio, video, and a podcasting course. Program participants will learn how to express ideas and emotions through different media forms and gain hands-on experience in creating compelling visual and audio content and will create their own podcast. This course prepares students for careers in graphic design, video editor, basic web designer, digital content creator, photographer/videographer, sound designer/audio engineer. **Course Instructors: Mr. Lamark J Merritt, Owner/President of SOAP Studios, LLC., and Jamie Giguere, Instructor at Astro-Arts (mobile programs)**
- **Aviation/Aeronautics:** This course not only provides a comprehensive introduction to the fundamentals of aviation, including flight planning, navigation, and hands-on flying experience, but also bridges the gap of minorities in aviation here on Brevard's Space Coast. Participants will also receive specialized training in drone operations, including preparation to obtain the Recreational UAS Safety Test (TRUST) Certification. This combination of training ensures that students not only gain essential aviation knowledge but also acquire certifications and practical experience in both traditional flight and drone operation. **Course Instructor: Ramone Hemphill, Senior Instructor (Drone instruction provided in collaboration with the Central Florida Chapter Tuskegee Airmen, Inc.)**

#### **General Education Courses:**

- **Life-Management Skills:** Participation in the program naturally fosters the development of life management skills as individuals engage in activities that promote self-awareness, discipline, and personal growth. Through structured exercises and guided reflection, participants learn to set meaningful goals, manage their time effectively, and make informed decisions. As they confront challenges within the program, they enhance their problem-solving abilities and communication skills, while practicing conflict resolution in a supportive environment. Over time, these skills become second nature, empowering participants to navigate life with greater confidence and purpose. **Course Instructor: Mr. Marcus Smith, Owner of Impact Financial Group, LLC.**
- **Personal Financial Management:** This course teaches students the principles of managing personal finances, including budgeting, saving, credit management, and decision-making. The goal is to help students develop strong money management skills that will serve them throughout their lives. **Course Instructor: Dan Wright, Truist Bank**
- **Business Financial Management (QuickBooks):** Students will learn the fundamentals of business financial management, with a focus on using QuickBooks for business accounting, preparing financial statements, and analyzing business transactions. **Course Instructor: Marilyn Ross Smith, Owner of Miiyah Productions, LLC.**

The program emphasizes real-world application, hands-on learning, and the development of employability skills crucial for success in today's job market.

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

The program offers a wide range of services, including:

- **Skill Development:** Specialized courses in Culinary Arts, Media Arts, and Aviation/Aeronautics.
- **Financial Literacy:** Courses in personal and business financial management, including proficiency in QuickBooks.
- **Certification Opportunities:**

### **Aviation/Aeronautics:**

- Recreational UAS Safety Test (TRUST) Certification: Required by the FAA for recreational drone pilots, this certification is essential for those involved in drone operations.
- Private Pilot License (PPL): For older teens who meet the age requirement (17 years old), they can begin working toward their Private Pilot License, starting with a Student Pilot Certificate.

### **Culinary Arts:**

- ServSafe Food Handler Certification: Recognized nationwide, this certification demonstrates knowledge of basic food safety practices for those in the foodservice industry.

### **Media Arts:**

- Adobe Certified Professional (ACP): Adobe software applications: Photoshop, Premiere Pro or Illustrator., or equivalent.
- Certification in video editing using Final Cut Pro, a widely used tool in the industry or equivalent.
- Certified Podcaster: This Certification is essential for podcast production and distribution.

### **Business Financial Management (QuickBooks):**

- QuickBooks Certified User: This certification demonstrates proficiency in using QuickBooks for accounting and business financial management, a valuable skill for teens interested in business careers.
- **Laboratory Activities:** Hands-on experience with tools, equipment, and technologies relevant to each field of study.
- **Career Ready Practices:** Development of essential employability skills such as leadership, teamwork, and communication.



The Developing Leaders program is designed to equip teens aged 14-24 with a diverse set of skills and certifications that prepare them for future careers and personal growth. Through specialized courses in Culinary Arts, Media Arts, and Aviation/Aeronautics, participants will gain hands-on experience and practical knowledge in their chosen fields. Financial literacy courses, including personal and business financial management with QuickBooks proficiency, ensure that students are well-prepared to manage finances effectively. Participants will have the opportunity to earn industry-recognized certifications, such as the ServSafe Food Handler Certification, Adobe Certified Professional, TRUST Certification for drone pilots, and QuickBooks Certified User, enhancing their employability and career prospects. Additionally, laboratory activities provide real-world experience with relevant tools and technologies, while career-ready practices focus on developing essential leadership, teamwork, and communication skills, preparing students to excel in both their professional and personal lives.

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

The Skill Development and General Education courses are managed by contracting experienced professionals who are leaders in their respective fields. Each course is led by a dedicated instructor who provides hands-on, practical training designed to prepare participants for careers in their chosen areas. For instance, the Culinary Arts course is led by Ms. Dana Biggs, an expert in the culinary and hospitality industry, while the Media Arts course is directed by Mr. Lamark J Merritt, a media professional with extensive experience in visual and audio content creation. The Aviation/Aeronautics course, under the guidance of Ramone Hemphill, combines traditional flight training with drone operations in collaboration with the Central Florida Chapter Tuskegee Airmen, Inc., ensuring comprehensive education. In addition to these specialized skill courses, general education is provided through courses such as Life-Management Skills, taught by Mr. Marcus Smith, and Personal Financial Management, led by Dan Wright, all aiming to equip participants with essential life and business skills. The organization's Program Administrator is responsible for the overall monitoring of these courses, ensuring program quality and effectiveness through quarterly reports and monthly meetings with service providers, thus maintaining alignment with the program's educational objectives and outcomes.

Clients will be identified through partnerships with local schools, community organizations, and social services agencies. Outreach efforts will focus on engaging at-risk youth and those interested in pursuing careers in the offered fields.

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

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

##### **Culinary Arts:**

- **Proficiency in Basic Culinary Techniques**
  - **Measurement:** Practical assessments, including cooking exams where students prepare specific dishes using learned techniques. Feedback from instructors on technique, presentation, and taste.
- **Understanding of Food Safety**
  - **Measurement:** Written tests on food safety standards and practices, and completion and passing rate of the ServSafe Food Handler Certification exam.

##### **Media Arts:**

- **Mastery of Visual and Audio Content Creation**
  - **Measurement:** Portfolio review by instructors and peers, focusing on the quality and creativity of photography, videography, and podcast projects. Final project grading based on established rubrics.
- **Technical Proficiency in Media Tools**
  - **Measurement:** Practical assessments where students demonstrate proficiency in using specific software. Completion and passing rate of at least one of the media arts certifications.
- **Creative Expression and Storytelling**
  - **Measurement:** Evaluation of student projects on storytelling, creativity, and emotional impact through rubrics that measure these elements.
- **Portfolio Development**
  - **Measurement:** Successful completion and presentation of a digital or physical portfolio, evaluated for comprehensiveness and quality of content.

##### **Aviation/Aeronautics:**

- **Fundamental Aviation Knowledge**

- **Measurement:** Written tests covering aviation principles, navigation, and safety protocols. Practical exams assessing understanding of flight planning.
- **Hands-On Flying Experience**
  - **Measurement:** Instructor evaluations during hands-on flight sessions, including performance in simulated or real flying tasks.
- **Drone Operation Skills**
  - **Measurement:** Completion and passing rate of the Recreational UAS Safety Test (TRUST) Certification. Practical assessments in drone flight skills and safety practices.

#### **Life Skills Management:**

- **Enhanced Self-Awareness and Discipline**
  - **Measurement:** Self-assessment surveys and reflection journals tracking personal growth. Instructor evaluations based on observed behavior and participation in activities.
- **Effective Time Management and Decision-Making**
  - **Measurement:** Assignments and projects that require time management and decision-making, assessed for timeliness and quality of decisions made. Tracking progress through student goal setting and achievement logs.
- **Improved Communication and Problem-Solving**
  - **Measurement:** Role-play exercises and group activities evaluated for communication effectiveness and problem-solving strategies. Peer and instructor feedback.

#### **Personal Financial Management:**

- **Financial Literacy:**
  - **Measurement:** Practical assignments – Create a personal spending plan which will be evaluation for accuracy and understanding.
- **Ability to Make Informed Financial Decisions**
  - **Measurement:** Case studies or simulations where students must make financial decisions, assessed for the reasoning behind choices and the outcomes. Scenario-based quizzes.

- **Preparation for Financial Independence**

- **Measurement:** Tracking of real-world financial decisions made by students during the course.

**Business Financial Management (QuickBooks):**

- **Proficiency in Business Accounting**

- **Measurement:** Practical exams involving the use of QuickBooks to manage business transactions, prepare financial statements, and complete accounting tasks. Graded assignments simulating real-world business accounting scenarios.

- **Ability to Analyze Business Finances**

- **Measurement:** Projects where students analyze financial statements and business transactions, graded for accuracy, insight, and application of financial analysis concepts.

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

The proposed programs and services are staffed by a team of contracted experienced professionals, each a leader in their respective fields, to deliver high-quality education and skill development to participants. The Skill Development courses are overseen by dedicated instructors who provide hands-on, practical training tailored to prepare students for careers in specific industries. For example, the Culinary Arts course is led by Ms. Dana Biggs, a seasoned expert in culinary and hospitality, while the Media Arts course is directed by Mr. Lamark J Merritt, a professional in visual and audio content creation. The Aviation/Aeronautics course, under the guidance of Ramone Hemphill, integrates traditional flight planning with drone operations, supported by a collaboration with the Central Florida Chapter Tuskegee Airmen, Inc.

General Education courses are similarly managed by experienced professionals. Mr. Marcus Smith, who leads the Life-Management Skills course, focuses on fostering self-awareness, discipline, and personal growth among participants. Dan Wright, from Truist Bank, heads the Personal Financial Management course, equipping students with essential financial literacy skills. Additionally, the Business Financial Management (QuickBooks) course is instructed by Marilyn Ross Smith, who teaches students an introduction course on how to manage business finances effectively using QuickBooks.

The organization's Program Administrator is responsible for the overall monitoring of these courses, ensuring that they meet educational objectives through regular quarterly reports and monthly meetings with service providers, thereby maintaining the program's quality and effectiveness.

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

Please note that these days and times are after school hours but can be changed to accommodate program participants who are currently disengaged from traditional educational pathways (dropouts). The summer schedule will also be adjusted to earlier daytime hours.

### **Program schedule:**

#### **Monday**

##### **Culinary Arts**

- Instructor: Ms. Dana Biggs
- Time: 4:00 PM – 7:00 PM

#### **Tuesday**

##### **Media Arts**

- Instructor: Mr. Lamark J Merritt
- Time: 4:00 PM – 7:00 PM

#### **Wednesday**

##### **Aviation/Aeronautics**

- Instructor: Ramone Hemphill
- Time: 4:00 PM – 7:00 PM

#### **Thursday**

##### **Life-Management Skills**

- Instructor: Mr. Marcus Smith
- Time: 4:00 PM – 6:00 PM
- Location: General Education Classroom

##### **Personal Financial Management**

- Instructor: Dan Wright
- Time: 6:00 PM – 8:00 PM

#### **Friday**

##### **Business Financial Management (QuickBooks)**

- Instructor: Marilyn Ross Smith
- Time: 4:00 PM – 7:00 PM

## **Saturday**

### **Aviation/Aeronautics (Additional Lab/Flight Time)**

- Instructor: Ramone Hemphill
- Time: 9:00 AM – 12:00 PM

### **Media Arts (Additional Studio Time)**

- Instructor: Mr. Lamark J Merritt
- Time: 1:00 PM – 4:00 PM

This schedule ensures that each course has a dedicated time slot with no overlap, providing students ample time for instruction and hands-on learning in their respective fields. Special workshops, certification tests, and events may also be scheduled on weekends as needed.

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

We define "youth" as individuals between the ages of 14 and 24. This age range was selected to encompass both high school-aged teens and young adults who are in transition phases, such as those entering the workforce, pursuing higher education, or seeking vocational training. This range allows the program to address the needs of students at different stages of development, ensuring that they receive relevant and appropriate support.

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

We define 'at-risk youth' as individuals who face significant barriers to academic success, personal development, and career opportunities. These barriers may include, socioeconomic disadvantages, exposure to violence, involvement with the juvenile justice system, or disengagement from traditional educational pathways. The program specifically targets these individuals to provide them with the tools and support they need to overcome these challenges and achieve their full potential.

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

To implement the proposed program at the Evans Center, minor modifications will be necessary to accommodate the various skill development and general education courses. Here's a basic list of modifications:

#### **Culinary Arts Setup:**

- Existing Commercial Kitchen: Utilize the existing commercial kitchen for culinary arts training.

- Workstations: 10 - 12 workstations to accommodate 3-4 program participants at a table.
- Additional Equipment: Add any missing essential kitchen equipment, such as food processors, mixers, and utensils.

**Media Arts Setup:**

- Designated Media Area: Partition a section of the room or set up modular furniture to create a media arts studio space.
- Computer Workstations: Install computers equipped with Adobe Creative Cloud software, video editing software (e.g., Final Cut Pro), and audio editing tools.
- Audio/Visual Equipment: Provide cameras, microphones, lighting, and green screen backgrounds for film and photography projects.
- Podcasting Equipment: Set up podcast recording equipment, including microphones, soundproofing materials, and audio editing software.

**Aviation/Aeronautics and General Education Setup:**

- All Aviation/Aeronautics equipment and resources for outdoor components of the program are already established at nearby open areas.
- Flexible Classroom Space: Multipurpose tables and chairs that can be reconfigured for different educational sessions.
- Projector and Whiteboard: Install a projector, screen, and whiteboard for presentations and instructional use.
- Computer Stations: Computer stations with QuickBooks installed

**General Modifications:**

- Soundproofing: Install soundproofing panels or curtains to minimize noise and allow for concurrent activities in different sections of the room.
- Wi-Fi and Connectivity: Ensure high-speed internet and sufficient power outlets are available throughout the room to support all technological needs.

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

Approximately 100 - 150 in year one.

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

The Community Revitalization Alliance, Inc. (CReA) serves as the quarterback organization for the Historic South Melbourne RISE initiative, which is currently being vetted for membership in the Purpose Built Communities (PBC) network. As a Network Member, CReA would benefit from Purpose Built Communities' pro-bono strategic planning, coaching, and support, empowering local leaders to design, direct, and accelerate neighborhood transformation initiatives with a shared goal of promoting greater racial equity, improved health and wellness, and increased upward mobility for

all residents. Network Members receive comprehensive assistance throughout all stages of their neighborhood plans, with a focus on mixed-income housing, education, wellness, and economic vitality, and gain access to valuable resources. Additionally, Purpose Built Communities offers coaching to attract diverse investments and measure impact while enhancing organizational capacity through access to funding and training.

We have added a proposed **Daytime Program** Schedule for those residents that are returning citizens, high school dropouts, and other nonproductive residents.

#### Monday - Friday

##### 9:00 AM - 10:30 AM: Personal Development & Life Skills Training

Focus on essential life skills such as financial literacy, communication, conflict resolution, and goal-setting to empower participants to make positive choices and prepare for future employment or education.

##### 10:30 AM - 12:00 PM: Media Arts Program

A specialized program in digital media, photography, video production, graphic design, and social media management. Participants will learn to create compelling content and gain hands-on experience with industry-standard tools and software, encouraging creative expression and fostering digital literacy.

##### 12:00 PM - 1:00 PM: Lunch & Networking

Provide a nutritious lunch while encouraging informal networking and relationship-building with mentors, peers, and local professionals.

##### 1:00 PM - 2:30 PM: Job Readiness and Career Development

Workshops on resume writing, interview preparation, and professional etiquette. Sessions will also include guest speakers from local businesses and organizations to discuss career opportunities and offer guidance on entering the workforce.

##### 2:30 PM - 4:00 PM: Educational Pathways & GED Preparation

Academic support and tutoring to help participants prepare for their GED exams. This includes math, reading, and writing courses tailored to individual learning needs, along with guidance on further educational opportunities.

Here's the list of potential revenue sources and estimated annual revenue for the program:

#### Individual Donations:

Estimated Annual Revenue: \$10,000 - \$15,000

#### Community Foundation of Brevard:

Estimated Annual Revenue: \$5,000 - \$10,000

#### Tuition Fees:



Estimated Annual Revenue: \$40,000 - \$60,000

Selling Goods or Services:

Estimated Annual Revenue: \$10,000 - \$20,000

Corporate Partners Sponsorships:

Estimated Annual Revenue: \$40,000 - \$75,000

Local Business Partnerships Sponsorships:

Estimated Annual Revenue: \$5,000 - \$10,000

Event Revenue:

Estimated Annual Revenue: \$5,000 - \$10,000

In-Kind Donations:

Estimated Annual Revenue: \$10,000 - \$25,000

Total Estimated Annual Revenue:

Low End: \$125,000

High End: \$225,000

#### **Additional Revenue Sources to Support the Program:**

CReA will draw upon multiple funding sources:

Purpose Built Communities (PBC) Support: Pro-bono strategic planning, coaching, and support to build organizational capacity and attract diverse investments.

Grants: Applications for local, state, and federal grants aimed at adult education, workforce development, and community engagement.

Partnerships with Local Businesses and Philanthropic Organizations: Collaboration with local businesses for sponsorships, in-kind donations, and financial support to provide necessary resources, equipment, and facilities for the media arts program.

Fundraising Events and Donations: Host community events and engage with donors to raise funds and awareness about the program's impact.

In-Kind Contributions: Utilize volunteer instructors, donated equipment, and shared spaces from community partners to minimize costs and maximize resources.

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

##### **Skill Development Courses:**

**Culinary Arts:**

Instructor: Ms. Dana Biggs, Owner/CEO of Dana's Cupcakes & More

**Media Arts:**

Instructor: Mr. Lamark J Merritt, Owner/President of SOAP Studios, LLC

**Aviation/Aeronautics:**

Instructor: Ramone Hemphill, Senior Instructor (Drone instruction provided in collaboration with the Central Florida Chapter Tuskegee Airmen, Inc.)

**General Education Courses:****Life-Management Skills:**

Instructor: Mr. Marcus Smith, Owner of Impact Financial Group, LLC

**Personal Financial Management:**

Instructor: Dan Wright, Truist Bank

**Business Financial Management (QuickBooks):**

Instructor: Marilyn Ross Smith, Owner of Miiyah Productions, LLC

**Career Source Brevard (Palm Bay Location):** To provide job readiness and job placement services, some free on-line technology training courses, and resume writing services, specifically targeting our daytime Program Participants.

**Glover Oil:** Our potential investment in Glover Oil's boxing facility to provide men's physical and mental health services, with a priority focus on returning citizens. The space would also complement our work at Evans and serve as a community gym, offering gym memberships for all residents.

**Astro-Arts:** Provides programs that inspire a love for science and space through art. They provide a wide range of hands-on, and collaborative space-themed art experiences that ignite curiosity and spark creativity in all ages and inspire a deeper understanding of the universe through engaging and interactive fun, blending scientific learning with artistic expression.



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

COMMUNITY REVITALIZATION ALLIANCE INC  
575 S WICKHAM RD STE F  
W MELBOURNE, FL 32904

Date:  
August 5, 2024  
Employer ID number:  
47-5030194  
Form 990 required:  
YES  
Person to contact:  
Name: Mrs Harbin  
ID number: 0777240

Dear Sir or Madam:

We're responding to your request dated August 05, 2024, about your tax-exempt status.

We issued you a determination letter in November 2015, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



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:**  
Office: 321-729-6597 ext 103  
Cell: 330-518-4539
7. **Representative Email:**  
revwpete@gmail.com

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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  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 06 2009**

MACEDONIA COMMUNITY DEVELOPMENT  
CORPORATION OF SOUTH BREVARD  
PO BOX 482  
MELBOURNE, FL 32901

Employer Identification Number:  
26-0898933  
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)



## **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