



## **Request for Applications (RFA)**

Providing Services for Youth & At-Risk Youth Services at Evans Center  
ISSUED: November 8, 2024

During the Regular Council Meeting held on October 17, 2024, City Council approved 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 applications from eligible 501(c)3 non-profit entities proposing the use of the facilities at the Evans Center to provide services for Palm Bay's youth and at-risk youth (youth is defined as ages 16-25 years old). At risk youth is 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.

Non-profits organizations (NPO) should provide proposals on services that have demonstrated successful outcomes for Palm Bay's youth and at-risk youth. Special considerations will be given to proposals with programs that build employable skills in culinary, financial literacy, HVAC and STEM fields.

The City of Palm Bay acquired the Evans Center on August 5, 2024. The 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 exclude the space actively leased by the Brevard Health Alliance.

A mandatory walk through for all interested NPOs will be held at the Evans Center located at 1361 Florida Ave NE in northeast Palm Bay, on **Thursday, November 21, 2024, at 2pm.**

**The deadline to respond to this RFA is 3 PM on Friday, December 13, 2024.**

Submissions should be sent via electronic format to [HCDinfo@pbfl.org](mailto:HCDinfo@pbfl.org). Incomplete submissions will not be considered. Any submissions received after **11:59pm** on Friday December 13, 2024, will not be accepted.

Proposals will be reviewed by City staff for recommendation to and recommendation by City Council during the **Regular Council Meeting scheduled for Thursday, January 16, 2025** in Palm Bay Council Chambers, located at 120 Malabar Road SE, Palm Bay, Florida 32907. Applicants will be required to attend the Council meeting to address any further questions from City Council.

Please provide the following information.

A. BASIC INFORMATION

1. Name of Organization/Legal Entity
2. Mailing Address
3. Confirmation of 501(c)3 status
4. Representative Name
5. Representative Title
6. Representative Telephone
7. Representative Email

B. PROJECT OVERVIEW

1. Provide an overview of the youth program(s) proposed.
2. Summarize the scope of services proposed to be provided and expected outcomes.
3. Provide approximate number of youths to be served annually.
4. Describe the benefits or outcomes for the youth being served.
5. Explain how the program will be managed, including how clients will be identified.
6. Explain how success will be measured.
7. Provide a summary of staffing for proposed programs and services.
8. Provide hours of operations, including days of the week.
9. Generally, explain the proposed use of the facilities at the Evans Center, to include space needs. Clearly describe any modifications needed to the facility to be able to run the program.
10. Estimate how many participants would be served annually.
11. Demonstrate capacity and experience in providing similar services to youth and/or at-risk youth within the last 24 months and the number of youths served through said program.
12. Explain what other funding would be utilized to provide proposed programs and services, include funding source and amount.

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

14. Applicants must submit copies of:

- 1) the last 2 fiscal years of the Independent Auditor's report and Financial Statements.
- 2) Copies of completed and filed federal tax returns for the last three tax years.
- 3) Agencies exempt from filing tax returns shall submit:
  - IRS certification of exemption and
  - Copies of audited financial statements /reports from the last three years conducted in accordance with GAAS and GAS or agency's financial information in form and substance reasonably acceptable to the Department of Finance and Administration