



Request for Applications (RFA)

Providing Services for Youth & At-Risk Youth Services at Evans Center

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).

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. Proposals should include the approximate number of youths to be served annually; clear details of the program, and a description of the benefits received by the youth for attending and completing the program. NPOs should also describe how success is measured. NPO's should be able to demonstrate capacity and experience in providing similar services to youth and/or at-risk youth within the last 24 months and provide the number of youths served in the last 24 months from their unique programs.

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 not include any space (1,000 sqft) for which there is an active lease with Brevard Health Alliance.

A mandatory walk through for all interested NPO's 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 RFI is 3 PM on Friday, December 13, 2024.

Submissions should be sent via electronic format to 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 recommendations and Council's approval. City Council will review proposals for recommendations, selection and approval at the scheduled **City Council Meeting on Thursday, January 16, 2024, at 6pm.**

Location: 120 Malabar Rd, SE, Palm Bay, Florida 32907, City Council Chambers

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 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 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. 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.